Pine Crest Elementary School

Parent and Student Handbook 2026-2027

505 Kennedy Drive
Georgetown, IL. 61846









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Zayne McCorkle, Assistant Principal
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Four Houses, One Family!

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School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.grf.k12.il.us) or at the Board office, located at:

502 W. Mulberry St.
Georgetown, IL 61846

The School Board governs the school district, and is elected by the community. Our Board of Education is dedicated to the task of providing the best possible education for Georgetown-Ridge Farm students. Please express your appreciation for their time and efforts. Current School Board members are:

Lori Starwalt – President
Mark Learnard – Vice President
Betsy Daily - Secretary
Greg Emmert
Heather Roberts
Eric Flessner
Dennis Smith

The School Board has hired the following administrative staff to operate the school:

Jean M. Neal, Superintendent
Phone: (217) 662-8488

Kristofor Barth, Principal
Zayne McCorkle, Assistant Principal
Phone: (217) 662-6981

Pine Crest Elementary School Staff

Principal – Kristofor Barth
Assistant Principal- Zayne McCorkle

Title I
Math Interventionist - Amy Goodwin
Math Interventionist TA - Angie Prunkard
Reading Interventionist - Molly Fourez
Reading Interventionist TA - TBD

Secretary - Leslea Thompson
Secretary - Amber McComas
Secretary - Abby Razmus

Nurse - Brandi Eaton

Social Worker - Mandi Stuck

Kindergarten Teacher - Lillian Hunter
Kindergarten Teacher - TBD
Kindergarten Teacher - TBD

First Grade Teacher - Bobbi Cosat
First Grade Teacher - Taylor Scott
First Grade Teacher - Sarah Runyan

Second Grade Teacher - Bryce Herrin
Second Grade Teacher - Michelle Esteppe
Second Grade Teacher - Jessica Davis

Third Grade Teacher - Shelby Crowl
Third Grade Teacher - TBD
Third Grade Teacher - Meghan Sollars

Fourth Grade Teacher - Taylor Barrett
Fourth Grade Teacher - Lexi Smith
Fourth Grade Teacher - MacKenzie Thorman

Fifth Grade Teacher - Mary Key
Fifth Grade Teacher - Sean Harrison
Fifth Grade Teacher - Zoe Hughes

Pre-K Teacher-Danielle Funk
E.C. Teacher- Whitney Cramer
Pre-K TA- Heaven Copass, Kayla Harrier, Haley Smith,
Brittany Perry

Physical Education Teacher - Laura Morgan
Music Teacher - Joanna Coombs
Library - Vickie Hayward

Speech/ Language Therapist - Virtual Services

Learning Behavioral Specialist - Penny Higgins
Learning Behavioral Specialist - Heather Douglass
Learning Behavioral Specialist - Angela Cooprider
Learning Behavioral Specialist - Amy Fourez
Learning Behavioral Specialist - TBD
Learning Behavioral Specialist - TBD

Aides - Kenna Baker
Skyler Switzer
Jerrie Norton
Amy Holden
Hadassah Sorrenson
Anita Conrad
Emma Sollars
Jodi Griffith
Amber Carter
Abby Neubig
Rhiannon Shaw
Paige White

Head Cook - Maggie Good
Cooks - Lisa Noggle
Tarna Freeman
Jean Metz
Dennise Brasker

Custodians - Kent Miles
Chad Quick
Darrell Smith

These assignments are subject to change

GEORGETOWN-RIDGE FARM CUSD #4
2026-2027 CALENDAR

MONDAY	AUGUST 10	TEACHER INSTITUTE-NO STUDENTS
TUESDAY	AUGUST 11	TEACHER INSTITUTE-NO STUDENTS
WEDNESDAY	AUGUST 12	FIRST DAY STUDENT ATTENDANCE-FULL DAY
MONDAY	SEPTEMBER 7	NO SCHOOL - LABOR DAY
WEDNESDAY	SEPTEMBER 16	11:15 DISMISSAL - SCHOOL IMPROVEMENT
THURSDAY	OCTOBER 8	END OF 1ST QUARTER
FRIDAY	OCTOBER 9	TEACHER INSTITUTE - NO SCHOOL
MONDAY	OCTOBER 12	NO SCHOOL - COLUMBUS DAY
TUESDAY-FRIDAY	OCTOBER 13-16	NO SCHOOL - FALL BREAK
MONDAY	OCTOBER 19	SCHOOL RESUMES
WEDNESDAY	OCTOBER 21	FULL DAY & PARENT TEACHER CONF (4-7)
THURSDAY	OCTOBER 22	FULL DAY & PARENT TEACHER CONF (4-7)
FRIDAY	OCTOBER 23	NO SCHOOL
TUESDAY	NOVEMBER 3	ELECTION DAY - NO SCHOOL
WEDNESDAY	NOVEMBER 18	11:15 DISMISSAL - SCHOOL IMPROVEMENT
TUESDAY	NOVEMBER 24	1:40 DISMISSAL
WEDNESDAY	NOVEMBER 25	NO SCHOOL
THURSDAY	NOVEMBER 26	NO SCHOOL - HAPPY THANKSGIVING
FRIDAY	NOVEMBER 27	NO SCHOOL
MONDAY	NOVEMBER 30	SCHOOL RESUMES
WEDNESDAY	DECEMBER 2	11:15 DISMISSAL - SCHOOL IMPROVEMENT
FRIDAY	DECEMBER 18	END OF 2ND QUARTER
FRIDAY	DECEMBER 18	1:40 DISMISSAL
MON-THURS	DECEMBER 21-31	NO SCHOOL - WINTER BREAK
FRIDAY	JANUARY 1	NO SCHOOL - HOLIDAY
MONDAY	JANUARY 4	TEACHER INSTITUTE - NO SCHOOL
TUESDAY	JANUARY 5	SCHOOL RESUMES
MONDAY	JANUARY 18	NO SCHOOL-MARTIN LUTHER KING BIRTHDAY
WEDNESDAY	FEBRUARY 3	11:15 DISMISSAL - SCHOOL IMPROVEMENT
MONDAY	FEBRUARY 15	NO SCHOOL - PRESIDENTS DAY
WEDNESDAY	MARCH 3	11:15 DISMISSAL - SCHOOL IMPROVEMENT
FRIDAY	MARCH 5	END OF 3RD QUARTER
WEDNESDAY	MARCH 10	FULL DAY & PARENT TEACHER CONF (4-7)
THURSDAY	MARCH 11	FULL DAY & PARENT TEACHER CONF (4-7)
FRIDAY	MARCH 12	NO SCHOOL
MONDAY-FRIDAY	MARCH 15-19	NO SCHOOL - SPRING BREAK
MONDAY	MARCH 22	SCHOOL RESUMES
THURSDAY	MARCH 25	1:40 DISMISSAL
FRIDAY	MARCH 26	NO SCHOOL - GOOD FRIDAY
MONDAY	MARCH 29	NO SCHOOL - EASTER MONDAY
WEDNESDAY	APRIL 21	11:15 DISMISSAL - SCHOOL IMPROVEMENT
THURSDAY	MAY 27	11:15 DISMISSAL - SCHOOL IMPROVEMENT
FRIDAY	MAY 28	SNOW DAY (IF NEEDED)
MONDAY	MAY 31	NO SCHOOL - MEMORIAL DAY
TUESDAY-FRIDAY	JUNE 1-4	SNOW DAY (IF NEEDED)

Welcome to Pine Crest Elementary School!

The policies and procedures of Pine Crest School are contained in this handbook. Parents are advised to read the handbook carefully, discuss the policies with your child and keep it in a convenient place so that you may use it as a reference.

The ultimate purpose of education is to help each student develop to his or her fullest potential. Developing and accepting responsibilities for academics, behavior, and good citizenship will help us all to participate successfully in our communities.

The administration and staff of Pine Crest Elementary hope that the years your child will be spending in our school will be enriching and happy ones.

Georgetown-Ridge Farm District Vision Statement

Success for today: through the active involvement of students, parents, educators, and the community
Preparation for tomorrow: to obtain critical thinking, reasoning, and problem solving skills to become effective, creative, and caring members of a diverse society
Learning for a lifetime: assures well-informed, productive citizens for the future

Pine Crest Elementary Mission Statement

By working with students, families and our school communities, Pine Crest Elementary mission is to make the district vision a reality for *every student, every day*. We will provide a safe, positive learning environment that fosters personal achievement, creates productive citizens and encourages lifelong learners.

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

This handbook has been approved by the Georgetown-Ridge Farm Board of Education and is subject to change with Board of Education approval.

The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations which may arise. This handbook may be amended during the year without notice.

School Operations During a Pandemic or Other Health Emergency [1]

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

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1 This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Visitors and Volunteers

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors and volunteers must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors and volunteers are required to proceed immediately to their location in a quiet manner. All visitors and volunteers must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors and volunteers are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.
17.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Arrival/Dismissal Procedures

ARRIVAL:

- Classes begin at 8:00 a.m. **Children who are car riders and walkers should not arrive at school before 7:20 a.m**. Please use the front drive when dropping off students. Students should only be dropped off from the inside lane at the front door, please do not let your student out in the outer lane to avoid waiting in line. Once your student has exited the car, please pull away so traffic can keep flowing. If you need to come into the building, please park in the spaces provided.
- 1st- 5th grade students will report to the gym unless they are eating breakfast. Kindergarten students should report to the cafeteria. Students eating breakfast should go directly to the cafeteria upon arrival and on to the gym after eating. Breakfast is served from 7:20-7:50 a.m.
- If you drop your child off after 8:05 a.m., an adult will need to accompany the child into the office for a tardy slip.
- If you are entering the building, please do not park in the drop off lane in front of the building. Pull to the left, park and come into the building. **During school hours there is no visitor parking on the north side of the building.** The north parking lot is designated for staff parking and buses only during that time.
- Bicycles are to be parked in the racks provided.
- Please remember that cell phones are not to be used by drivers while moving through a school zone.

DISMISSAL:

- If you need to pick up your child during the school day, ***you must*** come to the office to sign your child out rather than going directly to the classroom. We will arrange to have your child meet you in the office. We will call your student/s down to the office when you arrive.
- Parents who find it necessary to pick up their students earlier than dismissal time should plan their arrival and departure to occur before 1:45 p.m. so our daily dismissal routine can occur uninterrupted. Please note:
  *After 1:45, we must prioritize addressing the phones, students and staff, buses and those in the office on school business ahead of the early pickup of students.
  *It is the student/parent's responsibility to address any missed instruction, assignments, or assessment the next day with the teacher.
  *Credit for any missed or late assignments/assessments will be at the discretion of the classroom teacher.
  *Any missed information distributed to students at the end of the day (menus, notes, etc.) will be available the following day.
  *Students signed out prior to 1:45 p.m. for reasons other than those listed in the "Attendance" section of the handbook will be counted as a half day unexcused absence, unless cleared in advance with the office (please see "Length of Day" in the "Attendance" section.)
- We dismiss car riders and walkers at 2:15 p.m. The students who are car riders will be separated by grade. We have an orderly process for making sure that children are kept safe. An adult staff member will put your child in your car. **Please do not get out of your car**. To make this procedure go faster, please pull forward as far as possible as the traffic allows. Have a paper plate with your child's name and grade listed (list all children that you pick up), place it in your front window so the adults can see it. **Please do not park on the street in front of the school and walk across the grass to pick up your child. This is a No Parking Zone from 7:00 a.m. to 4:00**

p.m. on school days. Children tend to want to run out into the traffic to meet their parent(s) when they approach this way, and we want to avoid accidents at all costs.

- **Car Riders** are considered students whose parents drive on campus to pick them up. Parents are to stay in their cars to keep the line moving efficiently - staff members will walk the students to their cars. Please have your car tag visible in your windshield for staff to see.
- **Walkers/Bike riders** are considered those students who walk off campus to go home.
- Buses are dismissed at various times starting at 2:15 p.m.
- If there is a change in the way your child is to go home after school, you must notify us ***IN WRITING*** of that change. If there is a sudden change during the day, please call the office as soon as possible. If a bus change is requested, we are only allowed to put a student on a bus that he/she is qualified to ride.
- In the event that a decision to dismiss is made during the school day because of weather or emergency conditions, notification will be made via the automated phone system. It is very important that you complete the **Registration form** at registration with your contact number(s) to ensure you receive all information delivered through this system. If your contact number should change throughout the school year, you must call the office to update the change. Early dismissal notices will also be delivered through local radio and television stations.
- It is very important that plans for your child(ren) be in place in the event of an early dismissal. Please give this some thought before we enter the winter season.
- Please remember that cell phones are not to be used by drivers while moving through a school zone.
- Please remember that tobacco usage is not allowed on school property.

Restricted Contact

In the event that there are individuals that should not have access to students, we can only enforce that restriction if there is a copy of legal documentation (i.e. divorce decree, restraining order) defining those limitations. Please see the building principal if you have concerns or questions regarding this policy.

Attendance Policy

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-662-6981 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.

2. For up to three months after the child's birth or a miscarriage.

3. When a student must care for his or her ill child if:

a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and

b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.
The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: Ashley Vaughn, Director of Student Services

Excessive Absences
A doctor's note is required beyond **five** consecutive missed school days. After **nine** non-consecutive absences a doctor's note may be required for each subsequent absence. Failure to produce a doctor's note upon request will result in an unexcused absence, and possible referral to the Vermilion County Truancy Officer.

Truancy Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Length of Day

State law requires students in grades K-1 to attend at least 240 instructional minutes of school and students in grades 2-5 to attend at least 300 instructional minutes of school in order for the day to be counted for attendance. In order to meet these requirements, students in K-1 must arrive at school by 9:30 a.m. and students in grades 2-5 must arrive at school by 8:30 a.m. Students arriving after these times will be counted as absent for one half day.

Students in grades K-1 must attend a minimum of 120 instructional minutes of school and students in grades 2-5 must attend 150 instructional minutes of school in order to be counted as half of a day of attendance.
Students in grades K-1 attending school for less than 120 instructional minutes and students in grades 2-5 attending school for less than 150 instructional minutes will not be given credit for attending school that day.

Student Learning and Assessment

Pine Crest Elementary, along with many other schools in Illinois, is making the transition to the New Illinois Learning Standards (also known as Common Core). Our staff has been working over the course of the last three years to align our curriculum with those standards. Some of the content at grade levels may appear different from what you have experienced with students in prior years. Some content has been moved to a different grade level, some content has been dropped, and there is an emphasis on developing fewer concepts at a deeper level of understanding than covering more concepts in a general sense. More information on the New Illinois Learning Standards may be found by visiting the Illinois State Board of Education and clicking on "Common Core Math and ELA" under Learning Standards, or typing this address into your browser:

http://www.isbe.net/common_core/default.htm

Illinois Assessment for Readiness (IAR) test will be taken by our students in March-April. Students in grades third, fourth, and fifth participate in the IAR test. The scores from these tests will determine if the school is making adequate yearly progress (AYP) as required. With this shift in curriculum content and assessment, there are a lot of questions that remain to be answered and more changes to come as we implement those requirements and recommendations as they become known. If you have any questions, please call and speak with one of the administrators.

Expectations and Discipline

We believe that our educational program can be strong only when students learn to conduct themselves in an acceptable manner. Discipline must be consistent with expectations clearly stated. Consequences must fit the behavior. Our program was developed to recognize and reward students who follow the expectations and act as role models to others. Behavioral expectations will be discussed on the first day of school and throughout the school year.

We expect our students to **Be Respectful, Be Caring, Be Responsible, and Be Safe**. We believe that if our students clearly understand what good behavior looks like, are frequently reminded of the expectations, are given the opportunity to practice these behavioral expectations throughout the year and are praised when they demonstrate appropriate behavior, that behavior problems will be effectively managed at Pine Crest Elementary.

Pine Crest Behavioral Expectations

When behavioral expectations are not followed, involved student(s), staff, support personnel, administration and parents should work together to help correct the inappropriate behavior and help the student learn to make better choices. The expectations listed below are not all inclusive, but may be used to establish the general idea of what we are trying to accomplish.

Setting	Be Respectful	Be Caring	Be Responsible	Be Safe
All Areas	Kind words, listen	Help others	Follow directions	Walk, hands to self
Hallway	Quiet voices	Hold doors for others	Go directly to destination	Walk, stay to the right
Classroom	Raise hand, listen	Help classmates	Be prepared	Hands/feet to self

Cafeteria	Manners, quiet voices	Kind words	Clean up	Stay seated
Playground	Take turns	Include others	Line up quickly	Play safely
Restroom	Respect privacy	Keep clean	Be quick	No horseplay
Arrival/Dismissal	Appropriate voice level	Kind language	Follow directions	Stay seated

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
24. Recording, or distributing recordings of student altercations.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

<u>When and Where Conduct Rules Apply</u>

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

<u>Disciplinary Measures</u>

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school

voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.
The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased,

or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying and (3) The posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Dr. Jean Neal
502 Mulberry St
Georgetown, IL 61846
217-662-8488
jneal@gobuffaloes.org

Complaint Managers:

Mr. McCorkle
505 Kennedy Dr.
Georgetown, IL 61846
217-662-6981
zmccorkle@gobuffaloes.org

Mr. Kistofor Barth
505 Kennedy Dr.
Georgetown, IL 61846
217-662-6981
avaughn@gobuffaloes.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.**2**
Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Harassment and Teen Dating Violence

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity1; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or

2 References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Extra-Curricular Athletic Activity Code of Conduct

There is required language on a Code of Conduct for school sponsored extra-curricular athletic activities that are IESA approved. At this time, we do not have district funded extra-curricular athletic activities that are IESA approved; therefore, it is not included.

Discipline Referral Procedures

At Pine Crest, we believe that the teachers and staff can handle most minor behavior problems. Major inappropriate behaviors such as fighting, verbal abuse, gross disobedience, aggressive behavior, cheating or continued minor offenses will be referred to the principal's office. Discipline referrals may also be issued for students whose behavior does not meet expectations of the classroom, school, or bus. In addition, other behaviors of misconduct include engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered

to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Aggressive behavior is taken very seriously at Pine Crest**.** Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Consequences will be assigned to students who continue to demonstrate these types of behaviors.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Consequences of discipline referrals made to the office may include one or more of the following:

1. conference with student
2. notification of parent in writing or by phone
3. loss of privilege
4. confiscation of prohibited items
5. loss of bus privilege
6. conference with student, parent, teacher and/or principal
7. recommendation for counseling or other intervention service
8. removal from class/activity
9. behavior plan
10. **in-school suspension
11. **time after school
12. **out-of-school suspension
13. **expulsion

These indicate consequences for serious and/or chronic misbehavior. **Assignment of one or more of these consequences will automatically make the student receiving them ineligible for attendance at Pine Crest Celebrations.

Bus Conduct

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for

safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: **Kevin Thomas at (217) 662-6716**.

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Grievance Procedure

When you have concerns, questions and/or complaints:
Please follow this Chain of Command so that differences may be resolved quickly and fairly:

1. Please call the appropriate staff member who was directly involved to make an appointment to discuss your concern. This may be the classroom teacher or another staff member.
2. If there are still concerns, contact the principal.
3. If the problem is still not resolved, contact the superintendent to discuss the problem.

4. Finally if there is still no resolution, contact the school board.

Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Fees and Fee Waiver

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

	Full	Reduced	Free
Registration	$35	$17	$0
Technology/Device Rental	$30	$15	$0
Breakfast	$0	$0	$0
Lunch	$0	$0	$0
Extra Milk	$0.35	$0.35	$0.35

Student Fee Waiver

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and

the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain guidelines.

Health Requirements/Information

Health Records, Immunizations and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Preschool for the first time.
2. Entering kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

The above requirements must be met before you can register your student for the school year. Failure to comply with these requirements will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. If a medical reason prevents a student from receiving a required immunization by registration, the student must present an immunization schedule and statement of the medical reason causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or enrolling in the district for the first time must present proof of an eye examination performed within one year. Failure to present proof by May 15th, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after May 15th

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof of having been examined by a licensed dentist within the last 18 months. Failure to present proof by May 15th allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

<u>Exemptions only apply for the current enrolled grade level and an updated exemption will be due at the time of enrollment for the next grade level with health requirements.</u>

Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

For more information on Type 1 Diabetes including a description, risk factors, warning signs, and recommendations please visit the American Diabetes Association's website at the following link: https://diabetes.org/about-diabetes/type-1

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 662-6981.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Please complete a Food Allergy Emergency Care Plan provided by the school. Also a completed Food Substitution Form signed by a physician is required if substitutions will be needed at school. If the child requires medication i.e. an Epi-Pen, it is the responsibility of the guardian to provide said medication and a competed Medication Authorization form must be on file and signed by both the student's physician and parent/guardian. These forms are due annually at the start of each school year, at the time of diagnosis, or upon enrollment, if starting mid-year.

Athletics & Extra-Curricular Activities

Pine Crest Elementary School has a program of inter-scholastic athletic competition with other schools in archery, basketball, and volleyball. Other extra-curricular activities are offered as well. During the year, announcements will be made so that those boys and girls interested in participation may sign up for the appropriate tryouts. Participation in more than one sport/activity during the same season will be allowed if the practice requirements are compatible, both coaches agree, and the student maintains all other eligibility standards. Both coaches will have to agree beforehand on how the athlete/extracurricular participant will be able to compete and these are presented in writing to the athletic director. No participant shall be removed from the activity because of choosing to participate in one activity over another.

Every student enrolling in an activity must meet the following requirements before beginning practice and/or tryouts:

- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian.

Students who try out for teams are expected to be guided by the following rules:

1. Adherence to a particular code that might be issued by the school.

2. Regular attendance at practices.
3. Observance of training rules as explained by the coaches.
4. Students must be in attendance one-half of a day in order to participate in an event on that day. The one-half day absence must also be an excused absence. This rule includes Friday attendance for weekend activities. Only building administration may waive this requirement due to extenuating circumstances.
5. All participants must stay at the activity site until dismissed by their sponsor.
6. All students transported to extra-curricular events must ride from the event on the vehicle that took them unless signed permission is given by the parent or guardian for other arrangements. Such signed permission must be given to the person having supervisory responsibility at the location of the event.
7. Full cooperation with the coaches in charge.
8. Display good sportsmanship at all times.

Activity Eligibility Policy

1. Students may not participate in athletic activities for more than one year at any grade level.
3. A student shall have passing work in all school subjects as determined by the eligibility check, which will be compiled on a weekly basis.
4. Passing work shall be defined as work of such a grade that if on any given date students would transfer to another school; passing grades for the subject would immediately be certified by the office on their transcripts to the school to which they transfer.
5. Students receiving one (1) failing grade would be allowed to practice until the next eligibility check but cannot participate in events or contests. Students will be limited to introductions only at pep assemblies and will not be allowed to perform.
6. Students receiving failing grades in the same subject for two (2) consecutive weeks will not be allowed to practice or participate until the failing grade is brought up to passing.
7. Students receiving failing grades in the same subject for three (3) consecutive weeks will be dropped from the activity for the remainder of the grading period.
8. Students receiving two (2) or more failing grades on any eligibility check will not be allowed to practice or participate in an activity until the failing grades are brought up to passing.

<u>Athletic Rules & Code of Conduct</u>

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

a. Insubordination; or
b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
d. Hazing, bullying, or harassment of any kind; or
e. Use of profanity; or
f. Exhibition of bad sportsmanship; or
g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Suspension from Extra-Curricular Activities

The extra-curricular school year commences with the opening of practice for fall sports as prescribed by the Illinois Elementary School Association and terminates with the last scheduled extracurricular activity of the spring or summer season, whichever comes later.

A suspension from participation in all extra-curricular activities for the day will result for a student who:

- Is required to serve a Supervised Study that day
- Is required to serve a Directed Study Room that day
- Has an unexcused absence for all or part of that day

A suspension from participating in extra-curricular activities for **90 calendar days** for the first offense and for the remainder of the school year for the second offense shall result from the following:

- Use or possession of tobacco products
- Illegal Drugs: Use or possession of illegal drugs
- Serious Misconduct: Conduct bringing discredit to the communities of Georgetown and Ridge Farm and/or the student body of Georgetown-Ridge Farm Schools.
- Arrest resulting in either a finding of guilt and/or admission of guilt.
- Use or possession of alcoholic beverages.

Extra-curricular activities in the district are defined as: Cross Country, Basketball, Track, Cheerleading, Scholastic Bowl, Yearbook, Student Council, Student Assistance Programs, Destination Imagination, and any other extra-curricular activity, including but not limited to dances/skating parties.

Conduct at Athletic Events

1. Spectators are to remain seated and attentive to the event.
2. Do not run on the bleachers or engage in horseplay. Respect the rights of other spectators to enjoy the contest.
3. Practice good sportsmanship at all times. Negative remarks/comments (i.e."BOOING") will not be tolerated.
4. Do not throw objects of any nature on the floor or at any persons.
5. Regular school clothes are recommended to be worn. **Hats are not allowed to be worn at any time.**
6. Students are permitted to leave the gym only between quarters, half time, and between games.
7. The concession stand will be open only at half time and between games. Only bottles with lids will be allowed in the gym.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

DUE PROCESS PROCEDURES

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.

2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
    a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
        - A specified period of time or percentage of events, competitions, or practices;
        - The remainder of the season or for the next season; or
        - The remainder of the student's school career.
    b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:
    First violation
        - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
        - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
        - The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

    Second violation
        - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
        - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
        - The student may be required to practice with the group (unless suspended or expelled from school).

    Third violation
        - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
        - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

STUDENT ATHLETES AND CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Illness/Injury

Procedures

When a student becomes ill or is injured during school hours, he/she will be sent to the nurse's office. First aid will be administered and a parent and/or family physician will be notified when deemed necessary. If it is necessary for a student to be sent home, the parent(s)/guardian(s) will be contacted.

Health Guidelines

The following guidelines are provided to assist you in determining whether to keep your child home from school due to illness or infection. If your child is displaying these or any signs of illness, please contact your healthcare provider for diagnosis and treatment.

Please note: For the safety of your child, as well as fellow students and staff, a note from your physician may be required for your child to return to school if your child is/was displaying symptoms of communicable disease or illness.

CHICKEN POX	Inform the school nurse. The student must be excluded from school for a minimum of 5 days and until all vesicles are dried and crusted over.
COLDS	Student should remain home if he/she has an excessive cough, an excessive runny nose or green nasal discharge, and/or is too uncomfortable to function in school.
COVID-19	If student is exhibiting signs of illness (may include: cough, shortness of breath, fever, headache, fatigue, etc.) testing for COVID-19 is encouraged. Please notify the school nurse. Free Curbside testing is available upon request for GRF students. If positive at-home, curbside, or laboratory testing is received, student is contagious for up to 10 days from the start of symptoms. Student is encouraged to remain home for a minimum of 5 days and until 24 hours fever, vomiting, diarrhea free. Masking is highly encouraged through day 10 and student may be excused up to 10 days post a positive test result (with proof), if unable to participate in school.
COXSACKIE VIRUS (Hand, Foot, Mouth Disease)	Student can attend school unless fever or weeping lesions are present, or child is unable to maintain hygiene (drooling) and avoid contact with others.
DIARRHEA	Student should remain at home if diarrhea occurs 2 or more times in a 24-hour period, or if accompanied by other symptoms such as: fever, vomiting, fatigue. May return once free from diarrhea for 24 hours.
EAR INFECTIONS	Student should be evaluated by M.D. if he/she complains of ear pain. Early treatment can prevent possible hearing complications.
EYE INFECTIONS	Conjunctivitis (Pink Eye) needs to be diagnosed and treated by a medical doctor. Student may return after 24 hours if symptom free and/or has a doctor's note and is able to maintain hygiene and keep hands away from eyes.
FEVER	Students must remain home if temperature is 100 degrees or above, and may return after being fever free for 24 hours without fever reducing medication.
FIFTH DISEASE	The student is no longer contagious once the rash (slapped cheek) appears. May return once fever free for 24 hours.
FRACTURES AND SURGERIES	Parents need to contact the Principal and the Nurse to determine modifications of physical activity and mode of travel throughout the building. **Written M.D. note is required** for PE/recess modifications, using adaptive equipment (walker, cane, wheelchair, crutches, sling, braces, etc.), and clearance to return to PE/recess/sports.
HEAD LICE	Notify the Nurse if you find lice in your child's hair. If found at school, student will be sent home and parent should treat immediately. Student must be brought in by a parent or guardian and cleared by the Nurse before returning to class.

IMPETIGO	This is a contagious skin infection characterized by sores covered with a brown/yellowish crust. The student may return 24 hours after treatment with an MD note. Sores must be covered and student able to maintain hygiene and refrain from touching sores at school.
NOSEBLEEDS	Please send a full change of clothes to keep at school if your child is known to have nosebleeds. If child is experiencing frequent nosebleeds or ones lasting longer than 10 minutes, a parent will be contacted to pick-up and encouraged to call your physician.
RASHES	Student is to remain at home with any undiagnosed skin rash unless a doctor's note stating the rash is not contagious is presented.
RINGWORM	Ringworm is a contagious, fungal skin infection that will continue to grow and spread until treated. Student may attend school 24 hours after treatment begins and/or if able to keep area covered or refrain from touching area while at school.
SCHOOL INJURIES	The Nurse or trained staff will assess the injury and administer first aid. No notification is necessary for students with minor injuries. Other injuries will be treated and depending on the nature and status, notification may be made by a note or phone call.
STREP THROAT	Student may return 24 hours after starting antibiotics and has been fever free for 24 hours without fever reducing medication.
VOMITING	Student should remain at home until 24 hours free from vomiting.

Head Lice

If there is evidence of head lice, the student is sent home until he/she has been properly treated and **all lice have been removed from the hair.** If there is no evidence of lice, the student will be readmitted to school. If there continues to be signs of head lice, the student or home will need further treatment before being readmitted. When a student has been sent home with head lice, a limit of two days excused absences will be permitted. Any absences after two days will be considered unexcused. Other types of infestation will be held on a case-by-case basis.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication

required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site of has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices**, and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

_____

Parent/Guardian Printed Name

Address (if different from Student's above): _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

_____ _____

Parent/Guardian Signature Date

Authorization for Medical Treatment

To be submitted to the Superintendent or designee. (please print)

Student	Sport/Activity
Parent/Guardian	Home phone
Home address	Cell phone
Physician	Physician phone

Medical Information: *(list allergies, medications, conditions and any known restrictions)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize:

1. Treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed, and
2. Transfer of my child to any hospital reasonably accessible at my expense.

Parent/Guardian Signature	Date

Social and Emotional Development

Georgetown-Ridge Farm Community Unit School District #4, in accordance with P.A. 93-0495, has taken significant steps in ensuring that students, families and staff are provided with educational opportunities, services and training to address the social and emotional wellbeing of our students. Pine Crest also provides programs such as Second Step and Character Counts and makes individual and/or group counseling available as needed.

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Student Wellness

The Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Lunch Program

All students will receive lunch at no cost. The only exception is students purchasing an extra milk for a hot lunch. One carton of milk is provided with a hot lunch. Extra milk with a hot lunch or milk for a cold lunch is $0.35.

There may be a special occasion when a parent(s) wants to eat lunch with his/her child. If you plan to join your child for lunch, please adhere to the following:

1. Contact the office by 8:30 a.m.
2. Check in at the office when you arrive.
3. If you choose to eat the school lunch, please pay for your lunch in the office or send in an envelope with your child prior to the lunch period. Adult prices for school lunches may be obtained by calling the school.
4. When planning to eat lunch at school, **a separate table for you and your child(ren) will be provided.**
5. In the event your child would like to have their friends sit and eat with you, please obtain written consent from the other children's parents and have it sent to the office.

Unpaid Meal Charge Policy
If charges for extra milk exceed $5.00, students will only be allowed milk if they pay $.35 the day of the meal. All arrears should be paid before the last day of school. Any unpaid charges are carried over to the next school year.

Breakfast Program

All students will receive breakfast at no cost. The only exception is students purchasing extra milk for breakfast. One carton of milk is provided with breakfast. Extra milk with breakfast is $.35. Serving time for Pine Crest students is from 7:20 a.m.-7:50 a.m. Our district food programs follow USDA guidelines for the Healthy Hungry Free Kids Act 2010, and the Illinois State Board of Education/Child Nutrition Program.

Unpaid Meal Charge Policy
Charging extra milk guidelines are the same as for hot lunch program.

Playground/P.E.

Students go to the playground for recess when weather conditions allow. The general rule of thumb is that students stay inside when the wind chill factor falls below 30 degrees. Clothing should coincide with the weather conditions, (coats and boots on cold snowy days, etc.). A doctor's excuse may be required for students to stay in at recess time. Students not dressed appropriately for the weather may not be able to go outside.
All students in kindergarten through 5th grade will have two (2) fifteen (15) minutes of unstructured recess each day. Recess will be outside as long as weather is permitting.

Some types of shoes have caused increased injuries during recess and/or P.E. class. Many students wearing high heels or between-the-toe flip-flops have sustained injuries while running and playing in these areas. Students wearing shoes that might cause an injury may be asked to sit out during certain activities.

Parents may excuse their student from P.E. activity/recess without a doctor's note for one day. Any longer periods must be defined by a note from the doctor. Should a parent want a student to resume activity prior to the date on the excuse, they will need to provide another note from the doctor stating a new date to begin activity.

Exemption From PE Requirement [K-8]
In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Pine Crest Elementary Library Policies and Procedures

All students at Pine Crest Elementary are able to start checking out library books at the beginning of the year. Teachers will begin taking their classes to the library in the second or third week of school. If you do not want your child to check out a book, please notify the school so that the librarian is made aware. If your child checks out a library book, he/she is expected to return it the next week (date will be stamped on the slip inside of your child's book). If your child does not return the book on time, he/she will not be able to check another book out until it is returned. If your child cannot find the book, the family is expected to pay the cost of the missing book. In the event the book is 2 weeks past the return date, a notice will be sent home. In addition, each month that there is an outstanding book fee or a non-returned book, a note will be sent home with the student. If the book is destroyed or cannot be found, the family will be expected to pay for the book. Once a student has returned or paid for the overdue book, the student may resume checking out books from the library.

Homework

In general, homework is used to give the student the opportunity to practice skills and review content introduced in the classroom and to communicate to parents what is being taught. Reviewing homework with your student will give you an idea of their skill level and work habits. Depending on the grade level, you can expect homework up to four times a week with an average time spent per evening of ten minutes per grade level (i.e. third grade=thirty minutes). If you find that you are consistently spending significantly more time than that per evening, please contact your student's teacher. Teacher feedback on homework should be received within a day of it being turned in; projects may extend beyond one day. Homework completion may count toward a student's subject grade, and/or some type of incentive for the students to work toward. If homework proves to be a significant problem, an academic plan may be developed to address student needs (i.e. strategies to use at home, after school "study hall", incentives, etc.).

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: students in grades 3-5 will take standardized tests on Math and ELA. Fifth grade will also participate in a Science assessment. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.
8.

Report Cards ~ Progress ~ Grading

A student's grade should reflect the extent to which they have mastered the skills and content being taught in the classroom. A variety of assessment types may be utilized to determine the level of mastery including (but not limited to): tests, quizzes, independent work done at school, group activity, individual project and class participation. Teacher feedback on assessments should be received within two days of it being completed. Assessments may vary in the percentage they count toward the final grade on the report card.

Progress Reports

Reporting pupil progress shall be done on a quarterly basis. The following grade system shall be utilized:

A	–	90%-100%	Excellent
B	–	80%-89.49%	Above Average
C	–	70%-79.49%	Average
D	–	60%-69.49%	Below Average/Passing
F	–	below 59.5%	Failing

S – Satisfactory
U – Unsatisfactory/Failing
Plus (+) or minus (-) indicators may be used by teachers so as to indicate more exact achievement levels.

Honor Roll

Students in second through fifth grade are recognized for their academic efforts each nine-week grading period. Students are recognized for all A's, A average (90% - 99%) and Honorable Mention (80%-89%, without any C's).

Promotion/Retention

The purpose of these guidelines is to provide guidance to professional staff, parents and students regarding student promotion and retention.

The school board expects all students to achieve at an acceptable level of proficiency that meets local and state standards. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

Promotion/Placement

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Retention

The Board of Education has adopted and enforces a policy that prohibits the promotion/passing of a student to the next higher grade for any reason not related to the academic performance of the student, including age of the student or for any other strictly social reasons.

A team shall recommend a retention decision only after careful consideration of a wide variety of information about the student. The following criteria will be used to support the recommendation for promotion or retention:

1. Recommendation for retention by the multi-disciplinary team and/or administration
2. Grades:
    a. Students in grades K-3 must pass reading.
    b. Serious consideration of retention will be given to students failing two or more core subjects.
3. Test scores (AIMSWeb Benchmark Testing and classroom performance assessments)
4. Attendance
5. Parental support

Most importantly, the decision to retain should be based on the premise that the student will benefit from retention and it is in the best interest of the child. If the multi-disciplinary team and the parent(s) are unable to reach a decision, the administration will make the final decision regarding retention.

Parent-Teacher Organization

Georgetown-Ridge Farm District #4 recognizes the importance of good school/community relations and the value of parent involvement in the successful operations of its schools. Our PTO works very hard to help our school provide extra resources and activities for our students. All parents are urged to become actively involved in the PTO. Please contact the school for more information.

Technology Acceptable Use Policy

The governing board is charged with the establishment and administration of an acceptable use policy and implementation guidelines in regard to the use of technology by staff, students and other users. These technology resources include: telephone, television monitors, various computer servers, local and wide area networks, and the connection to the Internet and stored data. Parents and/or students are responsible for being familiar with and adhering to the district acceptable use of technology policy. Copies will be provided at registration or sent home shortly after school begins for parent/student review. *A signed copy of the policy is required to be on file in order for students to access district technology.*

Non-School-Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students1; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod©, iPad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Special Programs

Response to Intervention

What is RtI (Response to Intervention)?
RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program. To help guide educators during this process, all students at Pine Crest test using our Universal Screener (AIMS Web) in the fall, winter, and spring.

What Are the Benefits of RtI?
Perhaps the greatest benefit of an RtI approach is that it eliminates a "wait to fail" situation because students get help within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns. If a student at Pine Crest scores below the 25th percentile on the Universal Screener, that student will receive interventions in the academic problem area. Students that place above the 25th percentile may still receive interventions or enrichment.

While the interventions are taking place, school staff monitors any progress that these students are making in their problem areas. These progress monitoring techniques used within the RtI process provide information that allows teachers to better evaluate student needs and match instruction, resources and interventions appropriately.

What is the RtI Process?
Most RtI systems are divided into a three-tier intervention model as illustrated below:
Tier 1:
-Core Curriculum (80-90% of students will be successful with this)
-Whole Group/Core Instruction
-For All Students in the Class
Tier 2:
-Small Group Interventions (5-10% of students will need this)
-For Some Students (At-Risk)
-Done in Addition to Tier 1
Tier 3:
-Intense Interventions (1-5% of students will need this)
-Customized Interventions
-For a Very Small number of Students
-Done in Addition to Tier 1 & Tier 2

What if my child is referred to the school's "Solution Team"?
The solution team is a team of educators that works together to find solutions for behavioral and academic problems. It is our goal to intervene so that all of our students are successful academically and behaviorally.

The solution team consists of educators throughout the building, representing each grade level and other certified staff from various disciplines.

Parents and teachers can refer a student to the solution team. Parents can do so by contacting the classroom teacher. Parents will be notified of any meeting involving their child and are always encouraged to attend.

- Attend team meetings.
- Ask what interventions are being used for academic and/or behavioral problems.
- Ask what techniques are being used to monitor student progress and the effectiveness of the implemented interventions.
- Ask your school to provide you with regular progress monitoring reports.
- Praise your child for any progress or general improvement in the area(s) of concern.
- Implement or reinforce any strategies or interventions at home.
- When possible, make suggestions for strategies or interventions based on what you know works well at home.
- Always ask questions when things are not clear.

How can parents be involved?

- Frequently communicate with your child's teacher(s).
- Attend school functions such as parent-teacher conferences.
- Monitor and assist with your child's homework assignments.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.
The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.
A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.
The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Title I Program

The Title I program is a federally funded program that provides additional support to the educational process. Through our funds we are able to offer students an opportunity to gain the much-needed technological skills to become successful students, professionals and community members. In addition, the program provides support help for students who demonstrate an academic need.

The Georgetown-Ridge Farm Board of Education believes that parent and family involvement must be aggressively pursued and supported by homes, schools/colleges/universities, communities, businesses, faith congregations, and government entities by working together in a mutually collaborative effort.

As the nation focuses on educational excellence, the Board realizes that a child's education begins at birth. Parents and family members, as their primary teachers, play a vital role in the intellectual, social and emotional growth of their children. Thus, the Board of Education will commit to seeing that each Title I school establishes a comprehensive parent involvement program.

The foundation for a successful home-school partnership is effective communication, which encourages the development of mutual support between home and school. Parents/families and educators must effectively communicate and join forces to make sure children are successful learners. Thus, the Board of Education commits to the establishment of effective two-way communication between all parents/families and schools, respecting the diversity and differing needs of families.

English Language Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Ashley Vaughn at 662-6981.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Please contact the school social worker at Pine Crest for more information about resources available to homeless students and their families.

General Information

Student Appearance (Dress Code)

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, or religious hairstyles,

hair related religious practices, or facial hair worn in accordance with sincerely held religious beliefs, observance, or practice, including but not limited to, uncut hair or sidelocks, or beards, mustaches, or other facial hair.

In general, a student's dress or appearance should not convey inappropriate content or pictures, expose inappropriate areas of the body or undergarments, or create substantial conflict or disruption among students or staff. If the administration deems attire to be inappropriate, a parent will be contacted to bring something more suitable or the student will be provided with something more appropriate to wear.

Fidget Objects and Toys

Teachers will determine on a case by case basis if students need to use fidget devices in order to find academic success (spinners, cubes, etc.) in class. Any student using fidget devices/toys without permission from their grade level teacher will have the device/toy confiscated. They are not to be used in PE, passing periods, computer lab, cafeteria or nonacademic areas.

Water Bottles in the Classroom

If the teacher allows a water bottle in the classroom, only water can be in the bottle. Pop, juice, or flavoring is not permitted in the classroom.

Parties/Field Trips

Due to a variety of reasons, Pine Crest no longer has birthday celebrations. Birthday celebrations exclude students with diet restrictions, allergies, and interfere with valuable instruction time. All students will receive recognition for their birthday, even those students with a birthday that is during a break, such as summer break or winter break.

The teachers will coordinate a sign-up for holiday parties and field trips. Holiday parties in the classroom will allow for 4 parents/guardians in the kindergarten and 1st grade classrooms. Holiday parties in the 2nd-5th grade classes will allow for 2 parents. Field trips are dependent upon the location of the trip. For scheduled holiday parties, all food must be store bought and pre-packaged. All nutritional values must be on the items sent.

If you send your student balloons or flowers for an occasion they will need to be a car rider or walker that day.

If invitations to a party are brought to school there must be one for every person in the class. If there are not enough invitations for the class they will be sent home with your student.

Contacting Teachers

If you need to contact your student's teacher please call before 7:55 a.m. or after 2:15p.m. If needing to contact the teacher during the day we would prefer you to email the teacher directly for them to contact you during their scheduled team plan time. If you would prefer to call, the best time would be during the teacher's team plan time. Please see the chart for each grade level's available times.

Pre-K	Kindergarten	1st	2nd	3rd	4th	5th
10:30a-12:00p	9:55-10:45	9:05-9:55	1:20-2:10	8:10-9:00	12:00-12:55	10:45-11:35

Student Information Sheet

At the beginning of each school year, all parents/guardians must fill out a Student Information sheet for each of their children enrolled in school. Situations may arise that make it necessary for the school to contact a student's parent(s) or guardian(s), i.e. illness, injury, special recognition, or other problems that may arise. *Please contact the office with any changes* in telephone numbers (both home and work), addresses, emergency contact, and other similar information.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for

law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation

with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,2 any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[3]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.
Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Every Student Succeeds Act

I. Teacher Qualifications
A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency
The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 2
A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.grf.k12.il.us . 3
IV. Parent & Family Engagement Compact 4
V. Unsafe School Choice Option
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. 5
VI. Student Privacy
Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. 6
VII. English Learners
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60. 7
VIII. Homeless Students
For information on supports and services available to homeless students, see handbook procedure 12:30. 8
For further information on any of the above matters, please contact the building principal

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

Laws and Notices

Asbestos Management

The E.P.A. is conducts yearly inspections in school districts statewide to determine if they are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act. Georgetown-Ridge Farm Unit #4 has a management plan in place. The district management plan is available for inspection at any time by contacting the Superintendent of Schools.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's principal.

Notification will be given before application of the pesticide. Prior notice *is not* required if there is imminent threat to health or property.

Guidelines for Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
   c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
   d. Is reasonably viewed as promoting illegal drug use; or
   e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Sex & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

http://www.isp.state.il.us/sor/

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

http://www.isp.state.il.us/cmvo/

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Kevin Thomas, Amy Cavanaugh, or Jean Neal.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Sex Discrimination

It is the policy of the Georgetown-Ridge Farm Unit #4 School District not to discriminate on the basis of sex in its educational and extra-curricular programs and activities or its employment policies, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois sex equity rules and the Title IX regulation may be directed to Superintendent, 502 West Mulberry Street, Georgetown, IL 61846, telephone (217) 662-8488.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and

services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Crisis Management Plan

All Disaster/Emergency information is located in the Pine Crest School Crisis Management Plan Manuals. These manuals are located in each room throughout the school and will be reviewed with the students by staff members. Drills will be conducted periodically and students will be shown where to go or what to do if an evacuation or lock-down becomes necessary.

Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Parent/Guardian Signature Date