



PERANDOE

EDUCATIONAL PROGRAM

500 W. South 4th Street, Suite A
Red Bud, IL
618-282-7228



2022

2023

STUDENT & PARENT

WELCOME

The Perandoe Special Education District administration and staff would like to take this opportunity to welcome you to the Perandoe Educational Program. The information contained in this handbook has been prepared to help students experience academic, social, and community success. Please read and familiarize yourself with this handbook. An acknowledgment is required and will be completed during the registration process.

This handbook is not intended to create a contractual relationship with the student. Rather, the intended purpose of the handbook is to describe the program, its current practices, procedures, rules and regulations. References made to Board Policy in the handbook represent only a summary of said policies. Complete Board policies are available to the public on the district website at www.perandoe.org. The handbook may be amended/updated during the year without notice.

Administration

Perandoe Executive Director - Kathleen Trantham Hopkins

Perandoe Assistant Director - Cheryl Ebers

Perandoe Educational Program Principal - Chad Stolte

Perandoe's Mission Statement

To promote lifelong learning and enhance the health and well being of children, families, schools, and communities; using strengths based perspectives; and serving children through a proactive, preventative, team approach.

Perandoe Educational Program's Vision Statement

To work closely with parents and communities in order to empower our students with the skills necessary to become independent, productive citizens.

Perandoe Educational Program

Perandoe Educational Program is an individualized regional special education program for children and adolescents with a variety of disabilities and needs. Elementary, middle, and high school students who are referred by their local school districts will be given consideration for placement in the program.

The program enrolls students who present with a wide range of difficulties in the areas of emotional, behavioral, social, developmental, and/or academic functioning. Included in this population are students who exhibit internalizing symptom profiles as well as students who, at times, are prone to engage in more externalizing symptoms.

Perandoe Educational Program's goal is to improve a student's overall educational, emotional, and social functioning, and return the student to a placement within their own school district as early as possible. Length of enrollment varies based on the student's individual needs and circumstances.

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Attendance

Student Attendance Schedule

At the Perandoe Educational Program, the 'typical' student day begins at 8:15 am and ends at 2:00 pm. Perandoe Educational Program staff will meet students at their transportation and escort them to the classroom. The dismissal time on a school improvement day or half day is 11:30 am. Member districts are responsible for providing transportation. Students are expected to follow the Perandoe Educational Program calendar.

Attendance Policy

Attendance is taken for each student every day. This information is reported to the student's home school district. Each school district reports average daily attendance to the state, and it is used to determine the amount of state aid the school receives. If a student is absent, the parent must call the school stating the reason for the absence before 9:30 am each day. Failure to do so will result in the absence being classified unexcused.

Absence Clarifications

- **Excused Absences** are limited to ten per year and are those that are beyond the control of the student and parent, such as illness under doctor's supervision, death in the immediate family, family emergencies, and doctor appointments that cannot be made outside the school day. In order for the absence to be considered 'excused', the parent must call the school before 10:00 a.m. on the day of the absence. An excused absence affords the student an opportunity to make up missed work for full credit.
- **Partial Day Absence** Permission to miss class for personal emergency, important business or medical and dental appointments that cannot be scheduled during non-school hours, must be arranged between parents/guardians and school officials. The office must have parental permission for the student to leave and the students must provide verification upon return. In no case should a student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. **FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE AND DISCIPLINARY ACTION**. Students who become ill at school should report to the nurse to be excused for the remainder of the day.
- **Unexcused Absences** are avoidable and do not fall under the "Valid Cause" statement of the Illinois School Code. If the unexcused absences exceed 5 days a letter will be sent home to families about their student's attendance. After 10 days a second letter will be sent home letting parents know that truancy is being filed on their child. **PEP IS REQUIRED BY LAW TO REPORT TRUANCY TO THE MONROE/RANDOLPH COUNTY TRUANCY PREVENTION PROGRAM FOR ANY STUDENTS IN OUR PROGRAM THAT HAVE ACCRUED 10 DAYS OF UNEXCUSED ABSENCES, OR IF IT IS DETERMINED A PATTERN HAS DEVELOPED**. In the event that a student is bound to attend school as a condition of his/her probation, the student's probation officer will be notified each time that the student is truant.

Leaving School

When students must leave school during the regular school hours, the parent or guardian is to report to the office and sign out their child. Call the office the day of the departure to indicate the time the child will be signed out.

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 cause are considered 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 truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate School Discipline

Pre-arranged Absences

Pre-arranged absences will be allowed on an individual basis. Primary considerations will be based on the student's current academic status and the number of previous total absences. Pre-arranged absence requests must be completed at least 24 hours prior to the absence. Pre-arranged absence forms are available in the office. Days missed due to family vacations will be considered excused only if a pre-arranged absence has been applied for and granted by the principal. Assignments missed are due the day the student returns.

Military Excusal

A student may 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 Perandoe Educational Program Administration, 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 enduring that such assignments are completed by the student prior to his or her return to school. Pre-arranged absence policy should be followed in these situations.

Tardiness

Students tardy to school in the morning must report directly to the office and sign in before entering class. Students will be allowed three tardies on arrival per semester without consequences. Thereafter, students who are tardy are subject to disciplinary action. Students more than 15 minutes tardy will be counted as absent for the period.

Religious Observances

Students desiring to attend religious services will be allowed to do so. In order for an absence to be excused, the parent/guardian must complete the *Pre-arranged Absence* form and submit it to the office five days prior to the absence.

Homeless Child's Right to Education

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to the other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency. When a child loses permanent housing and becomes a homeless person as defined by law, the homeless child or youth is entitled to attend:

1. the school in which the student was enrolled when permanently housed;
2. the school in which the student was last enrolled; or
3. any public school that non homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend.

Emergency Closings

The Executive Director or designee is authorized to close the school in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Parents entered into our One Call Now telephone alert system will be notified via phone call, text, and/or email. Closings will be posted on Channel 2 ([Fox News 2](#)), Channel 4 ([KMOV 4](#)), & Channel 5 ([KSDK](#)), as well as on Perandoe's website at www.perandoe.org If your home school district is closed due to inclement weather and road conditions do not allow the district bus to travel safely, your child will be excused from school.

School Operations During a Pandemic or Other Health Emergency

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 Executive Director 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.
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.

Academic Information

Curriculum, Credits, & Graduation Requirements

Every student will complete academic work at their level of ability based upon the student's Individual Education Program (IEP).

The core curriculum at the Perandoe Education Program includes Reading, English, Math, Science, Social Studies, Life Skills/STEP Vocational Class and Physical Education. Additional classes may also be provided to enhance a student's preparation for adult living and build vocational skills as determined by a student's age, needs and resident district requirements.

Classes may be subject to change due to the credit and graduation requirements of a student's resident district. Individual resident district policies also determine credit and graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Plan with a transition plan, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of their high school graduation class.

Grading Scale

Report grade cards will be expressed using the letters A, B, C, D, and I (Incomplete). Semester grades will be computed using the following values for nine weeks and semester grades:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 & below	F

Parental Involvement

It is the goal of the Perandoe Educational Program to build a collaborative relationship between our students' families and our school. We strive to ensure our parents/guardians are active partners in their children's education. The following procedures are put in place to foster healthy parent school collaboration.

- Academic information will be communicated on a regular basis to promote a thorough understanding of the student's ability, effort, and achievement. school and education.
- Parent/teacher conferences may be arranged at any time of the school year. Parents may make an appointment to speak with teachers during the day (teacher's prep. period) or immediately after school. Parents are urged to call or email the school for an appointment whenever they wish to speak with teachers, certified support staff, or administration concerning their child's progress. Please call the office (618.282.7228) to make an appointment.

Field Trips/Community Training

Field trips offer PEP students enrichment for their instructional program as well as the opportunity to learn and practice appropriate social skills. They are considered an extension of classroom activity and are subject to the same requirements specified in each student's IEP and Behavior Management Plan.

- To participate on a field trip, a student must have written permission from his/her parent or guardian on file.
- The student must exhibit safe, appropriate behavior that does not constitute a danger to self, others, or property.
- Student/staff ratio will be consistent with a regular school day.

If on a field trip, a student exhibits behavior that presents a danger to self, others, or property, the student's parent or guardian will be contacted. If emergency transportation is required, staff with appropriate driving certification will transport only in the event that it is safe to do so.

Textbooks

Textbooks/electronic textbooks checked out to students are the responsibility of the students to whom they are assigned. Students who return textbooks that have damages will be responsible for the cost to repair the textbooks. Students who lose a textbook will be responsible for the cost to replace the textbook.

Parental Responsibility Law

Parents or students 18 years or older will be liable for any damages made to the school property. According to School Code, "the parent or legal guardian of a minor under the age of eighteen years old who resides with such parent or legal guardian is liable for actual damages for the willful or malicious acts of such minor which causes injury to a person or property. Students older than 18 years old and parents of minors will be held responsible for any damages to property or other persons that occur at school or other school associated environments."

Internet Policies

Internet Acceptable Use Policy

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal or designee will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The administrator's decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused; Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;

- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked.
- Any other internet usage action that is deemed inappropriate by the teacher and/or school administration.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

Indemnification - The user agrees to indemnify the Perandoe Special Education District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Students are responsible for their actions while using the Internet/computer. Students can be punished if he/she purposely alters the computer from its set functions or browses internet sites (including chat rooms) for non-educational purposes. Students will be responsible for payment for repair of equipment as a result of vandalism and horseplay and for any charges brought about by violating the Acceptable Use Policy.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored, or read by school officials.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
 - 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, or contains indecent and vulgar language;
 - Is primarily intended for the immediate solicitation of funds; or
 - Is primarily prepared by non-students, unless it is being used for school purposes.
- Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Internet And Computer Use

To have access to the Perandoe Educational Program computer system, the student and parent must sign the *Acceptable Electronic Networks Use Policy* (6:235) during the registration process. Students are expected to use the internet and school computers for educational purposes. Any student who uses the internet or school computer inappropriately, may lose computer privileges up to one semester and may face further disciplinary measures. Additional violations may result in further discipline.

Annual Notice to Parents about Educational Technology Policy

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

Student Records

Permanent and temporary records are kept for each student; these records are considered confidential and are released, reviewed, or destroyed in accordance with Illinois School Law. All student records except information excluded from disclosure pursuant to 105 ILCS 5/(e) are open to a student's parents or guardian and to the student and may be reviewed upon proper request. Parents or guardians interested in more detailed information concerning student records should contact building administration.

Release Of Information

The law requires contact information (phone number and address) to be released upon request to the U.S. military. Parents have the option to request their student's contact information not be released to anyone other than the military without prior written parental consent. It is our School District's policy to not release addresses and phone numbers of our students except to those that are deemed necessary. During the registration process, parents will have the option of giving consent to release information to the military, higher education institutions, as well as media exposure.

Student Privacy Policy

PARENT RIGHTS REGARDING STUDENT SURVEYS

Any request from a member of the public, another unit of government, a corporate entity and/or institution to conduct a survey among students will be denied except in circumstances where the Executive Director has determined that the results of such survey will advance the District's educational mission. Upon approval of any survey request, the requesting party and the District will comply with the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h. PPRA requires that no student shall be required to submit to a survey that reveals information about private matters without prior written parental consent. Parents/guardians must be given notice of their right to inspect any such approved survey before the survey is administered by or through a District school, and may opt out of participating in the same. Please see PPRA Notice of Rights (please see page 73). Please also note that marketing activities involving the collection, use, or disclosure of students' social security numbers may not be permitted in Perandoe Special Education District

Students' Personal Information

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. Parents may opt out of any of the above listed activities by filing with the appropriate school office a non disclosure request form by September 1st of each school year.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination, or screening as a condition of school attendance. Invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program.
4. Is otherwise authorized by Board policy.

Family Educational Rights and Privacy Act Policy

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 will be denied if the District has received a court order specifically prohibiting access to a student's records.
2. 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.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that 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, or 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; 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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. 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.

5. 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 and place
 - 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
 - Any parent/guardian or eligible student may prohibit the release of any or all the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
6. 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.
 - 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.
7. 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.
8. 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 Biometric Information Collection

The Executive Director or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or psychological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student. All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Administrator or designee.

The Executive Director or designee shall develop procedures to implement this policy consistent with State and federal law.

Address Change

Please inform the office if you change your address, email address, home or cellular phone number, or emergency contact phone number.

Draft IEP Documentation

Section I 4-8.02f(c) of the Illinois School Code requires that no later than three (3) school days prior to an IEP meeting, or as soon as possible if an IEP meeting is scheduled within three school days with the written consent of the child's parents/guardian, the school district must provide copies of all written material that will be considered by the IEP team at the meeting.

All draft IEPs will be delivered electronically. This notice is to inform parents/guardians of their right to request an alternate delivery method. Alternate methods include, hard copies via US

postal mail, or parent/guardian pick up at the building in which the student attends. Please contact the PEP office to request an alternate delivery method.

Related Service Logs

The District maintains related service log records that document the type of related services administered under a student's individualized education program (IEP). The related service logs record the minutes of related services that have been administered. This notice is to inform parents and guardians of their ability to request copies of any IEP related service log records maintained for their child. Please direct requests to the building principal.

Student Conduct

Behavior Intervention Policies and Procedures

A Behavior Intervention Plan (BIP) will be developed by the IEP team for any special education student that is placed at PEP.

The student's IEP team will devise a plan which will include:

- A functional analysis of the target behavior of concern. Such an analysis is critical to the understanding of the structure and function of the behavior and development or strengthening of more appropriate alternative behaviors.
- A description of previous interventions attempted at PEP.
- A description of the interventions to develop or strengthen alternative, more appropriate behaviors.
- A description of any restrictive intervention procedures to be used.
- A list of measurable behavior changes expected and methods of evaluation.
- A list of provisions for coordinating with the home.

Dress Code

Students are encouraged to select clothing and accessories, which are clean, comfortable, and appropriate for the classroom or workplace. Clothing and accessories which are potentially detrimental to the student's health or safety, or which are obscene or disruptive to school functioning are unacceptable. These categories include but are not limited to:

1. Bare midriffs, halter tops, shorts about mid-thigh, transparent or see through mesh;
2. Clothing that allows undergarments to be viewed;
3. Clothing with printed word or symbol the use of illegal substance or other prohibited activities which may include but not be limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities.
4. Any manner of representing gang allegiance;
5. Clothing with violent or satanic references;
6. Headgear including hats, hoodies and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
7. Lightweight jackets and hoodies MAY BE WORN at staff discretion or until they become a disruption to others' learning. HOODS CANNOT BE WORN UP BY STUDENTS

during the school day. Winter coats and long dusters are not permitted to be worn throughout the school day.

8. Spiked apparel, accessories or chains that can be used as weapons shall not be worn in the building during the school day.
9. Shoes with rollers or wheels attached are prohibited at school.
10. If leggings, yoga pants, or any similar pants with an elastic waistband are worn, they must be worn with a top that is long enough to be lower than a student's fingertip when arms are resting at the side.

Dress Code Procedures

If a student comes to school in clothing/jewelry that is deemed to be unacceptable, the student will be requested to:

1. Cover the offending language or representation with tape or by turning the clothing inside out;
2. Remove the offending item if it is appropriate as in the case of jewelry or outer jacket.

In the event that the student refuses to comply with one of the alternatives:

1. The student's parent or guardian will be notified and requested to bring appropriate clothing to school;
2. The student will be removed to an alternate location from other students to prevent disruption to the school program.

Cell Phones & Other Electronics Devices:

The possession and use of smartphones, cell phones, and other electronic devices are subject to the following rules:

- They must be turned into the student's homeroom staff upon arrival at school. Device will be returned to the student at the end of the school day.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law.
 - Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy.
 - All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Prohibited Items

PEP is not responsible for personal property brought to school. Smartphones, mobile devices, and book bags must be turned in when students enter the building. Administration reserves the

right to confiscate student property for an allotted time or until a meeting with the parents/guardians is held. In order to maintain a quiet and orderly learning environment, students are prohibited from having the following items in school. This list is not all encompassing and may change as necessary:

- Cosmetics/Personal Items: Cologne/perfume/body sprays, etc. in glass containers (all make-up, lipstick, gloss, moisturizers, lotions, and non-aerosol deodorant must be kept in a classroom box during the school day)
- Food/Drink Items: Gum; Alcoholic beverages; 2-liter bottles of drinks; any pre-opened beverages and/or containers; foods and drinks in glass containers; metal silverware and plastic forks or knives; no eating or drinking during class unless permission is granted by the supervising staff member; no eating or drinking on buses.
- Jewelry/Clothing/Keychain Items: Bandanas; chains/key chains with drug, alcohol, tobacco, gang references (stars, pitchforks, skulls, eight balls, etc.); bottle openers
- Medicine/Drug Related Items: Cough drops and OTC medicines (esp. Ibuprofen, pain relievers); illegal drugs or look-alike drugs and any related paraphernalia; tobacco products, vaping devices, lighters, matches, nicotine gum, eye drops.
- Weapons: Any kinds of guns, knives, brass knuckles, sharp objectives, razor blades, tools, laser, tools, etc. or anything that could potentially be used as a weapon.
- Miscellaneous Items: Permanent markers, glue, paper clips, rubber bands, safety pins, thumb tacks, staplers, scissors; inappropriate reading materials; inappropriate drawings, writings, pictures, or photographs; notes; more than \$10.00; no gambling items (dice, poker chips, etc.)

Search and Seizure Policy

In order to maintain order 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, chromebooks, 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. This paragraph applies to vehicles parked on school property. In addition, Building Administrators shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Executive Director or designee 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 Search+

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Executive Director or designee.

Seizure of Property

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

Access to Student Social Networking or Passwords & Websites

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. During the investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Questioning of Student 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:

- Verify the authenticity of the person requesting the interview.
- Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
- If student's parent/guardian is not present, ensure that a school employee (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) is present during the questioning; and
- If practical, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that:

- ensure the safety and dignity of students and staff;

- maintain a positive, weapons-free, and drug-free learning environment;
- keep school property and the property of others secure;
- address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

Prohibited Student Conduct

Students may be disciplined for misconduct or gross disobedience, including but not limited to all the prohibited conduct listed below. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the following list.

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
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 or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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.
 - 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. 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 tablet or powdered form.
- g. 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.
- h. 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.

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 had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the **Weapons** section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. 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.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Executive Director or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Management Council's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

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 voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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.

Corporal punishment is prohibited. Corporal punishment is defined as 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 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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 under either paragraph 1 or 2 above may be modified by the Executive Director, and the Executive Director's determination may be modified by the Council on a case-by-case basis. The Executive Director or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Council permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension. 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.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that the individual:

- observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
- observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
- observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian.

School grounds include modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Drugs, Alcohol, and Tobacco Prohibited

In conforming to the state laws, which prohibits the possession and/or distribution of alcohol, tobacco, vaping devices, and controlled substances by students on school campuses, the following procedures will be followed. For the purposes of this document, alcohol, controlled substances, and their look-alikes will be referred to as "drugs." Tobacco products will be referred to as "tobacco." **Smoking /Vaping/ Consuming Alcohol during school hours will result in at least a one-day suspension.**

1. If a student is found to be in possession of, or distributing drugs, law enforcement officials will be notified.
2. The student's parent or guardian will be notified.
3. Confiscated drugs will be given to law enforcement officials.
4. If the student appears to present danger to self and/or others, exclusion from school may result.
5. An IEP meeting may be convened.

Procedures Regarding Being under the Influence of Alcohol and/or Drugs

If certified staff have reasonable cause to suspect that a student is under the influence of alcohol and/or drugs, the student's parent or guardian will be contacted immediately to assume physical custody of the student.

- A student may be tested for drug usage for disciplinary reasons only.
- In the event that the student's parent or guardian cannot be reached, and the student does not appear to certified staff to be in imminent danger, then the student will be removed to a setting supervised by Perandoe Educational Program staff but isolated from students.
- If the student appears to certified staff to be in imminent danger, then transportation to the nearest medical facility will be arranged in consultation with the building principal and/or Perandoe Special Education District administration.
- Exclusion from school may be considered on an individual basis.
- An IEP meeting may be convened.
- Law enforcement officials may be contacted.

Procedures Regarding the Possession of Drug Paraphernalia

In the event that a student is found to be in possession of drug paraphernalia:

- The student's parents or guardian will be notified;
- Paraphernalia will be confiscated and given to law enforcement officials;
- An IEP meeting may be convened.

In-School Suspension Procedures

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension Procedures

1. A conference, during which the charges will be explained, and the student will be given an opportunity to respond to the charges, will be held before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s) will be made.
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;

- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend.
- d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's
 - 1. continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - 3. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Director or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

Gang Activity Prohibited

Gang activity is not tolerated at PEP. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts. Any student suspected to be practicing gang related activities will be disciplined according to the level of activity.

- 1. No student shall engage in any gang activity, including but not limited to:
 - a. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
 - b. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and
 - c. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or

other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

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 goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, 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 nonschool-related location, activity, functions, 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 (bullying through the use of technology or any electronic communication) 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.

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.

Students are encouraged to immediately report incidents or claims of bullying orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator, or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager.

Nondiscrimination Coordinator

Kathleen Trantham Hopkins
Executive Director
1525 Locust Street
Red Bud, IL 62278
618.282.6251
khopkings@perandoe.org

Complaint Managers:

Cheryl Ebers
Assistant Director
1525 Locust Street
Red Bud, IL 62278
618.282.6251
cebbers@perandoe.org

Chad Stolte
PEP Principal
500 W South 4th Street, Suite A
Red Bud, IL 62278
618.282.7228
cstolte@perandoe.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.

Sexual Harassment of Students Prohibited

No person, including a District employee or 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 identity; 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; 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.

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

Making A Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. To report any incident that could potentially interfere with the health, safety, and welfare of our students and staff, please contact your child's building principal. For anonymous reporting, please leave detailed information on a voice mail after office hours. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

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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*.

Time Out & Physical Restraint

Perandoe Educational Program bears the responsibility of providing the care, welfare, safety and security of the students and staff. Therefore, it may be necessary at times to utilize trained physical restraint techniques and/or physically remove a student to a timeout setting when the student's conduct presents an imminent threat to the safety of self or others. Neither timeout nor physical restraint procedures shall be used as a form of punishment when administering discipline to individual students.

A timeout behavior is a behavior management technique that involves the monitored separation of a student from classmates with a trained adult for part of the school day, usually a brief time in a non-locked setting.

Any enclosure used for timeout shall meet all of the health/life safety requirements of 23 Ill. Adm. Code 180; have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being placed in timeout, but the individual who is required to accompany that student; and be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb the wall.

If an enclosure used for timeout is fitted with a door, the door shall not be locked at any time during the timeout. A trained adult who is responsible for supervising the student must always remain in the same room as the student during the timeout.

If during a timeout, a student is physically aggressive toward a staff member or engages in self-injurious behavior, then school personnel may utilize other appropriate interventions to preserve safety, including physical restraint, contact law enforcement, or interventions included in the student's IEP or BIP, as applicable.

Physical Restraint

A physical restraint is a personal restriction that immobilizes or reduces the ability of a student to move their torso, arms, legs, or head freely. Physical restraint shall be used only for therapeutic purposes, or as a means of maintaining a safe environment for learning, to the extent necessary to preserve the safety of students. In the case physical restraint is utilized the Perandoe Educational Program will follow reporting guidelines set forth by the Illinois State Board of Education.

Parent Notifications

Visitor Policy

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge or name tag. When leaving the school, visitors must sign out. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Council meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, 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.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Director or designee (*Board policy 8:30 Visitors to and Conduct School Property*)

- **Parents/Guardians:**
 - Staff members are available for meetings after 2:00 p.m. or as arranged by administration
 - Parents are requested to make appointments with the staff in advance when possible.
 - All parents/guardians must report to the office when they enter the building.
- **Non-Parent/Guardians (who do not have legal access):**
 - All visitors must report to the office.
 - Students will not be allowed to have visitors.
 - Former students are requested to call and make appointments to visit PEP.
- **Enforcement may be called for the following situations:**
 - It is determined that the person(s) are a threat to others or self.
 - It is determined that the person(s) are under the influence of a controlled substance.

- The person(s) are impeding, delaying, disrupting, or otherwise interfering with school activities.
- It is determined that the person(s) is a convicted sex offender.
- Release During School Hours
 - For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours:
 - at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or
 - to any person other than a custodial parent/guardian.

Abused & Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25 ABUSE (1-800-252-2873) (within Illinois); 1- 217-524-2606 (outside of Illinois): or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee shall also promptly notify the Director or Building Principal that a report has been made. The Director or Building Principal shall immediately coordinate with local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-Lost (1-800-843-5678); or online at report.cybertim.org/ of www.cybertipline.com. The Director or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Executive Director, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Executive Director or Building Principal. Hazing is defined as any initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Convicted Child Sex Offender & Notificataion Laws

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.

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/>.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20 *Community use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Management Council's resolution of the complaint to the Regional Executive Director of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Executive Director of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Administrative Implementation

The Director shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Director and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

Laws and Acts

Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA program Discrimination Complaint Form ([USDA Discrimination Complaint Form](#)). (AD-3027) found online at [Filing a Program Discrimination Complaint](#) as a USDA Customer at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Dept. of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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.

Right To Request Teacher/Paraprofessional Qualifications

Upon your request, the Perandoe Special Education District is required to provide you, in a timely manner, the following information:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Transportation

- Safe, reliable transportation is an important component of a student's school program. Students will be transported to Perandoe Educational Program by the resident district's transportation system, or by their parents or guardians. A student in good academic and behavioral standing may receive permission to drive to school. The school administrator, guardian and student will sign a written contract. The student will provide proof of driver's license and insurance.
- Bus disciplinary issues will be reviewed by the administration and could result in the loss of privileges or suspension from the school bus and/or school.
 - Physical/verbal aggression toward the bus driver, aide, or other students.
 - When behavior creates a distraction or hazardous environment on the bus that endangers the students, driver, and aide.
- For policies involving any other behavioral incidents, refer to the designated sections in the Policies and Procedures handbook. These sections include:
 - Possession and/or use of cigarettes and/or chewing tobacco, or vaping devices
 - Possession and/or consumption of alcohol
 - Possession and/or use of any drugs, including over the counter, prescription, or illegal drugs.
 - Instances of sexual harassment toward other students, the bus driver, or the aide.
- If at any point, the bus driver feels the student's behavior is endangering the safety of the bus route, the driver may stop the bus and call the police or bring the student back to school for the parents to pick up.
- If transportation changes are necessary, please notify your home school district. A note from home will not be accepted unless the parent has called the school. A student may only ride their home school district bus.
- The Perandoe Educational Program respects and follows the home school's bus policies and procedures.

Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

Guidelines for Reports from the District to Local Law Enforcement

When sharing information, school officials should be aware of State and federal laws regarding school student records. Information kept by law enforcement professionals working in a school

is not considered a school student record. Also, law enforcement records maintained by law enforcement agencies are not considered a school student record.

1. The Building Principal and/or designee will arrange meetings as needed between school officials and individuals representing law enforcement to share information. While not required by State law, meetings may enhance a cooperative relationship between the school and local law enforcement agencies. The following people should be invited to these meetings: building principal, guidance counselor, State's Attorney, juvenile probation officer, and police department school liaison officer.
2. The Building Principal and the Police Department School Liaison Officer will share information with the appropriate law enforcement agencies regarding the arrest of a student who is less than 17 years of age and is enrolled in the Building Principal's school when the arrest was for any offense listed in the Juvenile Court Act of 1987.
 - a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. If the information is a school student record, local law enforcement officials must certify in writing that they will not disclose it to any other party except as provided by State law without the prior written consent of the student's parent/guardian.
 - b. The report should be made as soon as possible after the Liaison Officer or Building Principal reasonably suspects that a student is involved in such activity.
 - c. The Building Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.

Guidelines for Reporting from Local Law Enforcement to the District

The information shared with the District from law enforcement agencies and the confidentiality of shared law enforcement records are managed under 105 ILCS 5/22-20 and 705 ILCS 405/1-7, amended by P.A. 97-1104, eff.1-1-2013. These laws require the Building Principal to maintain all information and records that the District receives from local law enforcement separate from a student's official *school student record*. Unless otherwise indicated, the information received from local law enforcement may only be used by school staff having a legitimate educational or safety interest in the information to support (1) the proper rehabilitation of the student, and/or (2) the protection and safety of students and employees in the school.

1. The State's Attorney shall provide to the Building Principal a copy of any delinquency dispositional order concerning any student regardless of age where the crime would be a felony if committed by an adult or was a Class A misdemeanor in violation of Article 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapon offenses). Access to this information is limited to only the Building Principal, the Executive Director, and any guidance counselor designated by either administrator. 705 ILCS 405/1-8(F).
2. Local law enforcement may disclose the identity of a victim of aggravated battery, battery, attempted first degree murder, or another non-sexual violent offense to appropriate school officials if the presiding judge of the juvenile court approves the disclosure to prevent foreseeable violence. 705 ILCS 405/5-905(2.5).
3. Local law enforcement may transmit records relating to a minor who is arrested or taken into custody before his or her 17th birthday only if law enforcement believes that there is imminent threat of physical harm to students, school personnel, or others who are

present in the school or on school grounds. 705 ILCS 405/1-7(A)(8) and 405/5-905(h), amended by P.A. 97-1104. For an example of relevancy and implementation of this type of law enforcement information in a school building, see 4:170-AP7, Targeted School Violence Prevention Program.

4. Local law enforcement agencies and all courts must report to the Building Principal the fact that a student enrolled in the building has been detained for proceedings under the Juvenile Court Act of 1987 or for any crime or violation of a municipal or county ordinance. 105 ILCS 5/22-20, amended by P.A. 97-1104.

Perandoe Agency & Police Interviews

Interviews by Police

1. The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
2. The Building Principal will contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify the parents until the child's safety is ensured. The Building Principal should ask that such a request be put in writing. The parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parent(s)/guardian(s) are not permitted unless a legal process is presented or in emergency situations.
3. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the admin, school social worker, or another social service staff member will be present during the interview.
4. Interview proceedings will be documented in writing for inclusion in the student's temporary records.
5. No minor student shall be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant or arrest or in cases of warrantless temporary protective custody.

Interviews by the Illinois Department of Children and Family Services (DCFS)

1. The Building Principal or designee will check the agent's credentials and any papers pertaining to a legal process.
2. The Building Principal or designee will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
3. If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the social worker, school psychologist or another social service staff member will be present during the interview.
5. The student may be removed from school by the DCFS agent if case circumstances warrant; a local law enforcement agency officer, designated DCFS employee, or a

physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place or residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.

*****No District employee may act as a DCFS agent.

Pesticides

In Accordance with the State law, the Perandoe Educational Program has adopted an Integrated Pest Management Policy. The district uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractors or employees at times when students are not present. Please contact the building administrator if you desire more information or to be put on a notification list.

Environmental Quality of Buildings & Grounds

The Executive Director shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. The Executive Director or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify those people as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Asbestos

In accordance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) standard, all information concerning asbestos-containing materials in the school of Perandoe Educational Program is available in the Perandoe Special Education District Office for review and copying by students, staff and guardians during regular business hours. Perandoe Educational Program is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). Should you have questions, please contact the district office.

Medical/Health Services

Accident/Illness Procedures

If students should have an accident, causing physical injury while at school, they should go to the supervising teacher and report the accident. The teacher will complete an accident report to file in the school office. If the accident requires a doctor's care and the students have school insurance, they should come to the school office to pick up the necessary forms that are to be taken to the doctor. It is the student's responsibility to complete the required paperwork.

If a student becomes ill or injured during school hours or activities, he/she is to immediately make the teacher in charge aware of the injury or illness. When a student needs to leave school for any reason, the parent or guardian must come into the school office to sign the child out of school.

The primary purpose of the school nurse at Perandoe Educational Program is to handle emergencies that arise. Injuries that occur overnight and away from school should be taken care of at home. It is also important to realize that the nurse is limited in her time and scope of treatment.

When To Keep Your Child Home from School

Whether or not to keep a child home from school is not always an easy decision. The following may give parents some helpful guidelines:

- A child with a fever (100.4 degrees or above) should not be in school and should not return unless they have been fever-free for 24 hours without the use of fever-reducing medications (such as Tylenol or Motrin). If a child displays a fever while at school, the school nurse or other school representative will contact the parent/guardian to arrange for the student to be sent home. Students with a fever cannot be sent home on the school bus.
- Children with contagious diseases, spread by physical contact, coughing or sneezing, should stay home. Examples include, but are not limited to: influenza, H1N1, chicken pox, pink eye, and strep throat. A child with strep throat may return to school after 24 hrs. of antibiotics, and a child with pink eye after 24 hrs. of antibiotic eye drops unless otherwise indicated by a physician.
- A child should be free of vomiting and diarrhea for 24 hours before returning to school.

Please remember these are only guidelines and are not intended to take the place of a physician.

Physical Examinations & Immunizations

The Illinois School Code requires all students entering school at the kindergarten(or first if kindergarten was not completed), sixth, and ninth grade levels, and all incoming students transferred from out-of-state, to present to the school district completed medical records which comply with Illinois requirements. **Only the State of Illinois forms will be accepted.** Please submit medical records to the school office as soon as they are complete.

Required immunizations and booster immunizations include, but are not limited to measles, mumps, rubella, polio, tetanus, diphtheria, pertussis, varicella, hepatitis B, and meningococcal. Proof of immunization against meningococcal disease is required for students entering 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 ages of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons 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 first if kindergarten was not completed) must present proof of an eye examination by a licensed optometrist or physician (such as an ophthalmologist) licensed to practice medicine in all of its branches by October 15 of the current school year. The exam must be completed within one year prior to the first day of the school year when the child enters the Illinois school system for the first time. Failure to present proof by October 15, 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 October 15. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details.

Dental Examination

All students entering kindergarten (or first if kindergarten was not completed), second, sixth and ninth grades must present proof of a dental examination by a licensed dentist by May 15 of the current school year. The exam must have been completed within the 18 months prior to May 15 of that school year. Failure to present proof 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 15. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details.

Exemptions

A student will be exempted from the above requirements for:

- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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 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 "Request for Self-Administration of Prescription Medication" form. The form must be completed & signed by the student's physician or nurse practitioner. Any medication a student takes at school must be provided to the school. The medication must be in the original container, labeled with the student's name and pill count/amount. For prescription medications, pharmacies will provide an extra bottle with the correct label.

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 authorization form is submitted by the student's physician/nurse practitioner. 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 prescribed for use at the student's discretion, provided the student's physician/nurse practitioner has completed and signed a *Request for Self-Administration of Prescription Medication* form or provided the school with an up-to-date Asthma Action Plan or Allergy Plan that outlines when and what medication is to be administered.

Students who are diabetic may possess and self-administer diabetic testing supplies 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 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 physician/nurse practitioner has completed and signed a *Request for Self-Administration of Prescription Medication* or *Request for*

Self-Administration of Non-Prescription Medication form. All medications must be provided to the school.

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.

Care Of 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 nurse.

Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- 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.

Food Allergies

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal, Chad Stolte at (618) 282-7228 or at cstolte@perandoe.org or School Nurse, Kim Steibel at ksteibel@perandoe.org. Federal law protects students from discrimination due to a disability that substantially limits a major life activity.

Asthma & Allergies

Illinois Public Act 099-0843 requires the Illinois State Board of Education to develop a model asthma episode emergency response protocol, and for each school district, charter school, and non-public school to adopt a similar protocol, including all the components of the ISBE model protocol, by Jan. 1, 2017. This law also requires schools to request from parents/guardians of students with asthma, an Asthma Action Plan (AAP). If provided, the AAP must be kept on file in the office of the school nurse or, in the absence of a school nurse, the school administrator. If no AAP is provided for a student, the protocol adopted by Perandoe Educational Program will be put into effect in the case of an asthmatic episode involving a student.

1. Public Act 97-0361 requires that a school must permit a pupil with asthma the self-administration of medication so long as the parent provided (1) written authorization, and (2) a prescription label with the name of the medication, the

prescribed dosage and the time or circumstances under which the medication is to be administered.

2. Public Act 97-0361 also requires for Epinephrine Auto-Injectors that a school must permit a student with allergies the use of an epinephrine auto-injector provided (1) the parent provided written authorization from the student's physician, physician's assistant or advanced practice registered nurse (hereafter, "physician"), and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.

Seizures

Illinois Public Act 101-0050, effective January 1, 2020, creates the Seizure Smart School Act that requires the parent/guardian of a student with epilepsy who seeks assistance with epilepsy-related care in a school setting to submit a Seizure Action Plan with the student's school. The seizure plan must be submitted to the school at the beginning of the school year or upon enrollment of the student into the school district and when/if the student's care plan needs change. It is the responsibility of the parent/guardian to update the school, in a timely manner, of any changes to the care plan and/or emergency contact information. The plan must be signed by the parent.

Head Lice/Scabies Policy

1. If a student is found to have nits only, he/she will be treated as follows:
 - a. Parents will be notified.
 - b. A letter will be sent home with instructions on how to remove nits.
 - c. Based on the discretion of administration, the child may or may not be sent home.
 - d. The parents must send a written note verifying treatment upon the return to school.
2. If a student is found to have live head lice, he/she will be treated as follows:
 - a. Parents called immediately and the student will be sent home.
 - b. The parents must send a written note verifying treatment upon the return of the student to school. The parent must accompany the student to school upon return. The nurse, or other designated staff, will perform a thorough head check with the parent/guardian present. If live lice persist, students will return home with parent/guardian; if cleared, the student will be permitted to stay at school and return to class.
 - c. When head lice are found on a student, a notification will be sent home to all students who may have encountered the infected student informing the parents to be diligent in checking their child.
 - d. If widespread cases of head lice are detected, a letter should be sent home to all parents.
 - e. The school will make periodic checks as needed.
 - f. When head lice are found on a student, the entire class will be checked.
3. If a student appears to have scabies, he/she will be sent home to be seen by a physician. If diagnosed as scabies, he/she must show proof of treatment before

returning to school. If there is a confirmed case of scabies, a notification will be sent home to all students who may have come into contact with the infected student informing the parents to be diligent in checking their child.

Communicable & Chronic Infectious Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

School Safety

A major responsibility of the Perandoe Educational Program is to provide a safe learning environment. As a result, PEP will maintain the following safety guidelines to promote such an environment.

Safety Program Guidelines

- **Building security:** For the safety of students, all school building doors will remain locked while students are present. Visitors should ring the buzzer at the west entrance and office staff will assist them.
- **Visitor registration:** Anyone entering or leaving the building must register with the school office. Visitors may be required to sign the visitor's log, wear temporary identification, and or provide personal identification if necessary.
- **Search process:** Anyone entering or leaving the building may be subject to handheld metal wand search.
 - All wand searches will be conducted by a Perandoe Educational Program staff member and in the presence of at least one other staff member.
- **Video Recording:** Students and visitors are subject to being video recorded while on school property. Video recording may be used as evidence in any disciplinary action and may be turned over to proper authorities in criminal cases.

School Safety Drills

During each academic year, schools must conduct a minimum of:

- Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of the 3 school evacuation drills shall require the participation of the appropriate local fire department or district.

- One bus evacuation drill.
- One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents and may conduct additional severe weather and shelter in-place drills to account for other incidents, including without limitation earthquakes or hazardous materials.
- One law enforcement drill in accordance with the school's current emergency and crisis plans. The drill must be done on days when students are present.

Fire Drill Information

At the sound of the fire alarm, students shall form a single line promptly and leave the area by way of designated exit and plan posted in each room. Students should move quickly without running, pushing, or shouting. Upon leaving the building, students and faculty should walk to the designated rally points (far end of the parking lot away from buildings or the tennis courts in the park).

Tornado Information

Notification of a tornado warning will be issued from the school's main office. Students should move in a single file out of the classroom to the designated area per plan posted in each room. They should then listen for further instruction from the school staff.

Intruder on Campus

In the event of an intruder on the school ground, an announcement will be given over the school intercom system. Students should follow instructions from their classroom teacher or administration and proceed to the nearest secure area.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

Weapons

Any student observed by PEP staff to be in possession of a weapon on school property will be subject to arrest. For the purposes of this policy, a weapon will be defined as any object used to inflict bodily injury to that student or others.

If staff has reasonable cause to believe that a student has brought a weapon onto school property, staff will immediately request that the student surrender the weapon. Disposition of the weapon will be made at the discretion of the Executive Director or his/her designee. Weapons will either be given to law enforcement officials or returned to the student's parents or guardian upon their written request at PEP. If the weapon is a firearm, it will be given immediately to the local law enforcement officials. If the student fails to yield the weapon upon request of the certified staff;

- Fellow students and staff will be removed from the immediate vicinity to a safe location. Law enforcement officials will be called.
- Immediate contact will be initiated to the student's parents or guardian.
- Exclusion from school will be considered on an individual basis.

- An IEP meeting will be convened in the event that the weapon is a firearm. Incidents involving other types of weapons may result in an IEP meeting on a case-by-case basis.

Bomb & Bomb Threats

It is a violation of state law to bomb or threaten to bomb any person or building. Any student involved in a bomb threat incident is subject to arrest. In the event that a threat is made

- Students and staff will be evacuated from the building.
- Local law enforcement officials will be notified, and students and staff will return to the facility only upon a determination that the building is secured by law enforcement officials.
- If a law enforcement investigation indicates that a student was responsible for the incident, appropriate charges will be filed with law enforcement officials.
- Exclusion from school will be considered on an individual basis.
- An IEP conference may be convened.

The handbook may be amended during the year without notice. The handbook is only a summary of board policies governing the district; board policies are available to the public at the district office.