



**District Parent/Student  
Handbook**

**2025-2026**

*Committed to Excellence. Excellence for **ALL** Bulldogs to **A**chieve, **L**earn and **L**ead.*

## **Disclaimer**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct) which may be subject to change based upon administrative or Board of Education action.

## **Board Policies**

Current board policies are available on the District website ([www.mahometseymour.org](http://www.mahometseymour.org)).

See **Menu/Board of Education/Mahomet-Seymour Board Policies Online**.

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## **Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided with reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

## **Asbestos Management Plan**

An inspection has been made of the Unit 3 school buildings for asbestos-containing material. Locations of this material have been identified and a plan to manage the asbestos condition has been developed to keep it in a good contained condition. This plan calls for the surveillance of the material by the asbestos responsible person as designated by the Board of Education every six months and for re-inspection at the end of three years. The plan is available for review at the Administrative Center during office hours.

## **Attendance Hours**

M-S High School	8:20-3:12
M-S Jr. High (6 – 8)	8:30-3:22
Lincoln Trail (3 - 5)	8:10-2:40
Middletown Prairie (K - 2)	8:00-2:30
Middletown Prairie (Pre-K)	8:00-10:30 and 12:00-2:30

## **Attendance Policy**

When a student will be absent from school, a parent or guardian is expected to call or enter into Skyward and report the absence and reason for the absence within a reasonable amount of time. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, an automated Skyward call will go out notifying the student's parent/guardian of the absence. If the school does not hear from the parents or guardians, the absence will be marked unexcused.

After nine days, the school will send a letter to inform the student and their family of the status of their child's attendance. At that point, the administration will determine if further absences will be excused.

Excused Absences Include:

1. Illness and medical appointments with a doctor's note (including up to 5 days per school year for the mental or behavioral health of the student)

2. Observance of a religious holiday or event
3. Death in the immediate family
4. Family emergency
5. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
6. Attending a military honors funeral to sound TAPS
7. Attend a civic event
8. Cases, where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings (up to 5 days).
9. School Events
10. Court Appearances with written documentation from court officials
11. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.
12. Other reasons as approved by the building administration

While it is understood that in unusual circumstances, it may be necessary for students to be absent from school due to family travel, Mahomet-Seymour staff strongly discourages student absences for family vacations or travel. Teacher/student and student/student class interaction, as well as in-class instruction, is a very important part of the educational process that cannot be replicated outside of the classroom.

We may use or request the following interventions to improve attendance after 9 days:

- Student Meeting
- Parent Meeting/Contact home
- Required doctor's note to excuse illnesses
- Staff or Social Work check-ins
- Home visit
- Youth Assessment Center referral (JH and HS)
- Referral to Attendance Improvement Program through the Regional Office of Education (for chronic absenteeism and for chronic truancy or for patterns that indicate a student is establishing poor attendance)
- Other disciplinary measures
- Referral to Family Engagement Specialist

After the 9<sup>th</sup> and 18<sup>th</sup> absences, the school will send a letter to inform the student and their family of the status of their child's attendance. At 18 absences, the student will be considered *Chronically Absent* by the definition provided by the state.

If a child is absent from school without validation from the parent/guardian, the school district will make a reasonable attempt to contact the parent/guardian by phone.

### **Definitions**

*Chronic absenteeism:* If a student is absent for ANY reason for 10% (18 days) in a school year, he/she is considered to be chronically absent.

*Chronic truancy:* If a student is absent without valid cause for 5% (9 days) in a school year, he/she is considered to be chronically truant. Chronic truancy is a violation of the state compulsory attendance law. This data is reported to the Illinois State Board of Education for inclusion on the Illinois School Report Card.

## **Birth Certificates**

Parents who are registering their child for the first time in the District must present a certified birth certificate. This is the certificate on file with the county clerk in the county in which the child was born. According to the Missing Children Records Act (325 ILCS 50/5) a pupil must provide a certified copy of his or her birth certificate to the school district within 30 days of enrollment.

## **Board Policy**

For reference to Board Policy not covered here, please see the Board Policy Manual on the District website ([www.mahometseymour.org](http://www.mahometseymour.org)) and in the Office of the Superintendent. Policies are continually updated and revised, and the District welcomes input from parents and community members.

## **Breakfast and Lunch Programs**

Mahomet-Seymour school meals are planned to meet federal guidelines. Hot breakfasts and lunches are available for children in grades K-12. Meal accounts can be replenished through Skyward Family Access. For grades K-5, the breakfast price is \$1.65 and the lunch price is \$2.40. For grades 6-12, the breakfast price is \$1.75 and the lunch price is \$2.60. The milk price without a meal is \$.40 per carton.

Mahomet-Seymour encourages all parents to complete the free/reduced lunch application. Depending on the income guidelines set by the Federal government each year, your child(ren) may qualify for free meals or meals at a reduced price. The preferred method for completion of the free and reduced lunch application is through Skyward Family Access. Applications are also available in the school offices and online at the District website ([www.mahometseymour.org](http://www.mahometseymour.org)). Families must apply every year and meet the income guidelines set up by the federal government.

## **Child Abuse**

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. The DCFS phone number is 1-800-25-ABUSE (1-800-252-2873). (Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois law but may generally be understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's welfare.

## **Contacting Teachers During School Hours**

Teachers in each building are available thirty minutes before and thirty minutes after student attendance hours. At other times, a message may be left with the school secretary.

## **Crisis Plan**

In collaboration with the Mahomet Police Department and other community officials, the District has developed a Crisis Plan to keep your child safe while at school. In the event of an emergency, please stay informed through various media sources and phone messages sent from the Emergency Notification System (Skylert). **PLEASE DO NOT CONTACT YOUR CHILD'S SCHOOL.** If you are asked to pick up your child, you will be required to show a photo I.D. in order for your child to be released.

## **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

### **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic, or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### **Making a Report or Complaint; Investigation Process**

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator (Superintendent Dr. Kenny Lee, 586-2161), Building Principal, Assistant Building Principal, or a Complaint Managers Nathan Mills or Christine Northrup, 586-2161), or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

There is also an option to complete the "Bullying, Harassment, or Intimidation Reporting Form" found on the district website.

### **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

### Enforcement

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

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

### Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

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

### District Hours

Offices in all buildings are staffed from 7:30 a.m. to 4:00 p.m. There are limited summer office hours for the schools; please call to check their summer schedules. The Administrative Center is open from 7:30 a.m. – 4:00 p.m. over the summer. All buildings are closed during Holiday and Spring Breaks.

### Early Dismissal Days

Early Dismissal days are a rearrangement of School Improvement days from previous years. ***On these days, students will be dismissed two hours earlier than normal, and are required to leave the building.*** Please see the school calendar on the District website for the Early Dismissal days. ([www.mahometseymour.org](http://www.mahometseymour.org))

### Emergency Notification System (Skylert)

To enhance communications between parents and schools, Mahomet-Seymour Schools have instituted a telephone, email and Twitter broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or an unplanned event that causes early dismissal

or school cancellation. This service is provided by Skylert, and is a part of the Skyward System. Mahomet-Seymour Schools will continue to report school closings due to snow or weather on local radio and TV stations in addition to the Skylert System. The Skylert system will be used as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the Superintendent or another school administrator. The service will deliver the message to both live-answer and answering machines. The Caller ID will display 217/586-4995 which is the Superintendent's Office number for Mahomet-Seymour Schools.

All information and contact numbers are strictly secure and confidential and are only used for the purposes described. **If you have changes to your student's contact information, please make changes in Skyward as soon as possible.**

## **Employee Code of Professional Conduct**

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

### **Professional and Appropriate Conduct**

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

- a. Transporting a student;
  - b. Taking or possessing a photo or video of a student; and
  - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee 5:120 5:120 1 of 4 conduct standard or engages in any of the following:
- a. Violates expectations and guidelines for employee-student boundaries.
  - b. Sexually harasses a student.
  - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
  - d. Engages in grooming as defined in 720 ILCS 5/11-25.
  - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    - i. A sexual or romantic invitation.
    - ii. Dating or soliciting a date.
    - iii. Engaging in sexualized or romantic dialog.
    - iv. Making sexually suggestive comments that are directed toward or with a student.
    - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
    - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

- 1. Superintendent;
- 2. Building Principal;
- 3. Head of any department;
- 4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
- 5. Hearing officer;
- 6. Any employee having supervisory authority for 20 or more employees; and
- 7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District 5:120 5:120 2 of 4 nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial, or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

#### Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
  2. Anything for which the guidance counselor pays market value.
    3. A gift from a relative.
    4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
      - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
      - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
      - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
  5. Bequests, inheritances, or other transfers at death.
  6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
  7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants. A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.
- 5:120 5:120 3 of 4 Outside Employment Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

#### Erin's Law

Each year, students in grades Pre-K-5 will participate in sexual abuse education, as required by the state

of Illinois under “Erin’s Law”, Public Act 96-1524. Erin’s Law is prevention based and provides valuable information to students, in developmentally appropriate ways. Lessons will be provided by the building social worker, with the classroom teacher present as well.

Students in grades 6-12 are required to have information on teen dating violence, as well. This instruction is provided through Health Class in grades 6-9 as part of their Health curriculum. Students in grades 10-12 will be provided information during advisory, by the school social worker, the health teacher or another certified staff member.

Additionally, the law requires that all district staff be trained regarding sexual abuse and, for secondary teachers, teen dating violence. Training includes recognizing and reporting suspected child sexual abuse, how to respond to and support students who have been abused and strategies to support a safe and supportive school environment. All district employees are also mandated reporters of suspected child abuse, per state law, and undergo annual training for that as well that is to be completed by January 31 of each year.

### **Erin’s Law Ethics, Training & Educator Misconduct**

Amends Erin’s Law to provide that school districts must develop a policy on sexual abuse that includes

- An age-appropriate and evidence informed curriculum (grades PK-12)
- Inclusion of information in the parent/student handbook on the warning signs of child sexual abuse and available resources:
- Infancy - 5 years • Fearfulness, anxiety, unprovoked crying; • Sudden rejection of normal physical affection; • Sudden reluctance to be with a specific person or go to a specific place; • Artwork with sexual images; • Any disclosure of sexual abuse. •
- 6 – 11 years • Withdrawal from normal activities; • Anxiety, bedwetting, nightmares; • Development of eating disorders; • Artwork with sexual images Indicators of Sexual abuse... •
- 12 – 18 years • Depression • Insomnia • Sudden failure in school • Truancy • Withdrawal from family and/or friends • “Running away” from home • Drug problems • Criminal behavior • Self injury/ self-destructive behavior • Suicidal behavior • Sudden mood shifts • Sexually aggressive behavior • Aggression and bullying • Pregnancy/ STDs
- Resources: Please contact DCFS, local police, or the office in which your child attends school
- Training for school personnel (by January 31<sup>st</sup> of each year) on sexual abuse of students, grooming behaviors and boundary violations, including how to report these behaviors.

### **Faith’s Law Prevention of Child Abuse**

#### **Definition of “Sexual Misconduct”**

Any act including but not limited to any verbal, nonverbal and written or electronic communication or physical activity by an employee or agent of the school district, charter school, or non-public school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Such an act includes but is not limited to any of the following:

1. A sexual or romantic invitations
2. Dating or soliciting a date
3. Engaging in sexualized or romantic dialogue

4. Making sexual suggestive comments that are directed toward or with a student
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
6. A sexual, indecent, romantic, or erotic contact with a student.

### **Employee Conduct Standards**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.<sup>2</sup>

### **Faith's Law Part II**

- New reporting requirements for sexual misconduct committed by school personnel
- New notification requirements when a child is alleged to have been the victim of sexual misconduct.
- New requirements when hiring someone who works directly with children.

### **Superintendent Reporting Requirement**

"A superintendent shall notify in writing the state superintendent and the regional superintendent of schools of any license holder whom he or she has reasonable cause to believe has committed (i) an intentional act of abuse or neglect with the result of making a child either an abused child or neglected child, (ii) an act of sexual misconduct that result in dismissal or resignation from the school district.

### **Required Notifications to Students and Parents**

Requires verbal and written notification to parents if their child is the victim of alleged sexual misconduct by a school employee or school contractor.

Prior to parental notification, requires notification to the child that their parent will be contacted and the nature of the parental contact.

### **Notification to student must include**

- That the student's parents will be contacted
- The information that will be provided to parents
- Available resources in the school and community and available counseling resources
- Beginning July 1, 2025, the name and contact information for the domestic and sexual violence and parenting resource coordinator.

### **Notification to parents must include**

- Information on the alleged misconduct
- Available resources in the school and community and available counseling resources
- Beginning July 1, 2025, the name and contact information for the domestic and sexual violence and parenting resource coordinator.

## **Fees – Textbook Rental**

Parents will be required to pay the textbook rental fees during registration. Please pay online or make checks payable to Mahomet-Seymour CUSD #3. The fee is \$110 for grades K-4, \$135 for grades 5-8 and \$170 for grades 9-12.

## **Fees – Waivers**

Students will not be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of textbook fees. However these students are not exempt from charges for loss of and damages to books, materials, supplies, and equipment.

Applications for textbook fee waivers are available from the building principal's office, at registration, or on the District website ([www.mahometseymour.org](http://www.mahometseymour.org)), and may be submitted by a parent/guardian of a student who has been assessed fees. The parent/guardian shall submit written evidence as required on the textbook waiver form to determine eligibility for a waiver. A separate application form **is not** required for each student in a family.

A student may be eligible for a fee waiver when at least one of the following prerequisites is met:

1. The student is currently approved for free or reduced meals pursuant to 105 ILCS 125/1 et.seq.
2. The student is a ward of the court or of the Department of Children and Family Services (DCFS).

Administrative office staff shall determine the student's eligibility for a textbook fee waiver based on the school district's prerequisites for the waiver. If the waiver application is filed before September 30, parents/guardians shall be notified by October 10, of the acceptance or denial of their child's waiver of textbook fee application. If the waiver application is filed after September 30, parents/guardians shall be notified within ten (10) days of the acceptance or denial of their application. If an application is rejected, a reason will be stated. Parents may appeal the decision. Applications may be filed at any time during the year although textbook waivers are pro-rated after September 30. Families must apply for textbook fee waivers **each** school year.

## **Field Trips**

A field trip in Mahomet-Seymour CUSD #3 Schools is a school project involving a student group accompanied by a teacher engaging in an educational study. Field trips are carefully planned and coordinated with classroom instruction and are evaluated after the trip has been taken. The classroom teacher and volunteer parents supervise them. Written permission for each student to attend is required. All volunteers will undergo the appropriate screening based on the school activity(ies) for which he/she volunteers.

## **Food Allergy Plan**

All food services (i.e., hot lunch) in the Mahomet-Seymour School District are "nut free." Peanut butter sandwiches will be replaced with SunButter® and jelly sandwiches, and are offered on lunch menus and items containing nut products will not be served. Cafeteria seating in every building will be organized to minimize potential nut allergen contact. Teachers will be notified of students with severe food allergies. This will enable teachers to control the types of snacks provided in their classrooms. Parents are encouraged to choose an alternative form of protein or snack to send to school with their children that does not contain peanuts or other nut products. Some suggested protein alternatives include SunButter® Sunflower Seed Spread, SoyNut® Butter, hard-boiled eggs, or yogurt.

## **Freedom of Information**

The Freedom of Information Act (FOIA) of Illinois makes all school records open to public inspection and copying except where:

1. other statutes expressly forbid public access (such as certain information about individual students) or
2. a requested record falls under one of the exemptions provided by the FOIA.

Information on the Freedom of Information Act can be found in Board Policy 2:250. The Board Policy can be found on the District website. ([www.mahometseymour.org](http://www.mahometseymour.org))

## **Insurance**

Community Unit School District #3 is not responsible for injuries at school or during extracurricular activities.

In order to compete in any athletic program, we require each participant to be covered by insurance.

Expenses over and above insurance coverage are the responsibility of the parent or guardian.

Community Unit Schools District #3 assumes no obligation for these expenses.

For further information or athletic rules and regulations, please consult the Mahomet–Seymour Student Handbook.

## **Medical Protocol Guidelines**

All students with diagnosed medical conditions that might require intervention while at school must have a medical protocol on file with the student's building and with the school nurse.

Parents or guardians of those students must meet with the school nurse and any other staff deemed necessary by the building principal prior to the student beginning school. A medical protocol will be established to meet individual student's needs based upon information provided by the parents/guardians. Physician documentation of the condition and any necessary treatments may be required.

Staff will initiate treatment of the student's condition as per the medical protocol. If the protocol includes parameters, such as high or low blood sugar values for diabetic students, staff must be able to maintain or return the student's values to within the set parameters in one hour or less. If protocol led intervention does not correct the situation within one hour, the parent/guardian will be alerted to come and pick the student up from school until the parameters are regained.

If staff are unable to reach the parent/guardian by phone, or if the parent/guardian is unavailable to pick the student up from school immediately, emergency procedures will be initiated, beginning with a 911 call to have the student transported to the hospital.

## **Medical - Student Illness Guidelines**

Parents will be notified if their student becomes ill at school. When in doubt about your student's health, please keep the student at home. Students should not be sent to school if any of these symptoms are

present:

- Fever above 100.5
- Sore throat with fever or swollen glands
- Consistent coughing with pain or fever
- Vomiting/nausea
- Diarrhea

Children may return to school after 24 hours on antibiotic for a diagnosed contagious illness or 24 hours after fever, vomiting or diarrhea subside. Precautions in these areas are meant to protect your child and others.

Health problems such as diabetes, epileptic seizures, allergies, breathing difficulties, etc., must be reported to the District nurse and the teacher when the child is enrolled in school.

### **Medication Policy (Board Policy 7:270)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall 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 policy and its implementing procedures.

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

### **Medication Administration Procedures**

The following procedures will apply to the District's policy on Administering Medications to Students:

1. The school will only administer prescribed medication necessary for management of diagnosed long-term, chronic illness or disability and ADD/ADHD.
  - a. **Antibiotics and over the counter drugs such as Tylenol, Ibuprofen, cough medicine, etc., given for acute, intermittent illness, will NOT be administered by school staff.**
2. Before any prescription or long-term over the counter medication will be given at school, a School Authorization for Medication form **MUST** be completed and signed by both prescribing physician and parents/guardians annually, and be on file in the school office. See #6 below for self-administration/Exception policy on long-term non-prescription medication.
3. All oral prescription medications that are prescribed to be taken during the school day **must** be brought into the school office, in the original container, by a parent or legal guardian. The medication must be handed to the secretary and parents/guardians must then sign the Medication Refill Sign-in Sheet located in the school office. **No Exceptions!**
4. All oral prescription medications must be taken in the office, in clear view of the person administering the medication. Exceptions to this will be determined on a case by case basis by the District Nurse and the building administrator. Exceptions may include, but are not limited to: Prescriptions, such as digestive enzymes, for students diagnosed with

Cystic Fibrosis or other disease processes which directly impact their activities of daily living.

5. The School Nurse or administrator's designee will return any unused prescription medication to only the parent/guardian at the end of the school year.
6. If your student has a diagnosed condition, such as migraines, that requires long term or chronic need for non-prescription medication that they will self-administer, the parent and diagnosing physician or the District Nurse must sign an Exceptions to Medication form. Medications must be kept in an original, labeled container, and should contain no more than 1 day's dosage of medication; the student must also keep a copy of the Exceptions form with the medication. If the student is unable to self-administer/manage the medication, a School Authorization for Medication form must be completed by the diagnosing/prescribing physician for the medication to be kept in the school office. (see #2 above) The District Nurse and/or principal's designee will retain the discretion to reject requests that do not meet the medication policy.

### **Non-Custodial Parent Rights**

District policy and state law provide for informing non-custodial parents of the progress of their children in school unless a court order exists preventing such action. A copy of any court order prohibiting contact with children or access to information about them should be filed with the building principal.

### **Non-Discrimination Statement**

Mahomet-Seymour CUSD #3, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, practices, or procedures. The lack of English language skills will not be a barrier to admission and participation in educational programs.

Any person having questions regarding the above is directed to contact Mahomet-Seymour CUSD #3 Superintendent of Schools, Dr. Kenny Lee, Title IX and Section 504 Coordinator, at 1301 S. Bulldog Dr., Mahomet, Illinois, 61853 or (217) 586-2161.

### **Parent/Student Handbook**

The Superintendent shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

### **Parent/Teacher Conferences and School Visitation Rights**

Parent/Teacher conferences are held twice every school year: once in the fall and once in the spring. The purpose of these conferences is for the classroom teacher to review student progress with parents and/or guardians of every student in the school. Parents also have an opportunity to share their concerns regarding their child's performance in school.

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.

### **Parental Involvement Opportunities**

The Mahomet-Seymour Schools believe that parental involvement is critical to the successful education of every child. Therefore, numerous opportunities for parental involvement are the hallmark of the

Mahomet-Seymour Schools. Listed below are just some of the organizations, committees, and groups that parents may join. For additional information on any of these groups contact any school or district administrator.

1. High School Music Boosters
2. High School Athletic Boosters
3. Elementary P.T.O. (Grades Pre-K through 5th)
4. Secondary P.T.O. (Grades 6<sup>th</sup> through 12<sup>th</sup>)
5. Mahomet-Seymour Education Foundation

### **Pesticide Application Registry Notice**

Mahomet-Seymour CUSD #3 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The District notifies all parents by email before pesticide applications at the schools. To receive this, and other District email notifications, provide a valid email address to your child's school office.

### **Physicals, Dental & Eye Exams, and Immunizations**

All students entering pre-school, kindergarten, sixth, and ninth grades, and all students new to the District must have physicals and proof of immunizations for diphtheria, tetanus, pertussis, mumps, measles (rubella), German measles, chicken pox, Hepatitis B and pneumonia by the first day of the student attendance. All students in the 6<sup>th</sup> grade and above must also provide proof of having received a Tdap vaccine and Meningococcal with a booster at grade 12 by the first day of student attendance. A physical examination must be completed within one year prior to registering your child into the above grades.

Children enrolling in kindergarten and any student enrolling in a public or private school for the first time are required to have an eye examination. The exam must be conducted by an optometrist or ophthalmologist and must include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctors are necessary.

All children in kindergarten, second, sixth and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Health. Dental exam forms are available in the school offices or on the District website. *If the completed form is not on file with the school by May 15<sup>th</sup>, the school can withhold the student's year-end report card.*

Students entering the Mahomet-Seymour District for the first time will have 30 days from the date of enrollment to provide proof of the required examination and immunization. If the previous school does not send the physical and immunizations with the records, it is the responsibility of the parents or guardians to obtain these documents.

Physical, eye, and dental forms are available in the school offices, at the Administrative Center (1301 S. Bulldog Dr.), or online at the District website ([www.mahometseymour.org](http://www.mahometseymour.org)).

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or

expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

Students who believe they are victims of harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator (Superintendent Dr. Kenny Lee, 586-2161), Building Principal, Assistant Building Principal, or Complaint Managers Nathan Mills or Christine Northrup, 586-2161)

There is also an option to complete the “Bullying, Harassment, or Intimidation Reporting Form” found on the district website.

For further information, see Board Policy 7:20 (Harassment of Students Prohibited) and Policy 7:180 (Preventing Bullying, Intimidation, and Harassment).

Consistent with Federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24 hours after the school’s administration is made aware of a student’s involvement in an alleged bullying incident. The term “bullying incident” includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

## **Privacy Act**

Under the Privacy Act, parents are not required to have their child’s name in the school directory. Parents may opt in to a school directory through the parent portal in Skyward. Parents/students will not be included unless the parent chooses to do so.

## **Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement**

The District provides an Accelerated Placement Program (APP). Please see [Board Policy 6:135](#)

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students  
Please see [Board Policy 6:310](#)

## **English Learners Programs**

Mahomet-Seymour Schools provides English learners opportunity for growth through a Transitional Program of Instruction. Students learning English as an additional language often need support to develop oral language and literacy skills. The English Language Learner teacher provides instruction in these areas utilizing small groups or one-on-one support inside the general education classroom. ELL plans are provided for each student that outline potential classroom accommodations. The ELL plans and teacher instruction are combined to help develop English language proficiency while meeting

grade level achievement standards.

Parents/Guardians of English Learners assist the district in identifying their English learner by completing the home language survey provided at registration.

After Identification Parents/Guardians Are:

- Notified of their student's entry or exit from English Learner status
- Invited to participate in the English Language Learner planning process
- Informed on how they can be involved in the education of their student

For questions related to this program contact the Assistant Superintendent at 217-586-2161.

## **PUNS (Prioritization of Urgency of Need for Services)**

Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>

You may also contact the following District employee for assistance:

Christine Northrup  
Director of Student Support Services  
(217) 586-2161

## **Questioning of Students Suspected of Committing Criminal Activity**

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

## **Restrictions on Publications & Written or Electronic Material**

Students are prohibited from accessing and/or distributing at school or any school related activities any written or electronic material, including material from the internet that (1) is obscene, pornographic, lewd or vulgar; (2) has the purpose of harassing or bullying another student or staff member; (3) otherwise causes substantial disruption at school or school sponsored activities.

A student engages in gross disobedience and misconduct and may be disciplined for creating, distributing or accessing written or electronic materials, including but not limited to Facebook pages or any other social networking sites or internet blogs, which cause substantial disruption to school operations or interferes with the rights of other students or staff members.

For further information, see Board Policy 7:310 (Restrictions on Publications and Written or Electronic Material) and Board Policy 7:190 (Student Discipline).

## **Rights of Homeless Students**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered “*homeless*” if he or she is presently living:

- In a shelter or sharing housing with relatives or others due to lack of housing;
- In a motel/hotel, camp ground, or similar situation due to lack of alternative, adequate housing;
- At a train or bus station, park, in a car, or in an abandoned building;
- Temporarily housed while awaiting DCFS foster care placement.

### **All homeless students have rights to:**

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
  - The school he/she attended when permanently housed (school of origin)
  - The school in which he/she was last enrolled (school of origin)
  - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

Additional information can be found in the McKinney-Vento Act, 42 U.S.C. 11431 and the Illinois Education for Homeless Children Act, 105 ILCS 45/1-1.

## **School District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Undesignated opioid antagonist is not defined by the School Code; for purposes of Board Policy 7:270 – Medication Policy, it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State Law. See the website for the Illinois Department of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for person with questions concerning substance abuse treatment.

## **Search and Seizure/Student Searches/Seizure of Property**

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

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

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

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

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

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

## **Sex Offender Registration Act**

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the **Sex Offender Registration Act** and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the **Illinois Sex Offender Registry** is: <http://www.isp.state.il.us/sor/>. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>.

## **Sexual Harassment Policy**

The Board of Education and Mahomet-Seymour Administrators believe that students have a right to be free from harm perpetuated by antisocial acts while attending school. To that end, the District has approved a sexual harassment policy as related to students. For the complete Board Policy regarding harassment of students, see Policy 7:20 and 7:180 of the Board Policy Manual on the District website ([www.mahometseymour.org](http://www.mahometseymour.org)).

Students should report unwelcome activities of a sexual nature directed toward them to a building administrator or to a Complaint Manager. The two Complaint Managers are:

1. Christine Northrup, Director of Special Education, 586-2161
2. Nathan Mills, Jr. High School Principal, 586-4415

[Sexual Harassment and Sexual Bullying \(for Teens\) - Nemours KidsHealth](#)

[Sexual Assault & Sexual Harassment](#)

<https://www.youtube.com/watch?reload=9&v=HKk-pbeW3ic>

[Talking to Kids About Sexual Harassment ... Before They Even Know About Sex](#)

[How to Teach Consent to Elementary Students](#)

[Talking to Our Children about Sexual Harassment and Consent](#)

[Consent at Every Age](#)

## **Special Education**

The Mahomet-Seymour Unit 3 Schools offer a comprehensive Special Education program for children between the ages of 3 and 21. Unit 3 strives to provide the least restrictive special education environment in order for children to develop to their maximum potential. Parents are an integral part of the placement and on-going educational planning for children receiving special education services.

## **Special Education - Behavioral Interventions for Students with Disabilities**

Teachers and administrators should use behavioral interventions to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A policy outlining behavioral interventions for students with disabilities is available from the principal of each school as well as the Director of Special Education.

## **Special Education - Parent Rights**

P.L. 94-142 and the State of Illinois Rules and Regulations to Govern the Administration and Operation of Special Education provide that every handicapped child in the United States has a free, appropriate public education. In order to meet this goal, these documents specify that as a parent you have the right:

1. To allow or deny permission for your child to be individually evaluated.
2. To have your child evaluated within sixty days of referral.
3. To fair evaluation procedures for your child.
4. To an independent evaluation if you feel the school's evaluation was inadequate or unfair.
5. To allow or deny permission for your child to be placed in a special education program.
6. To an individualized education program for your child, describing what he/she can do, and what goals he/she will aim for during the school year.
7. To participate in the development of your child's individualized education program.
8. To allow or deny permission to have your child's individualized education program changed.
9. To have a translator at all meetings you attend to discuss your child's program if you are deaf, or if your native language is not English.
10. To a due process hearing before an impartial hearing officer to resolve major disagreements you may have with your school about your child's program.
11. To bring an advocate, or friend, and/or legal advisor to meetings at which your child's individualized education program will be written and to due process hearings.
12. To view and receive copies of your child's school records and evaluation results, and to prohibit unauthorized persons from access to these records.
13. To request removal of inaccurate or misleading information from your child's records, and/or to include your own statement in your child's records.
14. To have your handicapped child educated with non-handicapped children to the maximum extent appropriate.

## **Special Education - Section 504**

The district has an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Section 504 of the Rehabilitation Act of 1973. Individual students and/or a parent or guardian on behalf of the student should take any complaints to the individual in charge of the level where the alleged violation occurred. If relief is not received at that level, a formal complaint should be addressed to the Director of Special Education.

## **State Assessments**

The following assessments will be administered during the 2025-2026 school year as required by the state:

- Illinois Science Assessment – Grades 5, 8, and Biology 1 \*
- Illinois Assessment of Readiness – Grades 3-8 \*
- PSAT 8/9 – Grade 9
- PSAT 10 – Grade 10
- ACT – Grade 11
- ACCESS – Students that are identified as English Language Learners

\*Some students may take the Dynamic Learning Maps assessment instead of the ISA and IAR, per their Individuated Education Program.

Individual student scores from the assessments listed above are available to parents via Skyward or parent report printouts. District scores can be found at [www.illinoisreportcard.com](http://www.illinoisreportcard.com).

Additional assessments not required by the state will be administered at the discretion of the district.

For more information on assessments, please contact the Director of Instruction.

## **Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) prioritize the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and, to the extent possible and practical, provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

As is the case throughout the Board Policy Manual, the term "includes" when used in this policy means "includes, without limitation."

### ***When and Where Conduct Rules Apply***

A student may be 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:

1. On, or within sight of, school grounds at any time, including before, during, and after school hours;
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 or reasonably could be foreseen to do any of the following: interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including; 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.
5. During periods of remote learning and e-learning.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including:

1. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Tobacco or nicotine materials, including electronic cigarettes.
  - a. Alcoholic beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as in possession of.
  - b. Any illegal drug or controlled substance, or cannabis. Please see Board Policy 7:190 and 7:270 for information specific to medical cannabis.
  - c. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- e. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. Please see Board Policy 7:190 and 7:270 for information specific to medical cannabis.
- f. Any substance, regardless of whether it contains an illegal drug or is explicitly prohibited by this policy, that is inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, regardless of whether such change is in fact caused. This includes pure caffeine in tablet or powdered form. The prohibition in this section does not apply a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions, including a student's use of legally prescribed asthma or other inhalant medication.
- g. "Look-alike" or counterfeit drugs, which are any: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy; or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly believes or represents the substance to be an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy. The prohibition in this section does not apply a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- 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.

1. 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.
2. Using or possessing an electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes creating, sending, sharing, viewing, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
3. Using or possessing a laser pointer, unless the student: (1) has express authorization by a staff member; (2) is using the laser pointer in the context of instruction; and (3) is under a staff member's direct supervision when using the laser pointer.
4. 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.
5. 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.
6. 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 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.

7. Engaging in any sexual activity, including consensual sexual activity, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the expression of gender or sexual orientation or preference, or the non-disruptive display of affection during non-instructional time.
8. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Entering or being present on/in school property or a school facility without proper authorization.
11. 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.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
13. Being involved with any public-school fraternity, sorority, or secret society, including 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.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. 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.
17. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
18. 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 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, 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 Superintendent or designee shall notify the parent/guardian of a student who engages in aggressive behavior about the incident. The failure to provide such notification does not limit the Board'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 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 properly supervise the student.
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, when appropriate, 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 may 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 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or if the parent/guardian agrees to such transfer. 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 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.

### **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 alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, 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 Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the students’ 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.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is a discipline method in which a person deliberately inflicts pain upon a student in response to the student’s unacceptable behavior or inappropriate language, with the aim to halt the offense, prevent its recurrence, or set an example for others.

## **Isolated Time Out, Time Out, and Physical Restraint**

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

### **ACTS OF MISCONDUCT - LEVEL I**

1. Misconduct in or around a school vehicle.
2. Classroom disturbances.
3. Dishonesty.
4. Littering - careless discarding of rubbish or other items.
5. Loitering - standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action.
6. Misrepresentation.
7. Tardiness.
8. Truancy.
9. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

### **SCHOOL BEHAVIOR ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

#### **LEVEL I**

Reprimand	Detention
Parent Call	Restorative Practices
Parent Teacher Conference	Parent/Administrator Conference

### **ACTS OF MISCONDUCT - LEVEL II**

1. Especially serious, unmodified, multiple or repeated Levels I Acts of Misconduct. Especially serious, unmodified, multiple or repeated violations of Level I Acts of Misconduct may cause the infraction to be treated as Level II, III or Level IV misconduct.
2. Disrespect/Insubordination - Open or persistent defiance of authority and/or school rules and regulations. Included are verbal abuses, use of obscenities or recognizable derogatory gestures.
3. Failure to abide by corrective action for misconduct.
4. Failure to follow directions of school personnel.
5. Forgery or the use of forged notes or passes.
6. Gambling.
7. Refusal to identify self.
8. Stealing or theft (minor) - Covers small inexpensive items, i.e., books, pencils, etc. The unauthorized taking of larger, more expensive items would cause the infraction to fall under level IV of this policy.
9. Using, possessing, distributing, purchasing, selling or offering for sale: tobacco or nicotine materials, including electronic cigarettes.
10. Verbal Abuse: Name calling, profanity, obscenity, racial slurs or other derogatory statements or gestures.

## **SCHOOL BEHAVIOR ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

### **LEVEL II**

Detention	Parent Administrator Conference
Restorative Practices	Social Probation
In-School Suspension	Saturday Supervised Study
Suspension	

### **ACTS OF MISCONDUCT - LEVEL III**

1. Especially serious, unmodified, multiple or repeated Levels I or II Acts of Misconduct. Especially serious, unmodified, multiple or repeated violations of Levels I, II, or III Acts of Misconduct may cause the infraction to be treated as Level II, III or Level IV misconduct.
2. Threats to others - A threat to apply force or threat to do physical injury to another student or to school personnel.
3. Trespassing on school property - this applies to one or more of the following acts:
  - a. Entering upon or in property without justification or without implied or actual permission.
  - b. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering or after being told to leave.
  - c. Entering an area of the school building that is restricted in use and so posted.
4. Vandalism - Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture or fixtures.
5. Other acts of misconduct which seriously are disruptive and/or which create a safety hazard to students, staff and/or school property may be considered Level III.
6. Violation of the constitutional rights of another person.
7. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
9. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any secret society.
10. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
11. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
12. Causing or attempting to cause damage to school property or another person's personal property.
13. Engaging in academic dishonesty

## **SCHOOL BEHAVIOR ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

### **LEVEL III**

Social Probation	In-School Suspension
Restitution	Restorative Practices
Saturday Supervised Study Hall	Suspension
Expulsion	

## **ACTS OF MISCONDUCT - LEVEL IV**

1. Especially serious, unmodified, multiple or repeated Level I, II or III Acts of Misconduct.
2. Bomb Threats - The conveyance of threats or false information regarding bombs or the placement of any device, which could reasonably cause harm to self or others.
3. Extortion - The use of force or negative consequences or the threatened use of force or negative consequences to obtain another person's money, property or with the intent to compel someone to do something he or she would not otherwise do.
4. Fighting, assault, battery.
5. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - Alcoholic Beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as in possession of.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - "Look-alike" or counterfeit drugs, which are any: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy; or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly believes or represents the substance to be an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - Any substance, regardless of whether it contains an illegal drug or is explicitly prohibited by this policy, that is inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, regardless of whether such change is in fact caused. This includes pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions, including a student's use of legally prescribed asthma or other inhalant medication.
  - 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.
6. Possession or sale of stolen property.
7. Signaling or setting off alarms or signals indicating the presence of an emergency.
8. Stealing or theft- taking the property of others with or without the threat of violence. (Refers to items of greater value than those described in stealing under Level II)
9. Acts of Violence against school personnel or others.
10. Using, possessing, controlling, or transferring a "weapon" to produce bodily harm.
11. Setting Fires.
12. Using, possessing, distributing, purchasing, selling or offering for sale: explosives, firearms, knives or any other object is used as a weapon or the use of which as a weapon is threatened.

## **SCHOOL BEHAVIOR ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

## LEVEL IV

### Level III Consequences Plus

- In-School Suspension
- Saturday School (JH and HS only)
- Out of School Suspension
- Expulsion

Before any punishment is imposed in any disciplinary setting, the student shall be given the opportunity to deny or explain his or her conduct.

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.

For Further Information, See Board Policy 7:190, Student Behavior.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 consecutive days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

### **Student Records**

In compliance with state and federal law, the District shall maintain two sets of student records. These shall be a permanent record, which includes basic identifying transcripts, attendance records, accident/health reports, and information pertaining to release of this record. Additionally, the permanent record may include honors/awards, and activities/athletics. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

The District shall also maintain a temporary record which may include family background, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, child s/activities, expulsion notices, teacher anecdotal records, information pertaining to release of this record, and other relevant information not required to be in the permanent record. Information in this record shall reference authorship and date. Temporary records are reviewed at least every four (4)

years or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the District. The District, however, may maintain indefinitely anonymous information for authorized research and planning.

### **Student Records – Access To**

The parents/guardians of a student under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records. A student shall have the right to inspect and copy his/her school student permanent and temporary records. When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent under the Illinois School Student Records Act shall become exclusively those of the student. The District shall notify students and the parents/guardians of such rights upon the initial enrollment or transfer of a student to the District. In cases of divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. At the option of the parent/s guardians, a designee of the parents/guardians, or an eligible student of the District, a qualified professional may be present to assist in the interpretation of the student's records.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within seven (7) days of the District's receipt of such a request. All requests shall be handled pursuant to the Illinois School Students Records Act. Access shall not be granted to the parents/guardians or the student to confidential letters and statements of recommendation concerning admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award which has been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended.

The parents/guardians or students shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto.

The District shall grant access to information included in student records under the following guidelines:

1. The District or any employee of the District shall not release, disclose, or grant access to information found in **any** student record except under the conditions set forth in the *Illinois School Student Records Act (ISSRA)* and the Illinois State Board of Education (ISBE) Regulations.
2. The release of records to parents and students for inspection and copying shall be in accordance with District policy and with the ISSRA and ISBE Regulations. The District may charge the actual cost, as stipulated in the *Illinois Freedom of Information Act*, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.
3. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a **current**, demonstrable, educational, or administrative need is shown. No employee or official is allowed to make copies of these records unless a specific need for such copies is shown.
4. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or parent/guardian can be identified

from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and the Board of Education approves of the research design and purpose.

5. The District shall grant access to or release information from a student's records pursuant to a valid Court order.
6. The District shall grant access to or release information from any student record to persons authorized or required to gain access to such records under federal or state statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parents/guardians or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for release.
8. The District may release student records to the Superintendent or his/her designee of other schools in which the student has enrolled or intends to enroll upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt, written notice to the parents/guardians or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the records as well as the right to submit written statements into the record prior to release. If the release of records or information is pursuant to item 5, the notification shall include, in addition to the foregoing, a statement of the terms of the court order.
10. The District may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or his/her designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents/guardians or eligible student as soon as possible of the information released.
11. The District may release "directory" information regarding any student unless the parents/guardians or eligible student requests in writing that any or all such information not be released. Directory information shall be released to United States military recruiters and college/university recruiters. Directory information shall not be made available to for-profit institutions. Indicate your choice during online registration.
12. A record of all release of information from student records shall be kept as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent/s guardians or eligible student and the Superintendent or designee.
13. The District shall provide a written statement of the confidentiality requirements of Illinois and federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except parents/guardians or students).

## **Substance Abuse**

The Board of Education believes substance abuse to be a community health problem that is preventable through appropriate health, disciplinary, education, and counseling interaction. Any Mahomet-Seymour School District student suspected of violating this substance abuse policy will be referred to the appropriate administrator within his/her school for evaluation and action.

Mahomet-Seymour Schools are not, nor ever should be, a sanctuary from the laws of the federal, state, or local government. Therefore, consistent with existing laws governing the sale or

delivery, possession, or use of alcohol, drugs, drug paraphernalia, “look-alikes,” or marijuana, any student found to be in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action.

### **Target School Violence Prevention Program**

Threats and acts of targeted school violence harm the district's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement, authorities or the Safe2Help Illinois Helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in outside mental health assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

### **Technology – Acceptable Use Agreement**

\*\*Students in grades K-4 will have regular access to technology during the school day.

\*\*Students in grades 5-12 will be issued a Chromebook

Mahomet-Seymour is deeply committed to technology as a vital tool for its students, teachers, and parents. The District has determined that as a tool, technology will be integrated into our district curriculum in a way that enhances the learning of our students. As a tool, responsibilities fall on both the District and the student to ensure that the tools are effective, safe and appropriate to support our overall goal of teaching and building responsible, well balanced, contributors to our environment. As a user of technology, I understand that it is my responsibility to honor the Responsible Use Policy and uphold these Mahomet-Seymour Core Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior.

Mahomet-Seymour CUSD #3 Core Value, Responsibilities and Restrictions

We value communication; therefore, I will: use language that is pertinent and appropriate when submitting academic work, participating in online forums, and working collaboratively. I will use thoughtful and appropriate language for social postings. I will be mindful of how my words are interpreted by others.

We value privacy; therefore, I will: be aware of the privacy settings on any website to which I subscribe. I understand that anything I do online that may be interpreted as dangerous to myself or others or inappropriate for learning or the intended curriculum, may not be considered private and may be monitored. I understand that anything I do online or electronically is not private and can be monitored. I will not share personal information about myself, family, friends, or faculty.

We value honesty and safety; therefore, I will: not engage in behavior that puts myself or others at risk. I will represent myself honestly. I will seek help if I feel unsafe, bullied, or witness unkind behavior. I will communicate only with people I know. I will follow safety guidelines posted by sites to which I subscribe. The District will provide a mechanism for reporting any bullying or behavior that a student(s) may perceive as harmful to themselves or others.

We value learning; therefore, I will: apply existing knowledge to generate new ideas, products or processes. I will evaluate the validity of information presented online. I will ask questions and seek help when using school technology. I will have a positive attitude and be willing to explore different or new technologies. The district and its staff will provide as part of its curriculum, instruction and examples on how to appropriately evaluate online resources and information and integrate that into a student's work and learning.

We value respect for self and others; therefore, I will: not upload or post personal information, private communications, or photos of other people without permission. I will respond thoughtfully to the opinions, ideas, and values of others. I will not send or share mean or inappropriate electronic communications.

We value respect for school and personal property; therefore, I will take proper care of all equipment. I will report misuse and/or inappropriate content to my teachers or adults.

**RESPONSIBILITIES: The student will:**

1. Adhere to these guidelines each time the device is used at home and school.
2. Ensure their device is charged and ready for use. The District will provide charging opportunities during the school day.
3. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures included on all district devices and student accounts. All student 1:1 computing devices provided by the District are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
5. Use technology only for school-related purposes during the instructional day while refraining from use related to personal, commercial, or political purposes. Teachers and staff have the right to confiscate a device that is not being used appropriately in a class. Students will be held responsible for any missed work while the device is confiscated.

6. Follow copyright laws and fair use guidelines. Students should only download music, video or other content which is related to classroom assignments and which students are authorized or legally permitted to use.

7. The District uses software designed to restrict access to unacceptable content in order to protect students from harm or danger. If the District has credible reason to believe a student may be accessing dangerous or unacceptable content, the District will take steps to intervene. These steps will include: parental/guardian notification which includes the suspected danger or violation and a procedural plan to remedy the activity. This plan may include monitoring of district technology, student files, and student activity for the sole purposes of protection of the student and others; where the information is gathered is specifically used as examples and as a part of a plan for corrective measures. You must make your 1:1 device available for inspection if requested by any administrator or teacher.

RESTRICTIONS: The student will not:

1. Mark, deface, or place stickers on the Chromebook, or related accessories.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and doing so may subject the student to disciplinary action and they may be liable for the actions of others if problems arise from that unauthorized use.
6. Download and/or install any programs or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

In addition to the specific values, responsibilities and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology is in their possession and under their control. In order to keep Chromebooks secure and damage-free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords to anyone else.
- Avoid having the device in any extreme temperatures.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from locations like table edges, floors, seats, or pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.

Despite these safeguards, we understand there is always a risk that district-provided 1:1 technology may be damaged, lost or stolen. If it is determined that a good faith effort or willful failure to protect District property has occurred, the student and their family may be responsible for repair or replacement of the Chromebook. As with any district issued resource, students are financially responsible for loss/theft, or damage of the 1:1 device, per the Chromebook damage and replacement plan.

Mahomet-Seymour CUSD #3 is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. If the district network is unavailable and restricts a student's ability to complete schoolwork, the District and staff will make accommodations for the completion of the work. By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of MSCUSD #3 district- issued technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Mahomet-Seymour CUSD #3 Student Handbook.

As the parent/guardian, my signature indicates I have read and understand this policy and give my permission for my child to have access to and use a district-issued Chromebook.

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the student, my signature indicates I have read or had explained to me and understand this policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Teen Dating Violence**

- **Teen Dating Violence Definition**

Teen dating violence is defined as, "a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the other person, where one or both persons are 13-19 years of age, or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age."

- **Teen Dating Violence Prohibited**

All students have the right to a safe learning environment. Therefore, teen dating violence is unacceptable and prohibited.

- **Education**

Students in grades 7-12 will receive developmentally benchmarked and appropriate education regarding teen dating violence.

- **Filing a Complaint**

Students are encouraged to report claims or incidents of teen dating violence to the

Nondiscrimination Coordinator, Building Principal, Assistant Principal or a Complaint Manager. Complaints will be kept confidential to the extent possible, given the need to investigate the complaint. Students who make good faith complaints will not be disciplined.

## **Title 1**

Mahomet-Seymour CUSD #3 currently receives federal Title I funds. Middletown Prairie and Lincoln Trail are School-wide, meaning all students benefit from the Title I programs and services. MSJH and MSHS are Title I Targeted Assistance schools, meaning funds are targeted towards programs and services for at-risk students. Students can be identified as at-risk based on socio-economic status or academic performance. Under the Title I Program Guidelines, parents have the following rights:

- To be provided information on the Title I Programs and Services
- To be involved in the planning of Title I Program and Services
- To request the professional qualifications of both teachers and paraprofessionals
- To be notified if their student is assigned to work with a non-highly qualified teacher for more than four consecutive weeks
- To be provided volunteer opportunities within the school

You will be notified, if at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified.

## **Transportation – Bus**

Bus transportation is provided at no cost for students living 1.5 miles or more from their designated school. All students will abide by the following rules. Please note that some buses may use video surveillance.

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smartphones, smartwatches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - School Bus Safety  
[https://one.nhtsa.gov/people/injury/buses/getting\\_to\\_school/schoolbus2.html](https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html)

U.S. Department of Transportation - School Bus Safety Campaign Material  
[www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material](http://www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material)

National Safety Council - Tips for a Safe Ride [www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus](http://www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus)

Ill. State Police - School Bus Safety <https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - School Bus Safety What Parents Should Know  
[www.isbe.net/Documents/bus\\_safety\\_parents.pdf](http://www.isbe.net/Documents/bus_safety_parents.pdf)

Ill. State Board of Education - Instructions To School Bus Riders  
[www.isbe.net/Documents/bus\\_ride\\_instruct.pdf](http://www.isbe.net/Documents/bus_ride_instruct.pdf)

## **Use of Artificial Intelligence**

Artificial Intelligence or "AI" is intelligence demonstrated by computers instead of human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create

multimedia projects, write papers, or complete schoolwork without the permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or District policies.

To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and plagiarism recognition software.

### **Use of School Office Space**

School office spaces are for official school business only and may not be used for virtual therapy, private business, or personal appointments.

Students and external providers are prohibited from conducting non-school-related virtual sessions in these spaces to maintain professionalism and protect confidentiality.

School technology and internet access must not be used for private purposes. Exceptions require prior written approval from the principal or district administration.

### **Videotaping/Photographing of Students**

From time to time, students and classrooms may be videotaped for school district use, student teacher requirements and media use. Please indicate your preference in the Skyward Parent Portal.

### **Visitors**

Visitors must register in the school office before entering the classrooms. For further information, see Board Policy 8:30 (Visitors to and Conduct on School Property).

### **Volunteers**

Volunteers play an integral role in the education process at Unit 3. Volunteers do everything from tutoring children in reading to checking out books in the library to planning dances and special programs. If you would like to volunteer in the schools, talk with the building principal or contact the PTO building representative. All volunteers will undergo the appropriate screening based on the school activity(ies) for which he/she volunteers

### **Weather – Related School Closings**

When weather conditions are threatening due to winter storms, heat, etc., please tune into local radio, TV stations and social media outlets for updated information on Unit 3 bus transportation, early dismissals, and school closings. Since weather conditions may change once students are in school, parents are advised to continually monitor the media. Any decision Unit 3 makes will be based on the safety of the students. Parents, who wish to do so, may come to school to check their child(ren) out in the main office and take them home.

### **Closing of All Schools**

When winter weather conditions are extremely severe, Unit 3 will announce the closings of all schools by 7:00 a.m. on radio, TV, social media outlets and utilizing the District's Emergency Notification System. The following are a few of the stations which will be notified in the case of the closing of all school or an emergency early dismissal: WDWS 1400 AM, WIXY 100.3 FM, WLRW 94.5 FM, WCIA CH 3, WICD CH 15, or WAND CH 17.

#### Early Dismissal of All Students

Unit 3 generally does not utilize early dismissal of all students due to weather conditions. However, if the situation should occur, either due to heat or winter storms, every effort will be made to provide at least one hour's notice using the District's Emergency Notification System and announcements on TV, radio and social media outlets. ***Please do not call the Transportation Department, District Offices, or individual school buildings unless it is an emergency.***

**Parents and children should discuss what to do ahead of time in case of an emergency such as this.** (Example: Children should have access to their homes if the parents will not be there, or should know to go to a neighbor's house.)