

PLEASANT HILL

CUSD #3



ONE TEAM. ONE PURPOSE.

2026-2027

Student & Parent Handbook



501 E. QUINCY STREET
PLEASANT HILL, ILLINOIS 62366
(217) 734-2311

www.phwolves.com

Dear Students and Families,

Welcome to the 2026–2027 school year! On behalf of the Board of Education and the faculty and staff of Pleasant Hill CUSD #3, I am pleased to welcome you to another exciting year of learning, growth, and opportunity. Whether you are returning to our schools or joining us for the first time, we are grateful you are part of the Wolf family.

At Pleasant Hill CUSD #3, our mission is to **provide every student with the skills and education necessary for success**. Every decision we make is guided by what is in the best interest of students and our commitment to helping every child learn, belong, and thrive.

This year, we are proud to embrace the theme **One Team. One Purpose**. We believe the strongest schools are built through partnerships among students, families, staff, and our community. By working together with respect, open communication, and shared expectations, we create an environment where every student can reach their full potential.

This handbook is designed to serve as a resource throughout the school year. Inside you will find important information about school procedures, student expectations, Board policies, and the programs and services available to our students. We encourage you to review it together as a family and refer to it whenever questions arise.

Thank you for your continued partnership and trust in Pleasant Hill CUSD #3. It is an honor to serve this community, and we look forward to a successful school year filled with opportunities for every student. Together, we will continue building a school community where students are supported, challenged, and inspired to succeed.

We wish you a wonderful school year. **Go Wolves!**

Sincerely,

Kylee Orr

Superintendent / PK–8 Principal
Pleasant Hill CUSD #3

Mission

Provide every student with the skills and education necessary for success.

Vision

Helping every student learn, belong, and thrive.

Culture

One Team. One Purpose.

CHAPTER 1

Introductory Information & General Notices

District Contact Information

Pleasant Hill CUSD #3
501 E. Quincy Street
P.O. Box 277
Pleasant Hill, IL 62366
Phone: (217) 734-2311
www.phwolves.com

2026-2027 School Board

Officer

Steve Hammitt – President
Braden Damon – Vice-President
Traci Buchanan - Secretary
Shawn Carpenter - Treasurer

Member

Tracey Harrison
Sydney Crowder
Aaron Rodhouse

Core Beliefs and Values

As a Board of Education, we believe every decision should be guided by what is in the best interest of students while supporting the long-term success of Pleasant Hill CUSD #3.

We believe our students...

- deserve continuous learning opportunities, including alternative instructional methods when traditional classroom settings are unavailable, to ensure academic progress and achievement.
- deserve a safe, supportive learning environment where they are valued, respected, and inspired to reach their full potential.
- deserve access to high-quality, standards-aligned curriculum, effective instruction, and modern technology and resources that prepare them for future academic and career success.

We believe our employees...

- deserve safe, supportive, and collaborative work environments that foster effective teaching, learning, and service to students.
- should be provided with quality resources, professional learning opportunities, and well-maintained facilities that enable them to perform at their highest level.
- are most successful when they work collaboratively with shared purpose, mutual respect, and a commitment to continuous improvement.
- should demonstrate professionalism, integrity, and ethical conduct while serving as positive role models for students.

We believe our families and community...

- are essential partners in educating our students and helping them develop strong character, responsibility, and citizenship.
- play a vital role in extending learning beyond the classroom and reinforcing the value of education.
- strengthen our schools through open, honest, transparent, and ongoing two-way communication built on trust and mutual respect.

School Colors & Mascot

Blue and Gold
Wolves

School Song

Cheer for old PH High
Shake down the echoes cheering her name.
Send some royal cheer on high.
Shake down the thunder from the sky.
What though the odds be great or small
Old PH High will win over all
While our loyal sons are marching onward to victory

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to

proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local, or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

Animals on School Property

To assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers are subject to a background check, must complete the “Volunteer Information Form,” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Emergency School Closings

School closings for any reason will be announced as quickly as possible. If bad weather or other emergency occurs during the day, please listen to any local radio or television stations, check our website and Facebook for possible early dismissal information. We will also use the all-call system in the event of an emergency school closing. Any student or parent/guardian who needs to be put on the all-call list, please contact your building’s secretary.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Equal Educational Opportunities and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent, Kylee Orr.

Any student may file a sex discrimination complaint under the District’s Title IX Grievance Procedure.

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

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

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

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

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

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

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

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

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

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

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

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

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

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

CHAPTER 2

Attendance, Promotion & Graduation

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

In the event of any absence, the student's parent/guardian is required to call the school at (217) 734-2311 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official may call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence.

Failure to call shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Excused Absences (documentation required)

- illness
- medical or therapy appointment
- observance of a religious holiday or event
- death in the immediate family
- family emergency
- situations beyond the control of the student as determined by the school board.
- circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- attending a military honors funeral to sound TAPS
- attendance of a civic event
- cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for

ensuring that such assignments
are completed by the student
prior to the return of school

Release Time for Religious Instruction/Observance_

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Truancy

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

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

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

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

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

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

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with

strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

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

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

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

Tardies

Attendance is vital to student success; therefore, students must be on time for classes. A student who is late to school in the morning or at lunch must report to the office to sign in.

Students late to classes will be marked tardy in TeacherEase by their teacher. Students may be marked tardy if they are not in their seat by the time the bell rings, so if a student is detained by a teacher in a previous class, he or she should get a note from that teacher explaining his or her tardiness to be excused.

Three unexcused tardies equals one unexcused absence for truancy reporting. A student who is repeatedly tardy may be considered truant on the basis of tardies. Students who are repeatedly tardy for classes may be assigned to detention at the discretion of the Principal, Dean of Students, or designated school official.

Make-up Work

If a student's absence is excused or if a student is suspended from school, they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students who participate in activities listed below will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.

2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade-level.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade-level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age, or any other social reason not related to academic performance.

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for completing all State mandated graduation requirements as well as District mandated requirements. For students entering their freshman year in 2023-2024 and after:

26 academic credits including the following course work:

English – 4 Credits

College and Career Readiness – ½

Math – 3 Credits

Health - ½

- Must include Algebra I and one which must include Geometry content.

3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in 11th or 12th grade)

Students with an Individualized Education Program may also be excused from physical education courses in either of the following situations:

1. The student (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees, or the IEP team makes the determination; or
2. The student (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Credit for Proficiency, Non-District Experiences, Course Substitutions, and Accelerated Placement

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the district:

- Distance learning course, including a correspondence, virtual, or online course.
- Courses in an accredited foreign exchange program.
- Summer school or community college courses.
- College or high school courses offering dual credit at both the college and high school level.
- Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
- Work related training at manufacturing facilities or agencies in a Tech Prep Program.
- Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students must assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Home/Hospital Instruction

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

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

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

For information on home or hospital instruction, contact the building principal.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal and a meeting involving the student, parent, Principal, and Guidance counselor scheduled prior to September 1 during the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program (IEP) prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Participation in Commencement

It is the policy of Pleasant Hill CUSD #3 that high school seniors who have not completed the requirements for graduation as set forth by the Board of Education and the State of Illinois by the last day of school, will not be allowed to go through or participate in commencement exercises.

Credit Recovery

Students who earn a failing grade in a high school course are required to successfully complete the course in order to earn credit toward graduation.

In certain circumstances, and with prior administrative approval, students may be permitted to complete an approved credit recovery course through the Illinois Virtual High School (IVHS) or another district-approved provider. Eligibility for credit recovery will be determined on an individual basis.

The cost of any approved credit recovery course is the responsibility of the parent(s)/guardian(s).

Prior to enrollment in a credit recovery course, a conference must be held with the student, parent(s)/guardian(s), school counselor, and principal to review the student's academic standing, determine eligibility, discuss graduation requirements, and develop a plan for successful course completion.

Dual Credit Courses

Dual credit courses provide eligible high school students the opportunity to earn both high school and college credit through an approved postsecondary institution.

Students and their parent(s)/guardian(s) are responsible for completing all required college application and enrollment procedures, meeting all eligibility requirements established by the partnering college or university, and adhering to all applicable registration deadlines.

Unless otherwise specified by the district or the partnering institution, all tuition, fees, textbooks, and other costs associated with dual credit enrollment are the responsibility of the student and parent(s)/guardian(s).

Because dual credit courses are college courses governed by the partnering institution, the district does not have access to students' official college academic records. Students and parent(s)/guardian(s) are responsible for monitoring academic progress, communicating with the college instructor, and obtaining grade information directly from the postsecondary institution.

The district assumes no responsibility for a student's performance, grades, or continued eligibility in a dual credit course. Students are encouraged to carefully consider the academic expectations and potential impact on both their high school and permanent college transcripts before enrolling.

Accelerated Placement

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

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advance coursework offered by the high school as follows: A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

CHAPTER 3

Student Fees & Food Services

School Breakfast and Lunch Program

Pleasant Hill CUSD #3 participates in the Community Eligibility Provision (CEP), a federal program administered through the U.S. Department of Agriculture (USDA). Through CEP, all enrolled students receive one reimbursable breakfast and one reimbursable lunch each school day at no charge, regardless of household income.

Breakfast is served every school day from 7:35-8:05 a.m.

Except on early dismissal days when lunch service may be modified or unavailable, lunch is served every day at the following times:

- High School 11:20 – 11:50 a.m.
- Elementary 11:00 a.m. – 12:30 p.m.

Students may bring a sack lunch from home or receive the school's reimbursable breakfast and lunch at no cost through the CEP program.

Meal Prices

Although one reimbursable breakfast and one reimbursable lunch are provided at no charge to students, the following prices apply to adults, second meals, and other purchases not covered by CEP.

Item	Price
Student Breakfast (second meal)	\$2.57
Student Lunch (second meal)	\$4.08
Adult Breakfast	\$3.05
Adult Lunch	\$4.50
Half Pint Milk (Whole, 1% White, or 1% Chocolate)	\$0.40
Half Pint Lactose-Free 1% Milk	\$0.55

Reimbursable Meals

A reimbursable meal consists of the food items offered as part of the daily USDA-approved breakfast or lunch menu. Students may choose from the available menu items to create a complete reimbursable meal at no charge.

If an alternate entrée, such as a sandwich, is offered as part of the day's reimbursable meal options, students may select it at no charge. If a student chooses an additional sandwich or other item outside the reimbursable meal, it will be considered an à la carte purchase and charged to the student's meal account.

Additional Purchases

CEP provides one free breakfast and one free lunch per enrolled student each school day. Additional food or beverages are not included in the CEP benefit.

Examples of purchases that may result in a charge include:

- A second breakfast or second lunch
- An extra entrée or sandwich
- An additional carton of milk
- À la carte items such as salad, soup, baked potato, or other individually sold food items

Parents/guardians are responsible for payment of all additional purchases.

Students will not be denied their one reimbursable breakfast or lunch due to an unpaid meal balance; however, additional purchases may be restricted until the account balance is paid.

Meal Charges

The building principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the district will be made on a regular basis and before the end of the school year. Contact your building principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The district will make reasonable efforts to collect charges classified as delinquent debt, *including repeated contacts to collect the amounts*.

Fee Waivers

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

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

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

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

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

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

appeal of the district's decision to deny a fee waiver should be addressed to the building principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

CHAPTER 4

Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Routes and student pickup/drop-off locations are established by the district. Students will be picked up and dropped off only at their assigned location unless prior arrangements have been made.

Prior to the beginning of each school year, families will be notified of their student's assigned pickup and drop-off location and approximate pickup and drop-off times. Routes and times are subject to change as necessary to ensure safe and efficient transportation.

Bus Assignments

Each student will be assigned one regular morning pick-up location and one regular afternoon drop-off location. Consistent transportation assignments are important for student safety and the efficient operation of the district's transportation system.

Students may not ride a different bus or get off at a different stop without prior arrangements made. Requests for permanent transportation changes must be approved in advance. Temporary or emergency transportation changes will be considered on a limited basis when district resources and student safety permit.

Bus Discipline

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The Board of Education may suspend a student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

Bus transportation is a privilege, not a right. Students are expected to conduct themselves in a manner that promotes a safe environment for all passengers. Repeated misconduct or serious violations of bus safety rules may result in progressive disciplinary consequences, including temporary or long-term suspension of transportation privileges in accordance with Board policy and applicable law.

Bus Safety Rules

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, and similar items are shortened or removed to lessen the likelihood of them becoming caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop and stay away from the roadway while waiting for the bus.
3. Stay away from the bus until it stops completely, and the driver signals you to board. Enter in single file without pushing and always use the handrail.
4. Take a seat immediately and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced while riding the bus unless a student is using headphones. Electronic devices shall not be used in a manner that distracts the driver, disrupts the safe operation of the bus, or harasses, intimidates, or bullies other students.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not permitted on the school bus unless authorized by the driver during extracurricular travel.
7. Always follow the driver's instructions. Be courteous to the driver and other students.
8. Wait until the bus comes to a complete stop before standing. Use the handrail when exiting.
9. Stay out of the danger zone around the bus. Never crawl under the bus.
10. If you must cross the street after exiting, wait for the driver's signal and cross in front of the bus only after checking for traffic. Never run back to the bus, even if you forgot something.

Receiving Younger Students

For the safety of our youngest students, children in preschool through third grade must be received by a parent, guardian, or other authorized responsible adult at their designated afternoon bus stop. 'Received' means the responsible adult is visibly present at the bus stop when the bus arrives, and the driver is able to observe the student being met before departing. If no authorized

adult is present, the student may be returned to school or transported according to district procedures, and the parent(s)/guardian(s) will be contacted.

Video and audio cameras may be active on school buses to record student conduct and may be used for the purposes of investigating misconduct or accidents on the bus.

Parking

Students who drive to school may park only in areas designated by the district. Student parking is available on the north side of the highway and in the Agricultural Shop (Ag Shop) parking lot.

Because crossing the highway presents a safety concern, students are strongly encouraged to park in the Ag Shop parking lot whenever possible. To maintain a safe campus, the administration may limit the number of student vehicles permitted to park in the north parking area.

Students using the Ag Shop parking lot must park only on the designated gravel or paved surfaces. Parking on the hill leading to the bus circle is prohibited, as this area must remain accessible for school vehicles and deliveries. Students may not park in front of or block the Ag Shop garage doors at any time.

Vehicles must be operated in a safe and courteous manner on school property. The maximum speed on school grounds is 10 miles per hour. Students must obey all traffic signs, follow staff directions, and yield the right-of-way to pedestrians, buses, and emergency vehicles. Reckless driving, excessive speed, or unsafe operation of a vehicle may result in disciplinary action and/or the loss of parking privileges.

Parking is prohibited in bus loading zones, fire lanes, driveways, delivery areas, or any location that interferes with school operations or emergency access. Vehicles parked in unauthorized areas may be required to be moved immediately and may be ticketed or towed at the owner's expense.

The district is not responsible for damage to, theft from, or theft of vehicles parked on school property. Students park their vehicles at their own risk and should not leave money or other valuables inside their vehicles.

Students have no reasonable expectation of privacy in vehicles parked on school property. The district reserves the right to inspect vehicles parked on school grounds when there is reasonable suspicion that school rules or the law have been violated. Parking areas may also be monitored by video surveillance, and law enforcement or trained detection dogs may be utilized as permitted by law and Board policy. Evidence of prohibited or illegal items may result in school disciplinary action and/or referral to law enforcement.

Parking on school property is a privilege, not a right. Failure to comply with school parking regulations may result in the suspension or revocation of parking privileges, disciplinary action

under the Student Discipline Code, and/or other consequences deemed appropriate by the administration.

CHAPTER 5

Student Health & Safety

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student

presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

For grades 9-12, the guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Communicable Disease

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

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

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent(s)/guardian(s).
3. The school will provide written instructions to parent(s)/guardian(s) regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent(s)/guardian(s) brings the student to school to be checked by the school nurse or

Building principal and the child is determined to be free of the head lice and eggs (nits).
Infested children are prohibited from riding the bus to school to be checked for head lice.

Targeted 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/).

Students and parents are urged to participate in behavioral threat 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.

Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Pleasant Hill CUSD #3 is committed to supporting students who are parents, expectant parents, or victims of domestic or sexual violence. The district recognizes that these students may face unique challenges and is committed to providing support services that promote their continued success in school, as required by Illinois law.

Requesting Support Services

The district provides in-school support services and information regarding available community resources to help eligible students fully participate in their educational program.

Support services may include, but are not limited to:

- Meetings with school counselor or other appropriate support personnel.
- Excused absences or time away from class for circumstances related to the student's status as a parent, expectant parent, or victim of domestic or sexual violence, as permitted by law.

- Assistance in developing a Student Success Plan.
- Opportunities to make up work missed because of circumstances related to the student's protected status.

Students and/or their parent(s)/guardian(s) may request a copy of the district's policies regarding these protections and information about available support services by contacting the District's Article 26A Resource Person.

Article 26A Resource Person

Shanna Ewers, Guidance Counselor

Pleasant Hill CUSD #3

501 E. Quincy Street

Pleasant Hill, IL 62366

Email: shanna.ewers@phwolves.com

Phone: (217) 734-2311

Filing a Complaint

A student and/or parent/guardian who believes their rights under the Ensuring Student Success Act have been violated may file a complaint with any of the following individuals or with any employee with whom they are comfortable speaking.

Nondiscrimination Coordinator / Title IX Coordinator

Kylee Orr, Superintendent

Pleasant Hill CUSD #3

501 E. Quincy Street

Pleasant Hill, IL 62366

Email: kylee.orr@phwolves.com

Phone: (217) 734-2311

Complaint Managers

Spencer Boren, Dean of Students

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Ryan Lowe, Principal

Pleasant Hill CUSD #3

501 E. Quincy Street

Pleasant Hill, IL 62366

Email: ryan.lowe@phwolves.com

Phone: (217) 734-2311

Retaliation Prohibited

Retaliation against a student or parent/guardian for requesting support services, exercising rights under the Ensuring Student Success Act, or filing a complaint is strictly prohibited. Any individual who believes they have experienced retaliation should report the matter immediately to the building principal, Superintendent, Nondiscrimination Coordinator/Title IX Coordinator, or a Complaint Manager.

Additional information regarding these rights and the district's complaint procedures is available upon request from the District Office.

CHAPTER 6

Student Conduct & Discipline

General Building Conduct

Students may arrive at school beginning at 7:30 a.m. Students should not arrive before that time unless they are participating in a school-sponsored activity supervised by a staff member. The school day begins at 8:10 a.m. and students are dismissed at 2:45 p.m.

Students are expected to conduct themselves in a safe, respectful, and responsible manner while on school property, at school-sponsored activities, and while traveling to and from school. The following expectations apply throughout the school day:

- Hats, hoods, bandanas, and other head coverings shall not be worn inside the school building unless approved for religious, medical, educational, or school-sponsored purposes.
- Students shall walk at all times in the building. Running, horseplay, pushing, shoving, yelling, or other disruptive behavior is prohibited.
- Students shall respect school property and the property of others. Defacing, vandalizing, or intentionally damaging school property may result in disciplinary action and financial responsibility for repair or replacement.
- Gum chewing is not permitted during the school day unless authorized by a teacher or required as part of an approved medical accommodation.
- Skateboards, rollerblades, hoverboards, scooters, and similar recreational equipment are not permitted inside school buildings and may not be used on school property during the school day unless authorized for a school activity.
- Students shall not possess water guns, toy weapons, look-alike weapons, laser pointers, or any item that could reasonably be mistaken for or used as a weapon. The possession of actual weapons is strictly prohibited and will be addressed in accordance with Board policy and applicable law.

- Electronic devices may only be used in accordance with the district's Student Electronic Devices policy. Devices that are not permitted or are used in violation of district policy may be confiscated.
- Students shall not possess or use items that interfere with the educational environment or create a safety concern.
- Food and beverages shall be consumed only in areas designated by school personnel unless otherwise approved.
- Students are expected to follow all directions given by teachers, administrators, and other school employees promptly and respectfully.

The administration may establish additional building procedures and expectations as necessary to promote the safety, security, and orderly operation of the school. Failure to comply with school rules may result in disciplinary action consistent with the Student Discipline section of this handbook.

Student Dress Code

Pleasant Hill CUSD #3 recognizes that students' choice of dress is an expression of individuality. Students are expected to dress in a manner that is appropriate for the school environment and does not interfere with the educational process, create a safety hazard, or infringe upon the rights of others.

The following expectations apply during the school day and at school-sponsored activities unless otherwise specified:

- Clothing must provide appropriate coverage and be worn as designed.
- Shoes or other appropriate footwear must be worn at all times.
- Clothing, jewelry, accessories, or personal items may not advertise, display, or promote:
 - Alcohol, tobacco, vaping products, or illegal drugs.
 - Weapons or violent behavior.
 - Obscene, vulgar, discriminatory, or profane language, images, or symbols.
 - Gang-related symbols or messages; or
 - Any content that substantially disrupts the educational environment.
- Clothing that creates a health or safety concern is prohibited. Students participating in physical education, science laboratories, agricultural education, industrial arts, or other specialized classes may be required to meet additional dress or safety requirements.
- Hats, hoods, bandanas, sunglasses, and other head coverings may not be worn inside the school building during the school day unless approved for religious, medical, educational, or school-sponsored purposes.
- Pajamas, blankets worn as clothing, and attire intended for sleepwear are not appropriate for school unless part of an approved school spirit day or special event.
- Clothing or accessories that expose undergarments or private body areas, or that are excessively revealing or likely to cause a substantial disruption to the educational environment, are not permitted.

School administrators retain the authority to determine whether a student's attire is appropriate for the school setting. Students who violate the dress code may be required to change clothing, cover the inappropriate attire, contact a parent(s)/guardian(s) to bring appropriate clothing, or may be subject to disciplinary action if the violation is repeated or constitutes willful noncompliance.

Questions regarding the interpretation or application of the dress code shall be determined by the building principal or designee.

Student Behavior

Pleasant Hill CUSD #3 is committed to providing a safe, orderly, and respectful learning environment where every student has the opportunity to learn and succeed. Students are expected to demonstrate respect for themselves, others, school property, and all members of the school community. Students are expected to follow the directions of school personnel and comply with all Board policies, administrative procedures, and school rules.

Students who engage in misconduct may be subject to disciplinary action in accordance with Board Policy 7:190, applicable state and federal law, and the procedures outlined in this handbook. Whenever appropriate, the district will utilize positive behavioral supports, restorative practices, and other interventions before imposing exclusionary discipline.

Prohibited Student Conduct

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

1. Using, possessing, purchasing, selling, distributing, or being under the influence of tobacco, nicotine products, electronic cigarettes, vaping devices, vape pens, or similar products.
2. Using, possessing, purchasing, selling, distributing, or being under the influence of alcoholic beverages.
3. Using, possessing, purchasing, selling, distributing, or offering:
 - Illegal drugs or controlled substances.
 - Cannabis or marijuana, except as permitted by Illinois law regarding the administration of medical cannabis.
 - Prescription medications not prescribed to the student or used in a manner inconsistent with the prescription.
 - Performance-enhancing substances prohibited by the Illinois High School Association.
 - Drug paraphernalia.
 - Counterfeit or look-alike drugs; or
 - Any substance intended to produce intoxication or alter a person's physical or mental state.

4. Using, possessing, transferring, or threatening to use any weapon or dangerous object as described in the Weapons Prohibition section of this handbook.
5. Using personal electronic devices in violation of the District's Electronic Device Policy or Yondr Program procedures. Students required to participate in the Yondr Program must keep personal electronic devices secured in their assigned Yondr pouch during the instructional day unless authorized by school personnel. Tampering with, damaging, bypassing, or attempting to defeat the Yondr pouch system, possessing an unauthorized unlocking device, or accessing a personal electronic device without authorization may result in disciplinary action.
6. Using or possessing laser pointers except under the direct supervision of a staff member for instructional purposes.
7. Refusing to follow reasonable directions or requests from teachers, administrators, bus drivers, or other school personnel.
8. Engaging in academic dishonesty, including cheating, plagiarism, unauthorized collaboration, falsifying information, using artificial intelligence or other technology in violation of teacher expectations, altering grades or records, or wrongfully obtaining examinations or assessment materials.
9. Engaging in bullying, cyberbullying, hazing, intimidation, harassment, retaliation, threats, stalking, fighting, or any aggressive behavior that causes physical or emotional harm to another person.
10. Engaging in sexual harassment, sexual misconduct, indecent exposure, sexual assault, or teen dating violence.
11. Damaging, vandalizing, stealing, or attempting to steal school property or the property of another person.
12. Entering school property or restricted areas without authorization.
13. Making false emergency reports, activating fire alarms without cause, making bomb threats, calling 9-1-1 without a legitimate emergency, or engaging in any conduct that disrupts emergency response services.
14. Participating in gangs, gang-related activities, or displaying gang symbols or paraphernalia.
15. Violating any criminal law while at school, at a school-sponsored activity, or when the conduct substantially disrupts the educational environment.
16. Engaging in conduct, on or off campus, that substantially disrupts school operations or interferes with the safety, welfare, or educational environment of the school.
17. Making threats toward students, staff, or the school, including threats made through social media, electronic communication, or other online platforms.
18. Operating a drone or other unmanned aircraft system on school property or at school-sponsored events without prior administrative approval.
19. Creating, sending, sharing, receiving, viewing, or possessing sexually explicit messages, photographs, videos, or other digital content ("sexting") in violation of law or Board policy.

For purposes of these rules, "possession" includes having an item on one's person, in a backpack, purse, locker, vehicle, desk, or any other area under the student's control.

When School Rules Apply

Student conduct rules apply whenever a student's behavior is reasonably related to school or a school-sponsored activity, including but not limited to:

- On school property before, during, or after school hours.
- At any school-sponsored event or activity.
- While traveling to or from school or school activities.
- While riding school transportation.
- During remote or virtual learning activities; or
- Off school grounds when the conduct substantially disrupts the educational environment or threatens the safety of students, staff, or school property.

Disciplinary Measures

The district is committed to using progressive discipline whenever appropriate. In determining appropriate consequences, school officials may consider the student's age, disciplinary history, the seriousness of the offense, whether the behavior threatened the safety of others, and the effectiveness of prior interventions.

Possible disciplinary measures include, but are not limited to:

- Parent(s)/guardian(s) notification or conference.
- Verbal warning or redirection.
- Restorative practices.
- Loss of school privileges.
- Detention.
- Temporary removal from class.
- Restitution for damaged or stolen property.
- In-school suspension.
- Bus suspension.
- Confiscation of prohibited items.
- Out-of-school suspension.
- Expulsion as permitted by law; and/or
- Referral to law enforcement or other agencies when appropriate.

Nothing in this handbook limits the authority of school officials to impose additional or different consequences as permitted by Board policy or Illinois law.

Physical Restraint and Time Out

Physical restraint or time out may only be used when a student's behavior presents an imminent danger of serious physical harm to the student or others and only after less restrictive interventions have proven ineffective or are determined to be inappropriate. These interventions

shall never be used as punishment, for staff convenience, or as a substitute for appropriate educational or behavioral supports. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in Pleasant Hill CUSD #3.

Weapons Prohibition

Students are prohibited from possessing, using, or transferring firearms, knives, dangerous weapons, or look-alike weapons while on school property, at school-sponsored activities, or in any circumstance reasonably related to school. Possession of a weapon may result in expulsion, referral to law enforcement, and any additional consequences required by Illinois law. The Superintendent may modify the length of an expulsion on a case-by-case basis when permitted by law.

Gang Activity

Gang membership, gang activity, gang-related symbols, hand signs, clothing, intimidation, recruitment, or any conduct that promotes gang activity is prohibited on school property, at school-sponsored events, or whenever student conduct is reasonably related to school.

Re-Engagement Following Suspension

Following an out-of-school suspension, expulsion, or placement in an alternative educational setting, the building principal or designee will meet with the student to discuss expectations for a successful return to school. The purpose of this meeting is to support the student's successful transition back into the educational environment and provide opportunities to complete missed assignments for appropriate academic credit whenever feasible.

Prevention of Bullying, Intimidation, and Harassment

Pleasant Hill CUSD #3 is committed to providing a safe, caring, and respectful learning environment for all students. Bullying, intimidation, harassment, and cyberbullying interfere with a student's ability to learn and a school's ability to educate. Such behavior will not be tolerated.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, marital or parental status, pregnancy, association with a person or group having one or more of these characteristics, or any other distinguishing characteristic is prohibited.

This prohibition applies:

- During any school-sponsored program or activity.
- On school property, school buses, or at designated school bus stops.
- At school-sponsored or school-sanctioned events or activities.
- Through the use of school computers, school networks, or other school-owned electronic devices; and
- Through the use of personal technology or electronic devices when the conduct substantially disrupts the educational environment or orderly operation of the school.

Definition of Bullying

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including written or electronic communication, directed toward one or more students that has or can reasonably be predicted to:

- Place a student in reasonable fear of harm to the student's person or property.
- Cause a substantially detrimental effect on the student's physical or mental health.
- Substantially interfere with the student's academic performance; or
- Substantially interfere with the student's ability to participate in or benefit from school programs, services, or activities.

Bullying may include, but is not limited to:

- Physical aggression or violence.
- Verbal abuse, insults, or threats.
- Intimidation or coercion.
- Harassment.
- Stalking.
- Sexual harassment or sexual violence.
- Theft or destruction of property.
- Public humiliation.
- Posting or distributing sexually explicit images; or
- Retaliation against an individual who reports bullying.

Cyberbullying

Cyberbullying is bullying through the use of technology or electronic communication, including text messages, email, social media, websites, blogs, online gaming, instant messaging, photographs, videos, or other electronic means. Cyberbullying also includes impersonating another person online, creating fake accounts or websites, distributing harmful or embarrassing content, or posting unauthorized digital images when such conduct creates the effects described above.

Reporting Bullying

Students are encouraged to report bullying immediately. Reports may be made verbally or in writing to the building principal, the Nondiscrimination Coordinator, a Complaint Manager, or any teacher or staff member with whom the student feels comfortable.

Parents, guardians, volunteers, and community members are also encouraged to report suspected bullying. Anonymous reports may be submitted; however, disciplinary action cannot be based solely upon an anonymous report.

Nondiscrimination Coordinator

Kylee Orr, Superintendent

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Investigation and Response

All reports of bullying will be investigated promptly and appropriately. The district will take reasonable steps to stop bullying, prevent its recurrence, and address its effects on the targeted student and the school environment.

Consistent with Illinois law, the district will make diligent efforts to notify the parent(s)/guardian(s) of each student involved in an alleged bullying incident within 24 hours

after becoming aware of the incident. When appropriate, parents or guardians will also be informed of available counseling services, school psychological services, restorative practices, and other support resources.

Retaliation and False Reports

Retaliation against any person who reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary action.

Students will not be disciplined for making a good-faith report of bullying, even if an investigation determines that bullying did not occur. However, knowingly making a false report or intentionally providing false information during an investigation may result in disciplinary action.

Students who witness bullying are encouraged to report it. Choosing to speak up helps create a safer school for everyone.

Additional information regarding student harassment and bullying prevention is available in Board Policies 7:20 (Harassment of Students Prohibited) and 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment).

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

Pleasant Hill CUSD #3 is committed to providing a learning and working environment where all students, employees, parents, and visitors are treated with dignity and respect. The district prohibits discrimination and harassment based on actual or perceived race, color, or national origin in any educational program, activity, service, or employment practice. The district complies with all applicable federal and state nondiscrimination laws.

Prohibited Conduct

Discrimination and harassment based on race, color, or national origin will not be tolerated. Prohibited conduct may include, but is not limited to:

- Racial, ethnic, or ancestral slurs, jokes, or stereotypes.
- Offensive comments, name-calling, or derogatory remarks.
- Displaying racially offensive symbols or images.
- Threats, intimidation, or physical acts motivated by race, color, or national origin.
- Denying educational opportunities, participation in activities, or services based on race, color, or national origin; or
- Any other conduct that creates an intimidating, hostile, or offensive educational environment.

Reporting Discrimination or Harassment

Students, parents, employees, and community members are encouraged to report incidents of discrimination or harassment as soon as possible. Reports may be made verbally or in writing to the Nondiscrimination Coordinator, a Complaint Manager, or any staff member with whom the individual feels comfortable speaking.

Reports will be investigated promptly, thoroughly, and as confidentially as possible. The district prohibits retaliation against any person who makes a good-faith report or participates in an investigation.

Anonymous reports will be accepted; however, disciplinary action cannot be based solely upon an anonymous report.

Nondiscrimination Coordinator

Kylee Orr, Superintendent

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Investigation and Response

The district will investigate all reports in accordance with its Uniform Grievance Procedure. When appropriate, the district will take corrective action to stop the prohibited conduct, prevent its recurrence, and address its effects. Appropriate remedial measures, supportive services, and disciplinary action may be implemented based on the results of the investigation.

Any student, employee, volunteer, contractor, or visitor found to have engaged in prohibited conduct may be subject to appropriate disciplinary or corrective action consistent with Board policy and applicable law.

Retaliation Prohibited

Retaliation against any individual for reporting discrimination or harassment, participating in an investigation, or providing information related to a complaint is strictly prohibited. Individuals who believe they have experienced retaliation should report it immediately to the Nondiscrimination Coordinator, a Complaint Manager, or a building administrator.

Additional information regarding the district's nondiscrimination policies and complaint procedures is available in Board Policy 2:270, **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**.

Harassment, Sexual Harassment, and Teen Dating Violence Prohibited

Pleasant Hill CUSD #3 is committed to maintaining a safe, respectful, and inclusive educational environment. Harassment, sexual harassment, intimidation, and teen dating violence are strictly prohibited and will not be tolerated. Students have the right to attend school free from conduct that interferes with their education or creates an intimidating, hostile, or offensive learning environment.

Harassment Prohibited

No student, employee, volunteer, or visitor may harass, intimidate, or threaten a student based on actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, marital or parental status (including pregnancy), physical appearance, socioeconomic status, academic status, association with a person or group possessing one or more of these characteristics, or any other distinguishing characteristic protected by law.

Examples of prohibited conduct include, but are not limited to:

- Name-calling, slurs, or offensive jokes.
- Threats or intimidation.

- Stalking or unwanted following.
- Physical aggression or assault.
- Damage to personal property.
- Displaying offensive or hateful symbols or images.
- Spreading rumors intended to harm another person; or
- Any verbal, written, electronic, or physical conduct that creates an intimidating, hostile, or offensive educational environment.

Sexual Harassment (Title IX)

Sexual harassment is prohibited under Title IX and District policy.

Sexual harassment includes unwelcome sexual conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational programs or activities. It also includes sexual assault, dating violence, domestic violence, stalking, or conditioning educational benefits or opportunities on participation in unwelcome sexual conduct.

Examples may include:

- Unwanted touching or physical contact.
- Sexual comments, jokes, or gestures.
- Requests or pressure for sexual favors.
- Displaying or sharing sexually explicit materials.
- Spreading sexual rumors.
- Sending sexually explicit messages or images; or
- Any other unwelcome conduct of a sexual nature that interferes with a student's education.

Teen Dating Violence

Pleasant Hill CUSD #3 prohibits teen dating violence.

Teen dating violence occurs when a student between the ages of 13 and 19 uses or threatens to use physical, emotional, psychological, or sexual abuse to control another person in a dating relationship.

This prohibition applies on school property, at school-sponsored activities, on school transportation, and in any situation where the conduct substantially disrupts the educational environment.

Reporting Harassment or Dating Violence

Students are encouraged to report harassment, sexual harassment, or teen dating violence immediately. Reports may be made verbally or in writing to the building principal, Dean of

Students, Nondiscrimination Coordinator, Title IX Coordinator, Complaint Manager, or any trusted staff member.

Parents, guardians, employees, volunteers, and community members are also encouraged to report concerns.

Anonymous reports will be accepted; however, disciplinary action cannot be based solely upon an anonymous report.

Nondiscrimination Coordinator and Title IX Coordinator

Kylee Orr, Superintendent

Pleasant Hill CUSD #3

501 E. Quincy Street

Pleasant Hill, IL 62366

Phone: (217) 734-2311

Email: kylee.orr@phwolves.com

Complaint Managers

Spencer Boren

Dean of Students (Elementary)

Pleasant Hill CUSD #3

501 E. Quincy Street

Pleasant Hill, IL 62366

Phone: (217) 734-2311

Email: spencer.boren@phwolves.com

Ryan Lowe

Principal (High School)

Pleasant Hill CUSD #3

501 E. Quincy Street

Pleasant Hill, IL 62366

Phone: (217) 734-2311

Email: ryan.lowe@phwolves.com

Investigation and Response

All complaints will be investigated promptly, fairly, and in accordance with applicable federal and state laws and District policies. Reports will be handled as confidentially as possible while allowing the district to conduct a thorough investigation.

If a violation is substantiated, the district will take appropriate corrective action, which may include supportive measures, restorative practices, disciplinary action, suspension, expulsion, referral to law enforcement, or other remedies permitted by law and Board policy.

Retaliation Prohibited

Retaliation against any individual for reporting harassment, participating in an investigation, or assisting in resolving a complaint is strictly prohibited. Anyone who experiences or witnesses' retaliation should report it immediately.

Knowingly making a false report or intentionally providing false information during an investigation may result in disciplinary action.

Additional information is available in Board Policies 7:20 (Harassment of Students Prohibited), 2:260 (Uniform Grievance Procedure), and 7:185 (Teen Dating Violence Prohibited).

Breakfast and Lunch Expectations

Pleasant Hill CUSD #3 participates in the National School Breakfast Program and National School Lunch Program. Students are expected to conduct themselves in a safe, respectful, and responsible manner during mealtimes. School meal periods are considered an extension of the school day, and all school rules remain in effect.

Preschool through Grade 8

Students in Preschool through Grade 8 eat breakfast and lunch in the District's **All-Purpose Room** under the supervision of school staff.

Students are expected to:

- Walk to and from the All-Purpose Room in an orderly manner.
- Follow the directions of teachers, lunch supervisors, and cafeteria staff at all times.
- Use appropriate table manners and respectful language.
- Remain seated unless given permission by a staff member.
- Speak in a quiet voice that allows others to enjoy their meal.
- Keep hands, food, and personal belongings to themselves.
- Clean up their eating area and properly dispose of trash before leaving.
- Report spills or accidents to a staff member immediately.
- Treat cafeteria equipment and school property with care.
- Remain in the All-Purpose Room until dismissed by a staff member.

Throwing food or beverages, horseplay, disrespect toward others, misuse of school property, or other disruptive behavior is prohibited and may result in disciplinary action.

Grades 9–12 Open Campus Lunch

High school lunch is served daily from **11:20 a.m. to 11:50 a.m.**

Students in grades 9–12 are permitted to leave campus during the lunch period. Students are expected to return to school on time and report promptly to their next class. Students who fail to return on time or who violate school rules while off campus may be subject to disciplinary action and may lose open campus lunch privileges.

Grades 7–8 Open Campus Lunch

Students in grades 7 and 8 who reside within **one (1) mile** of the school and have a sidewalk connecting their residence to the school may be permitted to leave campus for lunch with written permission from a parent or legal guardian on file in the school office. Permission remains in effect until revoked by the parent(s)/guardian(s) or by the administration.

Approved students may leave campus only to travel directly between school and their residence. Visiting other homes, businesses, parks, or other locations during the lunch period is prohibited.

Expectations for Students Leaving Campus

Students participating in the open campus lunch program are expected to:

- Leave school grounds immediately after dismissal for lunch.
- Travel directly to and from their approved destination.
- Follow all traffic laws and pedestrian safety rules.
- Operate vehicles safely and responsibly.
- Conduct themselves respectfully while off campus.
- Return to school before the end of the lunch period and report promptly to class.

Failure to comply with these expectations may result in disciplinary action and the suspension or revocation of open campus lunch privileges.

School Meal Program

Nutritious breakfasts and lunches are available each school day. Information regarding meal prices, free and reduced-price meal eligibility, and meal account balances is available through the District Office and on the district website.

Parents and guardians are encouraged to monitor meal account balances and ensure sufficient funds are available unless the student qualifies for free or reduced-price meal benefits.

Additional information regarding meal charges, unpaid meal balances, and the USDA nondiscrimination statement can be found in the School Meal Program section of this handbook.

Failure to follow breakfast or lunch expectations may result in disciplinary action consistent with the Student Behavior section of this handbook.

Field Trips

Field trips are an extension of the educational program and are designed to enhance classroom learning through real-world experiences. Participation in field trips is a privilege, and students are expected to represent Pleasant Hill CUSD #3 in a positive and respectful manner at all times.

Students participating in a field trip are subject to all District policies, school rules, and the Student Code of Conduct while traveling to and from the destination and throughout the duration of the trip. Students are expected to follow the directions of school employees, volunteers, and the staff of the host facility.

Permission to Participate

A signed parent(s)/guardian(s) permission form is required before a student may participate in any school-sponsored field trip. Additional medical or emergency information may be required depending on the nature of the trip.

Students who do not have a completed permission form by the designated deadline will not be permitted to attend.

Student Expectations

Students participating in field trips are expected to:

- Demonstrate respectful, responsible, and safe behavior at all times.
- Follow all school rules and the rules established by the field trip destination.
- Remain with their assigned group and supervising staff unless given permission otherwise.
- Follow all transportation expectations while riding school buses or other approved transportation.
- Treat all facilities, exhibits, equipment, and property with respect.
- Represent Pleasant Hill CUSD #3 in a positive manner.

Failure to meet these expectations may result in disciplinary action and may affect a student's eligibility to participate in future field trips or extracurricular activities.

Participation Eligibility

The administration reserves the right to prohibit a student from participating in a field trip when participation would create a safety concern or significantly interfere with the educational purpose of the trip. Reasons may include, but are not limited to:

- Failure to submit the required permission forms.
- Serious or repeated disciplinary concerns.

- Behavior that poses a safety risk to the student or others.
- Failure to meet academic or behavioral expectations established for the trip; or
- Other circumstances determined by the administration to be in the best interest of the student, other participants, or the district.

Students who are not permitted to participate in a field trip may be required to attend school and complete an alternative educational assignment.

Chapter 7

Technology and Publications

Access to Student Social Media Content

Pleasant Hill CUSD #3 respects students' privacy rights while also maintaining a safe learning environment.

School officials may investigate reports of student activity on social media or other online platforms when there is specific information indicating that the activity may violate Board policy, school rules, or the Student Code of Conduct, or may threaten the safety of students, staff, or the school community.

As permitted by Illinois law, students may be required to share specific content from a social media account or electronic device that is relevant to a school investigation. The district will not require students or parents to provide usernames, passwords, or other login credentials for personal social media accounts.

Any investigation involving social media or electronic communications will be conducted in accordance with applicable laws, Board policies, and students' privacy rights.

Student Use of Electronic Devices

Pleasant Hill CUSD #3 recognizes that personal electronic devices are a part of everyday life. At the same time, research has shown that limiting distractions during instructional time improves student engagement, learning, and face-to-face interaction. To support these goals, the district utilizes the **Yondr Phone-Free School Program** for students in grades 9–12.

Personal Electronic Devices

Personal electronic devices include, but are not limited to:

- Cell phones and smartphones
- Smartwatches with communication capabilities

- Earbuds and headphones
- Tablets
- Personal laptops
- Audio or video recording devices
- Gaming devices
- Any other personal electronic communication or entertainment device

Students are responsible for any personal electronic device brought to school. The district assumes no responsibility for lost, stolen, or damaged devices.

Yondr Phone-Free School Program

High school students (Grades 9–12) are required to secure their personal electronic devices in their assigned Yondr pouch at the beginning of the school day. Devices must remain secured throughout the instructional day.

Students **may unlock and use their personal electronic devices during the lunch period.** Before the conclusion of lunch, students are required to return their devices to their assigned Yondr pouch and ensure the pouch is securely locked before returning to class.

Students are expected to:

- Bring their assigned Yondr pouch to school each day.
- Secure all required electronic devices before the beginning of first period.
- Keep the pouch in their possession throughout the school day.
- Unlock the pouch only during the designated lunch period or when authorized by a teacher or administrator.
- Return the device to the pouch and relock it before reporting to class after lunch.

Acceptable Use

School-issued technology is provided to support instruction and educational activities. Students are expected to use District technology responsibly and in accordance with teacher directions, Board policy, and the District's Acceptable Use Policy.

Personal electronic devices may only be used:

- During the designated high school lunch period.
- When specifically authorized by a teacher or administrator for instructional purposes.
- As required by a student's Individualized Education Program (IEP), Section 504 Plan, or Individualized Health Care Plan: or
- During an emergency approved by school personnel.

Prohibited Conduct

Students may not:

- Access a personal electronic device during instructional time without authorization.
- Fail to secure their device in their assigned Yondr pouch before returning to class after lunch.
- Tamper with, damage, or intentionally defeat the locking mechanism of a Yondr pouch.
- Use another student's Yondr pouch.
- Possess or use an unauthorized unlocking device or magnet.
- Use a personal electronic device to photograph, record, or video another individual without permission.
- Use a personal electronic device to cheat, harass, bully, threaten, or otherwise violate school rules or the rights of others.
- Create, send, receive, possess, or distribute inappropriate, obscene, or sexually explicit images or messages.

Parent Communication During the School Day

Parents and guardians needing to contact their child during the school day should call the school office. Messages will be promptly delivered to students.

Students needing to contact a parent(s)/guardian(s) during the school day should request permission to use a school telephone in the office.

Violations

Violations of this policy may result in:

- Confiscation of the electronic device.
- Parent(s)/guardian(s) notification.
- Financial responsibility for lost or intentionally damaged Yondr equipment.
- Detention or other disciplinary consequences; and/or
- Additional disciplinary action consistent with the Student Behavior section of this handbook.

Repeated violations, including accessing a personal electronic device during instructional time without authorization, failing to relock a Yondr pouch after lunch, tampering with a Yondr pouch, or possessing an unauthorized unlocking device, may result in progressive disciplinary action.

School Investigations

As permitted by Illinois law, school officials may investigate reports involving student electronic communications or social media when there is specific information indicating that school rules, Board policy, or applicable law may have been violated. Students may be required to share specific electronic content relevant to an investigation; however, the district will not require students or parents to provide usernames, passwords, or other login credentials for personal accounts.

I think this is the right approach for a handbook. Parents don't need five pages of legal language—they need to know the expectations. Here's the version I would include.

Acceptable Use of District Technology

Pleasant Hill CUSD #3 provides students with access to computers, Chromebooks, electronic networks, Internet resources, email, and other technology to support teaching, learning, research, creativity, collaboration, and communication. Access to District technology is a privilege, not a right, and students are expected to use these resources responsibly, safely, and ethically.

All use of District technology must support educational purposes and comply with Board policy, school rules, and applicable state and federal laws.

Student Responsibilities

Students are expected to:

- Use District technology for educational purposes.
- Protect their usernames and passwords and never share login credentials with others.
- Care for District-issued devices and report damage or technical problems promptly.
- Respect the privacy and work of others.
- Follow teacher directions when using technology.
- Practice good digital citizenship by communicating respectfully and responsibly online.

Students are responsible for all activity conducted under their assigned accounts.

Prohibited Uses

Students may not use District technology to:

- Access, create, possess, or distribute inappropriate, obscene, sexually explicit, threatening, or illegal material.
- Bully, harass, intimidate, threaten, or impersonate another person.
- Cheat, plagiarize, or engage in academic dishonesty.

- Use artificial intelligence (AI) or other technology to complete assignments in a manner that violates teacher expectations or academic integrity.
- Attempt to bypass Internet filters or security measures.
- Hack, access, or attempt to access another person's files, accounts, or information without authorization.
- Download unauthorized software or applications.
- Damage, alter, or interfere with District technology or electronic networks.
- Use District technology for personal financial gain, commercial purposes, or illegal activities.

Artificial Intelligence (AI)

Artificial intelligence tools may be used only when permitted by the classroom teacher and only for educational purposes. Students are expected to use AI responsibly and ethically.

Submitting AI-generated work as original work, using AI to cheat on assignments or assessments, or using AI in violation of teacher expectations or academic integrity rules is prohibited and may result in academic and disciplinary consequences.

Internet Safety

The district utilizes Internet filtering and monitoring systems designed to comply with the Children's Internet Protection Act (CIPA). While these safeguards reduce access to inappropriate content, no filtering system can block all material available on the Internet.

Students should immediately report any inappropriate online content, suspicious messages, or unsafe online activity to a teacher or administrator.

Privacy

District technology, electronic communications, email, files, and Internet activity are not private. The district reserves the right to monitor, access, review, and maintain records of technology use consistent with Board policy and applicable law.

Personal Electronic Devices

The use of personal electronic devices, including cell phones, smartwatches, and similar devices, is governed by the **Student Use of Electronic Devices (Yondr Program)** section of this handbook. This policy applies specifically to District technology resources and electronic networks.

Consequences

Failure to follow this policy may result in one or more of the following:

- Suspension or revocation of technology privileges.
- Academic consequences when appropriate.
- School disciplinary action in accordance with the Student Behavior section of this handbook.
- Financial responsibility for intentional or negligent damage to District equipment; and/or
- Referral to law enforcement when required by law.

The district's complete **Acceptable Use of Electronic Networks Policy** is available in the Board Policy Manual and on the district website.

Bring Your Own Technology (BYOT)

Pleasant Hill CUSD #3 provides District-issued Chromebooks to support student learning. Students in **grades 9–12** may also bring a personally owned laptop or tablet to school for educational purposes, subject to the expectations outlined below.

Participation in the Bring Your Own Technology (BYOT) program is a privilege, not a right. Students who choose to bring a personal device are expected to use it responsibly and in accordance with the District's **Acceptable Use of District Technology** and **Student Use of Electronic Devices (Yondr Program)** policies.

Student Responsibilities

Students using personal devices at school must:

- Use the device only for educational purposes and when authorized by the classroom teacher.
- Connect only to the district-approved wireless network.
- Keep the device fully charged before arriving at school.
- Follow all teacher directions regarding when and how the device may be used.
- Comply with all District technology policies and the Student Code of Conduct.

Limitations

The district:

- Does not provide technical support or repairs for personally owned devices.
- Is not responsible for lost, stolen, or damaged personal devices.
- Does not guarantee that all personal devices will be compatible with District software, applications, or instructional programs.
- May require a student to use a District-issued Chromebook if a personal device is not functioning properly or is incompatible with instructional requirements.

Electronic Device Expectations

Cell phones and other personal communication devices remain subject to the District's **Student Use of Electronic Devices (Yondr Program)** policy. Participation in the BYOT program does not exempt students from Yondr requirements or permit unauthorized use of personal electronic devices during instructional time.

Consequences

Violation of District technology policies or misuse of a personal device may result in:

- Loss of BYOT privileges.
- Requirement to use only District-issued technology.
- Disciplinary action consistent with the Student Behavior section of this handbook; and/or
- Other consequences as appropriate under Board policy.

Student Data Privacy and Educational Technology

Pleasant Hill CUSD #3 uses a variety of educational technology tools, websites, software applications, and online learning platforms to support teaching, learning, communication, and school operations.

To provide these services, the district may share limited student information with approved educational technology vendors as permitted by the **Illinois Student Online Personal Protection Act (SOPPA)** and other applicable state and federal laws.

Educational technology vendors are prohibited from selling student information, using student information for targeted advertising, or disclosing student information except as permitted by law.

Student information that may be shared with approved educational technology providers includes information necessary to support educational services, such as:

- Student identification and contact information.
- Class schedules and enrollment information.
- Attendance and assessment data.
- Grades and coursework.
- Student-generated work submitted through educational applications; and
- Other information necessary to provide educational services or maintain school operations.

The district evaluates educational technology vendors to ensure they meet applicable student data privacy and security requirements.

Additional information, including the district’s list of approved educational technology vendors, data privacy agreements, and required SOPPA notices, is available on the district website.

Use of Artificial Intelligence (AI)

Artificial intelligence (AI) tools, including Catgut, Microsoft Copilot, Google Gemini, image generators, and similar technologies, can be valuable educational resources when used appropriately. Pleasant Hill CUSD #3 encourages students to develop the knowledge and skills necessary to use emerging technologies responsibly, ethically, and in support of learning.

Appropriate Use

Students may use AI tools only when permitted by the classroom teacher or required as part of an approved instructional activity, accommodation, or support plan (such as an IEP or Section 504 Plan).

When authorized, AI may be used to:

- Brainstorm ideas or generate topics.
- Support research and learning.
- Receive feedback on writing or problem-solving.
- Practice skills or review content; and
- Complete other teacher-approved educational activities.

Academic Integrity

AI is a tool to support learning—not a substitute for original thinking or individual effort.

Unless specifically authorized by the teacher, students may not use AI to:

- Complete assignments or assessments.
- Write essays, reports, or other work submitted as their own.
- Generate answers during quizzes or tests.
- Create projects or presentations intended to represent their own work; or
- Otherwise violate classroom expectations or academic integrity.

Using AI in violation of teacher expectations may be considered cheating, plagiarism, or academic dishonesty and may result in academic and disciplinary consequences.

Responsible and Ethical Use

Students may not use AI or other emerging technologies to:

- Harass, threaten, intimidate, or bully others.

- Create or distribute false, misleading, or deceptive content.
- Generate inappropriate, obscene, or discriminatory material.
- Create, alter, or distribute AI-generated images, audio, or video intended to impersonate or harm another person.
- Violate copyright, privacy rights, Board policy, or the Student Code of Conduct.

Review of Student Work

To protect academic integrity, the district may use plagiarism detection software, AI-assisted review tools, or other methods to evaluate student work when appropriate. Students may also be asked to explain, revise, or demonstrate their understanding of work they submit for credit.

The use of AI is subject to all District technology policies, the Acceptable Use of District Technology policy, and the Student Code of Conduct.

Distribution of Non-School-Sponsored Materials

Students have the right to distribute non-school-sponsored publications or other printed materials in accordance with District policy and applicable law.

Students wishing to distribute more than ten (10) copies of the same material must notify the building principal at least one school day in advance. Distribution may occur only at approved times and locations and in a manner that does not disrupt the educational environment.

Students may not distribute material that:

- Creates or is likely to create a substantial disruption to the school environment.
- Is obscene, defamatory, threatening, or otherwise unlawful.
- Violates the rights or privacy of others.
- Encourages violations of school rules or the law; or
- Appears to be sponsored or endorsed by the district when it is not.

Students are responsible for cleaning up any materials they distribute.

Questions regarding the distribution of non-school-sponsored materials should be directed to the building principal.

CHAPTER 8

Search and Seizure

To help maintain a safe, secure, and orderly learning environment, school officials may conduct reasonable searches of students, school property, and personal belongings in accordance with Board policy and applicable law.

School Property

Lockers, desks, Chromebooks, parking lots, and other school property are owned or controlled by the district and may be inspected or searched at any time when authorized by school officials. Students should not expect privacy for items stored in or left on school property.

When appropriate, the district may use trained detection dogs or request assistance from law enforcement to inspect school property for illegal drugs, weapons, or other prohibited or dangerous items.

Student Searches

School officials may search a student or the student's personal belongings—including backpacks, purses, bags, vehicles parked on school property, or other personal items—when there are reasonable grounds to believe the search will reveal evidence of a violation of law, Board policy, or school rules.

Searches will be conducted in a manner that is reasonable, respectful, and appropriate to the student's age, the nature of the suspected violation, and the circumstances.

Seizure of Property

Items that violate school rules or the law, or that may pose a threat to the safety or security of the school community, may be confiscated by school officials. Confiscated items may be retained by the school, returned to a parent(s)/guardian(s), or turned over to law enforcement when appropriate.

Law Enforcement Interviews

When law enforcement officers question a student at school regarding suspected criminal activity, the district will follow all applicable Illinois laws regarding parent(s)/guardian(s) notification and student protections.

Additional information regarding student privacy and social media investigations is available in the **Access to Student Social Media Content** section of this handbook.

CHAPTER 9

Student Activities and Athletics

Participation in extracurricular activities, clubs, organizations, and athletics is an important part of the educational experience at Pleasant Hill CUSD #3. These opportunities help students develop leadership, teamwork, responsibility, citizenship, school pride, and lifelong skills.

Participation is a privilege, not a right. Students are expected to represent themselves, their families, their school, and the Pleasant Hill community in a positive manner at all times.

Extracurricular and Athletic Code of Conduct

Students participating in school-sponsored extracurricular activities and athletics are expected to comply with all District policies, school rules, team or activity expectations, and applicable Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) regulations.

Participation requirements may include:

- Academic eligibility as established by District policy and IHSA/IESA regulations.
- A current physical examination when required.
- Parent/guardian permission forms.
- Proof of insurance when required.
- Concussion and head injury acknowledgments.
- Any additional forms required by the District, IHSA, or IESA.

Academic Eligibility

Students must meet all District and IHSA/IESA academic eligibility requirements to participate in extracurricular activities and athletics. Students who become academically ineligible may be suspended from participation until eligibility has been restored in accordance with District policy.

Attendance Requirements

Students must be in attendance for the school day to participate in practices, contests, performances, or other extracurricular activities unless the absence has been approved by the principal or qualifies under an approved exception.

Students who are suspended from school may not participate in or attend extracurricular activities during the period of suspension.

Student Conduct

Participants are expected to:

- Demonstrate good sportsmanship and citizenship.
- Respect teammates, opponents, officials, coaches, sponsors, staff, and spectators.
- Comply with all team, club, and activity expectations.
- Follow the Student Code of Conduct.
- Refrain from the possession or use of alcohol, tobacco, nicotine products, vaping devices, illegal drugs, performance-enhancing substances, or other prohibited substances.
- Avoid behavior that reflects negatively on the student, team, activity, or District.

Misconduct occurring on or off campus may result in disciplinary action and/or suspension from extracurricular participation when permitted by District policy.

Travel

Students are expected to travel to and from school-sponsored activities using District-approved transportation unless prior written permission for an alternate arrangement has been approved by the coach, sponsor, or administration.

Due Process

Students accused of violating the Extracurricular and Athletic Code of Conduct will be provided notice of the alleged violation and an opportunity to respond before disciplinary consequences are imposed.

Additional Requirements

Participation in athletics and certain extracurricular activities is also governed by IHSA, IESA, Board policy, coaches' or sponsors' expectations, and applicable participation agreements. Students and parents are responsible for reviewing and complying with those additional requirements.

Note: Athletic handbooks, team rules, participation agreements, and IHSA/IESA regulations may establish additional expectations and eligibility requirements beyond those contained in this handbook.

Student Athlete Concussions and Head Injuries

Pleasant Hill CUSD #3 is committed to protecting the health and safety of student-athletes. The district follows the **Illinois Youth Sports Concussion Safety Act** and all applicable **Illinois High School Association (IHSA)** and **Illinois Elementary School Association (IESA)** rules regarding the prevention, identification, and management of concussions and head injuries.

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury during a practice, contest, or other school-sponsored athletic activity will be removed from participation immediately.

A student-athlete may not return to practice or competition until all requirements of the Illinois Youth Sports Concussion Safety Act have been satisfied, including:

- Evaluation by an appropriate licensed healthcare professional.
- Written authorization to return to participation when required by law.
- Completion of the District's Return-to-Learn and Return-to-Play protocols; and
- Compliance with all District, IHSA, and IESA concussion procedures.

Parents and guardians are encouraged to report any suspected concussion or head injury to the student's coach, athletic trainer (if applicable), school nurse, or school administrator as soon as possible.

The health and safety of student-athletes will always take priority over participation in athletics.

Student Organizations and Clubs

Pleasant Hill CUSD #3 encourages students to participate in extracurricular organizations and clubs that promote leadership, citizenship, service, academic achievement, creativity, and personal growth. Participation in school-sponsored activities provides students with opportunities to develop lifelong skills, build positive relationships, and contribute to the school community.

Student organizations and activities may include, but are not limited to:

- Student Council
- National Honor Society
- Future Farmers of America (FFA)
- Scholar Bowl
- Academic Team
- Music and Performing Arts
- Yearbook
- Class Organizations
- Other clubs and activities approved by the administration.

The availability of clubs and activities may vary from year to year based on student interest, staff sponsorship, and available resources.

Participation Expectations

Students participating in school-sponsored organizations and clubs are expected to:

- Demonstrate good citizenship, sportsmanship, and leadership.
- Follow all District policies, school rules, and activity expectations.
- Treat fellow students, sponsors, officials, volunteers, and guests with courtesy and respect.
- Attend meetings, practices, rehearsals, and events regularly unless excused by the sponsor.
- Represent Pleasant Hill CUSD #3 in a positive manner at school and during school-sponsored events.

Eligibility

Participation in extracurricular activities is a privilege. Students must meet any academic, attendance, behavioral, and eligibility requirements established by the district, the activity sponsor, and any governing organization.

Students who fail to meet eligibility requirements or who violate District policies or activity expectations may be suspended or removed from participation.

Student Leadership

Students are encouraged to seek leadership opportunities through participation in clubs, organizations, athletics, service projects, and other school-sponsored activities. Leadership positions carry additional responsibility and should be modeled with integrity, respect, and a commitment to serving others.

School-Sponsored Dances

School-sponsored dances are a privilege. Students attending school dances are expected to conduct themselves in a respectful, responsible, and safe manner. All school rules, the Student Code of Conduct, and the School Dress Code remain in effect during school-sponsored dances and any related activities.

Middle School Dances (Grades 6–8)

School-sponsored dances for grades 6–8 is open only to students currently enrolled at Pleasant Hill CUSD #3. Outside guests are not permitted.

High School Dances (Grades 9–12)

School-sponsored dances are intended for Pleasant Hill High School students.

Guests who are currently enrolled in at least the ninth grade and are not over 20 years of age may attend with prior approval from the principal. A completed guest request form must be submitted by the published deadline. The administration reserves the right to deny guest requests based on safety, disciplinary history, or other school-related concerns.

Middle school students are not permitted to attend high school dances.

Expectations

Students attending school-sponsored dances are expected to:

- Follow all school rules and staff directions.
- Dress in accordance with the District's School Dress Code unless otherwise announced for a specific event.
- Treat fellow students, guests, staff, and chaperones with courtesy and respect.
- Leave and re-enter the dance only with permission from a school administrator or designee.
- Conduct themselves in a manner that reflects positively on themselves and Pleasant Hill CUSD #3.

Discipline

Students who violate school rules or whose behavior disrupts the event or creates a safety concern may be required to leave the dance immediately. Parents or guardians will be contacted when appropriate, and additional disciplinary action may be taken in accordance with the Student Behavior section of this handbook.

Students may also lose the privilege of attending future school-sponsored dances or other extracurricular events.

The administration reserves the right to deny admission to or remove any individual whose presence is determined to be inconsistent with the safety, security, or orderly operation of the event.

Chapter 10

Special Education and Student Support Services

Pleasant Hill CUSD #3 is committed to providing every student with access to an educational program that meets their individual needs. The district works collaboratively with students, families, and staff to ensure that students with disabilities receive the services and supports necessary to achieve academic and personal success.

Education of Students with Disabilities

Pleasant Hill CUSD #3 provides a **Free Appropriate Public Education (FAPE)** to eligible students with disabilities in accordance with the **Individuals with Disabilities Education Act (IDEA)**, **Section 504 of the Rehabilitation Act of 1973**, the **Americans with Disabilities Act (ADA)**, and applicable Illinois laws and regulations.

The district is committed to identifying, locating, evaluating, and serving eligible students with disabilities from age 3 through age 21 in the **least restrictive environment (LRE)** appropriate to each student's individual needs. Educational services are designed to provide meaningful access to learning while encouraging participation with nondisabled peers whenever appropriate.

Individualized Education Programs (IEPs)

Students who qualify for special education services under IDEA receive an **Individualized Education Program (IEP)** developed by a team that includes school personnel and the student's parent(s)/guardian(s). The IEP identifies the student's unique educational needs, goals, accommodations, modifications, related services, and placement.

Section 504 Services

Students who do not qualify for special education services under IDEA may be eligible for accommodations and services under **Section 504 of the Rehabilitation Act** if they have a physical or mental impairment that substantially limits one or more major life activities.

Section 504 plans are developed to ensure eligible students have equal access to educational programs and activities.

Child Find

The district participates in **Child Find**, an ongoing process to identify, locate, and evaluate children who may have disabilities and require special education or related services.

Parents or guardians who have concerns regarding their child's development, learning, or educational progress are encouraged to contact the school to discuss available supports and evaluation procedures.

Parent Rights

Parents and guardians of students receiving special education or Section 504 services are provided procedural safeguards that explain their rights under federal and state law. Copies of these safeguards are available upon request and are provided at required stages of the evaluation and special education process.

Questions or Referrals

Parents or guardians who have questions regarding special education services, Section 504 accommodations, or referral procedures are encouraged to contact the District Office or the Building principal for additional information.

Discipline of Students with Disabilities

Students with disabilities are expected to follow the same school rules and behavioral expectations as all other students. When disciplinary action is necessary, Pleasant Hill CUSD #3 will comply with all applicable federal and state laws, including the **Individuals with Disabilities Education Act (IDEA)**, **Section 504 of the Rehabilitation Act**, and the **Illinois School Code**.

Behavioral supports and interventions will be used whenever appropriate to help students develop positive behaviors and succeed in school. Disciplinary decisions involving students with disabilities will consider the student's individual needs and legal protections.

When required by law, the district will determine whether a student's misconduct is related to the student's disability before imposing certain disciplinary consequences.

Behavioral Interventions and Safety

Pleasant Hill CUSD #3 is committed to providing a safe and supportive learning environment for all students.

Physical restraint or time out may be used **only when a student's behavior presents an imminent danger of serious physical harm to the student or others and less restrictive**

interventions have been ineffective. These interventions are never used as punishment, for staff convenience, or as a substitute for appropriate educational or behavioral supports.

The district follows all requirements of Illinois law regarding the use, documentation, notification, and review of restraint and time out procedures. The use of prone restraint is prohibited.

PUNS (Prioritization of Urgency of Need for Services)

The **Prioritization of Urgency of Need for Services (PUNS)** is a statewide database maintained by the Illinois Department of Human Services (IDHS) for individuals with intellectual or developmental disabilities who may need services now or in the future.

Enrollment in the PUNS database is the first step toward becoming eligible for many Illinois developmental disability services and supports as funding becomes available. Families are encouraged to register their child as early as possible, even if services are not currently needed.

Parents or guardians who believe their child may qualify for developmental disability services or who would like additional information about the PUNS program should contact the **Illinois Department of Human Services** or the District Office for assistance.

Additional information about the PUNS program is available through the Illinois Department of Human Services website.

CHAPTER 11

Student Records and Privacy

Pleasant Hill CUSD #3 is committed to protecting the privacy of student records and personal information while maintaining open communication with parents and guardians as required by law.

Student Privacy Protections

Parents and guardians have important rights regarding their child's educational records, personal information, surveys, and instructional materials. The district complies with all applicable federal and state privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)** and the **Protection of Pupil Rights Amendment (PPRA)**.

Parent Rights

Parents and guardians have the right to:

- Inspect instructional materials used as part of their child's educational program upon request.
- Review certain surveys or evaluations administered to students before they are given.
- Decline participation in surveys that request sensitive personal information when permitted by law.
- Review and request amendments to eligible student educational records as provided by FERPA.
- Control the disclosure of personally identifiable student information except as permitted by law.

Student Information

The district does not sell or market students' personal information. Student information is shared only as permitted or required by law and only for legitimate educational purposes.

Surveys

When surveys request sensitive personal information or are administered by outside organizations, parents and guardians will be provided the rights and notices required by federal and state law. Parents who do not want their child to participate in an eligible survey should notify the building principal in writing.

Questions

Parents or guardians with questions regarding student privacy rights, educational records, or requests to review instructional materials should contact the building principal or the District Office.

Additional information regarding student and family privacy rights is available from the Superintendent's Office and on the district website.

Student Records

Pleasant Hill CUSD #3 maintains student educational records in accordance with the **Family Educational Rights and Privacy Act (FERPA)**, the **Illinois School Student Records Act**, and other applicable laws.

Parents and guardians, and students who are 18 years of age or older ("eligible students"), have important rights regarding student educational records.

Parent and Student Rights

Parents/guardians and eligible students have the right to:

- Inspect and review student educational records within the timelines established by law.
- Request corrections to records believed to be inaccurate, misleading, or in violation of the student's rights.
- Consent to the release of personally identifiable information from student records except when disclosure is authorized by law.
- Receive notice before certain student records are destroyed.
- File a complaint with the U.S. Department of Education regarding an alleged failure to comply with FERPA.

Requests to review or amend student records should be submitted to the building principal.

Directory Information

The district may designate certain student information as **directory information**, including a student's name, grade-level, honors and awards, participation in school-sponsored activities and athletics, photographs, and similar information permitted by law.

Directory information may be used in school publications, yearbooks, graduation programs, athletic programs, honor rolls, newsletters, the district website, social media, and other school-related publications unless a parent/guardian or eligible student submits a written request to the building principal asking that the information not be released.

Transfer of Records

Student records may be shared with another school district or educational institution in which a student enrolls or intends to enroll, or with other individuals or agencies as authorized or required by law.

Military Recruiters and Postsecondary Institutions (High School)

Federal and state law require the district to provide certain directory information for high school students to military recruiters, institutions of higher education, and the Illinois Student Assistance Commission unless a parent/guardian or eligible student submits a written request to opt out as permitted by law.

Questions

Questions regarding student records or FERPA rights should be directed to the building principal or the District Office.

Additional information regarding student records and privacy rights is available from the Superintendent's Office and on the district website.

Student Biometric Information

Pleasant Hill CUSD #3 does not routinely collect biometric information from students. If the District ever proposes to collect biometric information, written parent/guardian consent (or student consent if the student is 18 years of age or older) will be obtained as required by law before any information is collected.

Military Recruiters and Postsecondary Institutions (High School)

Federal and Illinois law require school districts to provide military recruiters, institutions of higher education, and the Illinois Student Assistance Commission (ISAC) with access to certain directory information for high school students.

The information that may be released includes a student's:

- Name
- Address
- Telephone number.
- Email address.
- Date of birth

This information is used to provide students with information regarding military service, college admissions, financial aid, scholarships, and other postsecondary educational opportunities.

Parents or guardians of high school students, or students who are 18 years of age or older, may request that this information **not** be released by submitting a written request to the building principal.

Questions regarding this process may be directed to the District Office.

CHAPTER 12

Parent Notifications

Pleasant Hill CUSD #3 believes that informed parents and guardians are essential partners in student success. Federal and state laws require school districts to provide families with certain annual notices regarding educational programs, student rights, health and safety, and other important topics.

The notices in this chapter summarize those rights and responsibilities. Additional information and copies of District policies are available from the District Office and on the district website.

Teacher Qualifications

As a Title I school district, Pleasant Hill CUSD #3 is committed to employing highly qualified teachers and instructional staff.

Parents and guardians have the right to request information regarding the professional qualifications of their child's classroom teachers and paraprofessionals, including:

- Whether the teacher has met state licensing and qualification requirements for the grade-level and subject area being taught.
- Whether the teacher is teaching under an emergency or provisional license.
- Whether the teacher is teaching in the field for which they are licensed.
- Whether instructional aides or paraprofessionals provide services to the student and, if so, their qualifications.

Parents or guardians who would like to receive this information should contact the school office or District Office.

Standardized Testing

Pleasant Hill CUSD #3 administers state and local assessments to measure student learning, monitor academic growth, and evaluate the effectiveness of instructional programs. These assessments also help identify students who may benefit from additional support or enrichment.

State and District assessments may include, but are not limited to:

- **Illinois Assessment of Readiness (IAR)** – Grades 3–8
- **Illinois Science Assessment (ISA)** – Grades 5, 8, and high school
- **ACT** – Grade 11 (or other state-designated college readiness assessment)
- **NWEA MAP Growth** – District benchmark assessments
- **DIBELS** – Early literacy screening
- Other assessments as required by the Illinois State Board of Education or the District

Parents and guardians play an important role in helping students perform their best on assessments. Families can support student success by:

- Encouraging regular attendance throughout the school year.
- Ensuring students get a good night's sleep before testing.
- Providing a healthy breakfast on testing days.
- Encouraging students to do their best and take testing seriously.

- Making sure students arrive at school on time and prepared.
- Reinforcing the importance of honesty and following testing procedures.
- Helping students remain calm and confident during testing.

Individual student assessment results will be shared with parents or guardians as they become available. Families with questions regarding assessments or student results are encouraged to contact the school office.

Homeless Children and Youth

Pleasant Hill CUSD #3 is committed to ensuring that children and youth experiencing homelessness have equal access to a free, appropriate public education in accordance with the **McKinney-Vento Homeless Assistance Act**.

A student experiencing homelessness may have the right to:

- Continue attending the school of origin for as long as permitted by law.
- Enroll immediately in the local school serving the area where the student is currently living, even if typically required records are unavailable at the time of enrollment.
- Receive transportation to and from the school of origin when eligible.
- Access educational programs and services comparable to those provided to all other students.
- Receive assistance in obtaining school records, immunization records, and other documents necessary for enrollment.

Students experiencing homelessness are entitled to participate fully in school activities and programs without discrimination.

Families who believe they may qualify for services under the McKinney-Vento Act or who need assistance with enrollment, transportation, school supplies, or other educational services are encouraged to contact the District's **Homeless Liaison** or the District Office.

Community Assistance and Support

The following community organizations may be able to provide assistance to families experiencing homelessness or housing instability:

Food Banks and Meal Programs

- Pleasant Hill Christian Church
- Pleasant Hill Baptist Church

Housing Assistance

- **Two Rivers Regional Council**
120 S. Madison Street
Pittsfield, IL 62363
Phone: (217) 285-5424
Website: <http://trrcopo.org/>
- **Pike County Housing Authority**
838 Mason Street
Barry, IL 62312
Phone: (217) 470-0707
Website: pikehousing.com

Local Service Organizations

- **Pike County Unmet Needs**
225 N. Memorial Street
Pittsfield, IL 62363
Phone: (217) 285-4129

General Assistance and Other Support

- **Pike County General Assistance**
121 E. Washington Street
Pittsfield, IL 62363
Phone: (217) 285-2726

This resource list is provided as a convenience to families. Availability of services may change. Families needing additional assistance are encouraged to contact the District's Homeless Liaison.

Curriculum, Instructional Materials, and Parent Opt-Out Rights

Pleasant Hill CUSD #3 values open communication with families regarding curriculum and instructional materials.

Parents and guardians have the right to review instructional materials used in their child's classes. Requests to examine curriculum materials should be directed to the student's teacher or Building principal.

If a parent(s)/guardian(s) has concerns about a particular instructional material or educational program, they are encouraged to discuss those concerns with the teacher or principal. A parent(s)/guardian(s) may also submit a written request for their child to be excused from participation in instructional activities when permitted by law.

Parent Opt-Out Opportunities

Illinois law allows parents or guardians to request that their child be excused from participation in certain instructional topics, including:

- Family Life and Human Growth and Development instruction
- HIV/AIDS prevention education
- Organ, tissue, and blood donation education
- CPR and Automated External Defibrillator (AED) instruction, where permitted by law.

Parents wishing to review instructional materials or request that their child be excused from one of these instructional units should contact the building principal or school office. Appropriate forms will be provided upon request.

English Learners

Pleasant Hill CUSD #3 is committed to providing English Learners (ELs) with equal access to educational opportunities and the support needed to develop English language proficiency while meeting the same challenging academic standards expected of all students.

Students identified as English Learners receive language assistance and instructional support based on their individual needs in accordance with state and federal law.

Parents and guardians of English Learners will be informed of:

- Their child's English language proficiency assessment results.
- The instructional services available to support their child.
- Opportunities to participate in their child's education and language development.
- Their rights regarding English Learner services.

Parents or guardians who have questions about English Learner services or who believe their child may qualify for language support should contact the District Office.

School Visitation Rights

Under the Illinois **School Visitation Rights Act**, employed parents and guardians may be entitled to unpaid leave from work, under certain circumstances, to attend important school-related conferences or classroom activities involving their child.

Eligible school activities may include:

- Parent-teacher conferences
- Academic meetings
- Behavioral or disciplinary meetings
- Other school conferences concerning the student's educational progress.

Upon request, Pleasant Hill CUSD #3 will provide documentation verifying a parent's or guardian's attendance at an eligible school meeting or activity.

Parents or guardians with questions regarding school visitation rights or who need verification of attendance should contact the school office.

Pesticide Application Notice

Pleasant Hill CUSD #3 is committed to maintaining safe and healthy school buildings and grounds.

In accordance with Illinois law, the district maintains a registry of parents and guardians who wish to receive advance notice before pesticides are applied on school property.

Parents or guardians who would like to be added to the notification registry should contact the District Office.

Advance notice will be provided before pesticide applications whenever required by law. Prior notice may not be possible when an emergency application is necessary to protect the health or safety of students, staff, or school property.

For additional information about the district's pesticide notification procedures, please contact the District Office.

Mandated Reporting of Child Abuse and Neglect

The safety and well-being of students is a top priority at Pleasant Hill CUSD #3.

Under Illinois law, all school employees, including teachers, administrators, counselors, nurses, and other designated staff, are **mandated reporters**. If a school employee has reasonable cause to believe that a child may be the victim of abuse or neglect, the employee is required by law to immediately report the suspected abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

School personnel are required to make these reports regardless of where the suspected abuse or neglect may have occurred. Reports are made to protect the safety and welfare of children and are handled in accordance with state law.

Questions regarding mandated reporting requirements may be directed to the District Office.

Unsafe School Choice Option

The federal **Unsafe School Choice Option** provides students with the opportunity to transfer to another public school under limited circumstances established by state and federal law.

Because Pleasant Hill CUSD #3 serves each grade-level in a single attendance center, this transfer option is generally not available within the district.

If a student becomes eligible for the Unsafe School Choice Option or is the victim of a violent criminal offense occurring on school property or during a school-sponsored event, the district will work with the student and family to determine appropriate accommodations or available options as provided by law.

Parents or guardians with questions regarding the Unsafe School Choice Option should contact the building principal or District Office.

Student Privacy Notice

Pleasant Hill CUSD #3 is committed to protecting the privacy rights of students and families in accordance with federal and state law.

The district maintains policies and procedures governing:

- Student educational records
- Parent and guardian access to student information
- Student surveys and the protection of personal information
- Physical examinations and screenings conducted at school.
- The collection, use, and disclosure of student information

Parents and guardians have the right to review applicable District policies and to receive advance notice of activities involving protected student information when required by law. Parents may also exercise available opt-out rights as provided by federal or state law.

Copies of the District's student privacy policies are available upon request from the District Office or may be accessed on the district website.

Sex Offender and Community Notification Laws

Pleasant Hill CUSD #3 is committed to providing a safe and secure learning environment for all students.

Registered Child Sex Offenders on School Property

Illinois law generally prohibits convicted child sex offenders from being present on school property when children under the age of 18 are present, except as specifically permitted by law. Limited exceptions include attending school conferences or meetings related to the offender's own child.

When permitted to be on school property, registered child sex offenders must:

- Report to the school office immediately upon arrival and before leaving school property.
- Remain under the direct supervision of a designated school official at all times while on school grounds or in the presence of students.
- Comply with all applicable state laws and District procedures.

Community Notification

Illinois law also requires school districts to notify parents and guardians that information regarding registered sex offenders and violent offenders against youth is available to the public through the **Illinois State Police (ISP)**.

The following public registries are available:

- **Illinois Sex Offender Registry**
- **Illinois Murderer and Violent Offender Against Youth Registry**

These registries provide information about individuals who are required by law to register with the State of Illinois. Parents and guardians may access these registries through the Illinois State Police website.

Questions regarding District safety procedures or offender notification requirements may be directed to the District Office.

Every Student Succeeds Act (ESSA) Parent Notice

Pleasant Hill CUSD #3 provides all parent notifications required under Every Student Succeeds Act (ESSA) throughout this handbook.

These notices include information regarding:

- Teacher Qualifications
- Standardized Testing
- English Learner Services
- Supports for Homeless Students
- Student Privacy Rights
- Unsafe School Choice Option

Additional information regarding these topics is available from the District Office or on the district website.