



Parent / Student Handbook

2024-2025

Updated: 6-28-2024

Mission

Pavilion Foundation School's mission is to empower learners to value critical thinking, responsibility, and integrity to become successful citizens.

Vision

At Pavilion Foundation School (PFS) We can – We will – We do

We can **P**ersevere

We do **F**oster growth

We will **S**ucceed



ACADEMICS

Course Credit and Transcripts

Pavilion Foundation School (PFS) awards credit for course work at the end of each semester. Each semester class is worth one-half credit. During the academic year, parents/guardians will receive four quarterly reports, two of which will include semester grades. These reports will indicate the date, the student's grade in the class, and comments regarding their progress. Teachers, counselors, and the administration monitor students' grades and will inform parents should a concern arise.

We expect students to make regular progress towards graduation. It is expected that students will also communicate with their parents/guardians regarding their academic progress.

As the Pavilion is a provider of services for many school districts, students acquire their credits here, after which the credits are sent to the student's home district to be put on their transcript. Students earn their high school diploma from their home district. Any request for transcripts should be made to the home district.

Report Cards

Students will receive a report card at the end of each grading quarter with their final grades for the courses completed. Parents/guardians will receive these four times throughout the year in the mail. The Pavilion Foundation School uses the following grading scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60	F

Grade Level Status

Grade level is determined by the amount of credits acquired by each student. Each school year, a student's grade level status is calculated and adjusted once at the beginning of the year and again at the completion of the first semester.

Graduation Requirements

The Pavilion has students from several districts with mild differences in graduation requirements. The Pavilion tracks each student's progress based on their home district's requirements. Students are encouraged to contact their Home School District's about their graduation ceremony. The state of Illinois has the following minimum requirements to graduate high school:

English	4.0
Math	3.0 (includes Algebra and Geometry)
Social Studies World History)	2.0 (includes U.S. History, passing of US & IL Constitutions,
Science	2.0
P.E.	Must take P.E. every semester unless enrolled in Health
Health	0.5
Consumer Education	0.5
Personal Finance	0.5

District and State Achievement Testing

Students in grades 3 through 8 will be annually assessed in English language arts and mathematics using the Illinois Assessment of Readiness. Students will be assessed using the Illinois Science Assessment in grades 5, 8, and grade 11. High school students will be assessed using the PSAT in grades 9 and 10, and the SAT in grade 11.

The Pavilion utilizes the NWEA MAP Test three times per school year to track student progress in Language Arts and Mathematics.

Results of required state assessments will be recorded in the student's permanent record. All other test results shall be recorded in the student's temporary school record. All test results are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program, pursuant to Board policy 7:340, *Student Records*. Overall student assessment data on tests required by State law will be aggregated by the Home School District and reported, along with other information, on the district's annual report card.

Technology Use Policy

Because of the cost and sensitivity of computer equipment, and limitations of school regulation software, the rules for usage must be understood by all parents and students.

- 1) Access to the Internet is part of the school's curriculum and not a public forum for general use. PFS is not responsible for the quality of material gained through access to the Internet or for liability resulting from use of access. The user will be responsible for any fees incurred by unauthorized use.
- 2) The use of school computers is a privilege which may be taken away if the student uses computers, the network, or the Internet improperly, or causes damage to computer hardware or software.
- 3) The school will remove any material from school computers that is not conducive to the educational mission of the school. Students will not install unauthorized software or download unauthorized files on school computers.
- 4) The computers are to be used only for schoolwork as directed or otherwise assigned by the teacher.
- 5) Each student is responsible for good behavior while using computers and/or the network. Common courtesy and respect for people and property also apply with regards to use of the school computers, network, and the Internet. Improper use will result in possible loss of computer privileges and other

disciplinary action as determined by the principal in accordance with school policies. Improper use includes but is not limited to:

- a. Using the Internet or school computers for illegal activity
 - b. Degrading or disrupting equipment or system performance
 - c. Vandalizing equipment or the data of another user
 - d. Gaining unauthorized access to resources or entities
 - e. Invading the privacy of individual users
 - f. Using school computers to produce obscene or harassing materials
 - g. Messaging through Social Media Platforms
- 6) The student will use the Internet only under supervision of staff
- 7) The school has the right to review or monitor all activities, e-mail correspondence, and materials created by students on school computers.

Academic Integrity Policy

Students are expected to do their own work. If students misrepresent another person's work as their own, if the security of any test is compromised, or if students allow their work or answers to be used by others, they have cheated.

When teachers expect a student to gather and use material from outside sources, they will instruct the student about the proper use of that material. In almost every case, if one fails to identify the source of the information and attempts to pass the work off as one's own, the material has been plagiarized. This includes material from the internet.

If a teacher believes a student has cheated in any way, school staff will:

1. Discuss the incident with the student,
2. Determine if the student has cheated or plagiarized material
3. Re-teach proper summarization or paraphrasing
4. Inform the family and principal
 - a. The principal will determine any disciplinary consequences.

When a student is found guilty of cheating or plagiarizing, the credit for the assignment may not be received. If a student cheats repeatedly during a course, the school reserves the right to issue a failing grade for the course.

SCHOOL ATTENDANCE

The school day begins at 8:00 a.m. and ends at 2:00 p.m.

ABSENCES AND TARDIES

Consistent attendance is the responsibility of the students and their custodial parent/guardian.

The Illinois School code specifically states that any person having custody or control of a child who is enrolled in school ***shall require that student to attend*** that school while it is in session during the regular school term.

It is the responsibility of every student to be present at school and in each of the scheduled classes each day school is in session unless an acceptable and valid excuse is given by a parent/guardian.

Absences for the following reasons will be excused:

1. Illness of student
2. Death of relative or friend
3. Accident or emergency
4. Medical or dental appointments that cannot be arranged for out of school hours, confirmed in writing by the physician or dentist
5. Religious observances
6. Prearranged absences:
 - a. Trips on school business
 - b. Vacation periods with parent/legal guardians (with 3-day prior notice and approval by the principal)
7. Incarceration or hospitalization

Note: After a student accumulates 3 days of excused absences in a semester, a doctor's note is required in order to excuse all other absences.

Suspensions are neither excused nor unexcused.

All other absences shall be considered unexcused and may be interpreted as truancy. Some, not all, examples of unexcused absences are:

1. Elopement from home or RTC unit
2. Missing the bus
3. Oversleeping
4. School Refusal (Too tired/Did not feel like coming)
5. Babysitting
6. No note or phone call from the parent
7. Leaving school without permission
8. Family vacations
9. Going to work
10. Personal reasons
11. Other instances deemed unexcused by the principal

If a student is absent, the parent or guardian must notify the office at 217-373-1889 by 10:00 a.m. on the morning of the absence, stating the reason the student will be absent.

Failure of the parent to call will result in the student's absence being unexcused.

Tardy is any time after 8:30am.

A student who is tardy to school, must check in at the school office accompanied by a parent. If the parent is unable to accompany the student, the parent may call the office before or at the time of the student's arrival.

If the student must leave school early, the parent should come in and sign the student out in the office. If this is not possible, the parent must call the school before the student's departure time for it to be excused.

Student will not be admitted after 10:00 am without prior approval.

TRUANCY

Per Illinois State Law, “truancy” is defined as any student who has accumulated 10 consecutive absences or more in a school year.

Illinois State Law requires that all children under the age of 17 attend school regularly for the entire time school is in session during the regular school term. The law also states that any child subject to compulsory school attendance, who is absent from school without valid cause for 10 consecutive days or more of the previous 176 regular days, is to be considered a chronic or habitual truant. Parents and/or guardians of students may be found liable for the student’s unexcused absences.

CHANGE OF ADDRESS OR PHONE NUMBER

It is the responsibility of the parent/guardian to report any change of address or telephone number to the principal’s office.

MEDICAL ISSUES

PHYSICAL EXAMS AND IMMUNIZATIONS

All students who enter the Pavilion must follow the state physical exam and immunization requirements.

All incoming Kindergarten, 6th grade, and 9th grade students must have school physicals and updated immunizations. Failure to comply will result in the student not being allowed to attend school until this is completed.

If your student has received the COVID-19 vaccination, please provide a copy of the vaccination card to the office.

MEDICATIONS

Medication, both prescription and over-the-counter, will only be administered to day treatment students by an administrator. Further guidelines are provided below.

Per Pavilion policy, the medical needs of residential students will be handled by the RTC on-duty nurse.

105 ILCS 5/10-22.21b Administration of Medication states:

“To provide for the administration of medication to students, it shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certified registered professional nurses, be required to administer medication* to students. This Section shall not prohibit a school district from adopting guidelines for self-administration of medication by students. This Section shall not prohibit any school employee from providing emergency assistance to student.”

*This includes prescription and over-the-counter medication.

The Pavilion Administrator may administer medication to students under the following conditions:

- 1) If a student requires prescription medication to be given during the school day, the parent/guardian must have the proper documentation signed by their physician on file with the school.
- 2) No medication will be accepted or given by school personnel unless they are in the proper container or bottle. No baggies will be accepted. Prescription medication must be in the bottle in which it was prescribed. Non-prescription medication must be in the original bottle labeled with the student's name.
- 3) Students will not be given non-prescription medication supplied by the school or staff.
- 4) No ointments, creams, drops for eyes, ears or noses will be administered by school personnel.
- 5) Any medications administered by school personnel will be documented and kept on file with the secretary.

All medications will be kept in a locked cabinet or lockbox. Students requiring an inhaler for asthma or an epi-pen for allergies may carry it on their person.

Medication left at Pavilion by students who are unenrolled will be returned to their parents. Medication that is not picked up by parents within 30 days of a student being unenrolled will be destroyed.

P.E. MEDICAL RELEASE REQUIREMENTS

The School Code of Illinois requires that all students enroll in physical education unless they qualify for a release under the Physical Education Option criteria or are released from P.E. by a doctor for medical reasons. If a student needs to be released from active participation in a P.E. class, they must have a doctor complete and sign a medical waiver and turn it in to the principal's office.

If a student has been released from active participation for more than one week, they will be given an alternative PE assignment for each week of excused medical release. Failure to complete the alternative assignments may result in failure of the course.

EXPECTATIONS

BEHAVIOR EXPECTATIONS

The purpose of the Pavilion Day Treatment Program is to provide increased instruction in social emotional learning in order to improve decision-making skills and increase the use of pro-social coping skills.

The school takes a very positive approach to discipline, utilizing Language Choice Therapy, a point system with rewards and incentives, Therapeutic Crisis Intervention (TCI) and Cognitive Behavioral Therapy. The Pavilion staff will hold students consistently accountable in order to help them progress toward their behavioral goals.

Behavior choices are charted using the READY charting system. A copy of the READY chart will be sent home daily. The system begins when a student arrives at school; however, bus behavior that is inappropriate may result in disciplinary consequences and will be charted on the student's READY report.

ALCOHOL AND DRUGS

The Pavilion Foundation School defines "drugs" as any substance including, but not limited to cannabis, opiates, stimulants, depressants, hallucinogens, dissociative, or inhalants. This includes nicotine or non-nicotine vape devices. The Pavilion Foundation School administration and staff reserve the right to investigate any unidentified substances found among student belongings or on their person. Any prescribed substances found in a student's belongings or on their person are to be confiscated and investigated by administration.

The possession and/or use of alcohol or drugs of any kind are strictly prohibited in school, on school grounds, or on the bus. Any student in possession of or under the influence of alcohol and/or drugs will be subject to parent phone call, police or parole officer contact, and immediate suspension. Parent or designee will have to pick up the student if the student is not taken into police custody.

****Students found to be in possession of any drug or alcohol on school grounds or the bus will be subjected to suspension at the discretion of the principal****

A student who smells like alcohol or marijuana will be suspected to be under the influence or in possession. This may result to personal items being searched and/or the police being called.

APPROPRIATE LANGUAGE

Students are expected to always use appropriate language. Profanity or the use of obscenities is a violation of the school's discipline policy. Profanity/obscenity is defined as follows: Using language, gestures, pictures, etc., which are offensive to most people.

Any and all violations will be documented in the students' daily READY sheet.

BULLYING/INTIMIDATION/THREATS

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

The Pavilion Foundation School holds the prevention of bullying as a top priority. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being

homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored educational program or activity
2. While in school, on school property, on school buses or other school vehicles, or at designated school bus stops waiting for the school bus or MTD
3. Through the transmission of information from a school computer, school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.
 - a. This item applies only in cases in which the principal or a teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

BUS BEHAVIOR

Students attending school at the Pavilion are provided transportation by their home district and are subject to all rules and expectations of their district. If a student behaves inappropriately on their ride to or from Pavilion and a bus write-up is given, the student's behavior will be charted at the Pavilion and appropriate consequences will be given.

Bus behavior is taken very seriously, as inappropriate behavior jeopardizes the safety of all the students and staff on that bus, as well as surrounding traffic. All school rules apply from the time the student leaves their home to get to the bus, while riding on the bus, and from the bus stop back to their home.

CARE AND USE OF THE BUILDING

The defacing or destruction of school property is a violation of the law. Students are expected to respect and take care of school property. Any intentional damage or destruction by a student will result in consequences including but not limited to In School Suspension, intervention by law enforcement, or monetary liability of the cost to fix or replace said property. Upon exhibiting this behavior, the student will be dropped to level 1 day 1 on the level system.

CARS

Pavilion students that drive to school for any reason are not allowed to park in any Pavilion parking lots. Parking for students must be on Hill Street. Parents and visitors may use the parking lot on the west side of the building. The Pavilion will not be liable for any vandalism, theft, or other damage to vehicles parked on the property.

CELL PHONES/ELECTRONIC DEVICES

While cell phones and/or electronic devices may be brought to school, they must be turned in to staff upon entering the building during morning check-in/search. Use of cellular phones by the students is not permitted during the school day. This includes, but is not limited to, calls, text messages, voicemail, picture taking, alarm setting, calculators, getting on the Internet, and game playing. Parents of students may contact their children through the school office for emergency purposes. All other communication should be done before or after school.

If a student refuses to turn it in or lies about having it on them, consequences will be given for lying and insubordination such as:

- **In School Supervision**
- **Cell phone confiscated and parent required to pick it up**
- **Student denied access to the classroom and other students**
- **Parent called to pick the student up from school**
- **Parent required to have a conference with administration**

**** After the 3rd occurrence, a parent will be required to pick up the phone****

Students are strongly encouraged to leave cell phones and electronic devices at home, as they are bringing them to school at their own risk. **The school assumes no liability for lost or stolen items.**

DRESS CODE EXPECTATIONS

As part of the students' transitional planning for the world of work, the Pavilion is committed to teaching students to dress in a manner that would be acceptable in most areas of employment. Furthermore, a student's attire cannot be dangerous to the student's health or safety of others, or distracting or indecent to the extent that it interferes with the learning process.

The following list contains examples of inappropriate dress:

1. Head coverings including, but not limited to: hats, bonnets, hoods, etc.
2. Jackets & coats
3. Sunglasses
4. Gloves
5. Pants worn below the waist or in a way that exposes underwear
6. Garments or jewelry depicting alcohol, tobacco or other drugs
7. Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation or occult reference
8. Garments or jewelry that could be used as a weapon, including brass knuckles, wallet chains, etc.
9. Tops that expose shoulders, cleavage or midriff, **including tank tops**
10. Shorts or skirts shorter than the "fingertip" rule
11. Translucent clothing
12. Any other attire that is deemed in any way disruptive or inappropriate to the educational environment by the administrator.

All hats, caps, bonnets, or other head coverings must be removed upon entering the building and turned in to staff. Students who fail to meet the dress code expectations will be asked to change clothing.

If student or parent cannot provide an acceptable change of clothing, then clean clothing will be offered to the student to wear for the day.

Zip-ties will be provided in order to keep students' pants at their waist. Students who refuse to accept any of these alternatives will receive consequences, including but not limited to confiscation of item, charting, and parent conferences.

DRESS FOR P.E. EXPECTATION

While P.E. uniforms are not required, students must be dressed in a manner that is safe for P.E. This includes pants that fit (abiding by the above described dress code) and sneakers or closed toed shoes. Students who are not dressed in this manner will not be allowed to participate in PE for safety reasons and will result in the student receiving no points for the class. Non-slip socks will be provided for students who do not have proper P.E. shoes.

ENTRY AND DISMISSAL

Students enter through the doors on the north side of the building each morning. Staff will meet the students and use a metal detector to identify contraband items. All contraband items (including cell phones), hats, and coats should be turned over to staff at this time.

Students are also dismissed through the north doors at the end of the day.

Students are expected to remain on school grounds all day, unless accompanied by a staff member. High school students who leave the school without permission during the day will **not** be allowed back into the building. Parents, home school district, and Police will be notified.

FIGHTING

Students are expected to always avoid physical confrontations (fights). Conflicts are almost always caused by two people. Students are expected to seek help from staff to resolve conflicts with others peacefully. Students who are involved in physical confrontations are likely to be suspended, may have a police report filed and a mandatory parent/student conference.

Self-defense is very rarely accepted as a rationale for violence. In a fight, all students involved share the responsibility for the confrontation and will all be subject to consequences.

****Students involved will drop to level 1 day 1 on the level system as a result of fighting****

FOOD AND DRINKS

Candy or junk food (defined as food that has low nutritional value) will not be permitted during school hours. These items will be stored with the student's personal belongings during school hours and returned at dismissal.

Food and beverages may not be brought into the building by students, unless a student needs to bring a sack lunch (defined as a small meal containing protein, grains, fruits, and/or vegetables per the Department of Agriculture) or an unopened beverage. Canned and glass bottle beverages are not allowed. While teachers may occasionally provide food as part of their incentive program, it is generally not allowed in the classroom.

Students are not allowed to share food with others.

GANGS AND GANG-RELATED ACTIVITIES

Presence with or involvement in gangs or gang-related activities on school grounds at any time, including the display of gang symbols or paraphernalia, is strictly prohibited. Anyone who violates this policy will be given consequences.

The term “gang” means any organization, club or group composed wholly or in part of students which seeks to perpetuate itself by accepting additional members from the students enrolled in the school, and which is assembled for the common purpose or design of:

- Committing or conspiring to commit criminal offenses,
- Engaging in conduct that is detrimental to the good of the general public
- Engaging in conduct that interferes with or disrupts the general functions of the school and its staff

The phrase “gang-related activity” means any conduct engaged in by a student:

- On behalf of any gang,
- To perpetuate the existence of any gang, or
- To affect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. “Gangster Disciples,” “Latin Kings,” “Vice Lords,” “Neo-Nazi” groups, and the like, are considered gangs.

****A Mandatory Conference will be held between the student, their parent/guardian, and administration in response to any gang-related activity or reference to gangs in school****

GAMBLING

Gambling is prohibited by state law and city ordinance. Students who violate the law may be referred to the Champaign Police with the possibility of consequences from the school.

LOST AND DAMAGED CHROME BOOKS

Students who lose or damage school chrome books, will lose the privilege of using the device during non-academic times. Students could also be charted for property damage, dropping them to Level 1, Day 1. This behavior will result in the student not being able to participate in the monthly incentive.

PROPERTY DAMAGE

Students and parents are required to pay for any damage to Pavilion School property. If property is damaged beyond repair, the student can be charged a fine equal to the initial cost of the item. If the item can be repaired the student and parent can be charged the cost to repair the item.

**** Student will drop to level 1 day 1 on the level system****

PUBLIC DISPLAYS OF AFFECTION

Personal space and boundaries must be maintained during the school day. Displays of affection which include embracing, kissing, holding hands etc., are inappropriate during the school day. Depending on the severity of the incident, there could be a possible drop in the level, up to level 1 day 1.

RESTROOM USE

Students must be always escorted to and from the restroom. Staff will check the bathroom before and after each student uses it to ensure the student has left it in good order.

SEARCHES

Students will be searched each morning as part of the “check-in.” This may include use of a metal detector wand, pat downs, emptying pockets and turning them inside out, removal of shoes and socks. Students may be asked to squat if staff believe they are hiding something inside their pants, to cause the item to fall out.

To maintain order and security in the school, the administrators reserve the right to authorize staff to search desks and/or any other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the owner and without a search warrant. In addition, the administrative team may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons or other illegal or dangerous substances or materials.

The school has jurisdiction over student actions in school, on school property during school sponsored activities and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the school rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, other personal effects, and vehicles may be searched.

SEXUAL HARASSMENT

It is illegal for any employee or student, regardless of gender identity, to sexually harass another employee or student. The school does not tolerate sexual harassment in any form, by any individual.

A student who believes they have experienced harassment by another student or staff should immediately report it to the principal, who will follow up immediately.

A student engaging in sexual harassment will be subject to the following disciplinary measures:

- RTC Students
 - A possible call to DCFS, remaining on the residential unit and switching classrooms could be implemented during that investigation.
- Day Treatment Students
 - May be asked to stay home till the end of the investigation.

SMOKING/ VAPING

School policy, as well as Illinois state law, does not allow students to carry or use tobacco products at school, on the bus, or anywhere on school property. This includes any smoking paraphernalia, such as lighters, matches, rolling papers, etc. Students who arrive at school in the morning are not allowed to walk across the street from the school property in order to smoke, or for any other purpose.

THEFT

Virtually all thefts at schools are thefts of opportunity. That means that thieves steal items that they find unsupervised. Students are encouraged to protect their belongings, and to leave expensive items, as well as cash, at home. School staff members do their best to protect valuables, but will not assume any liability for loss, damage, or theft of student belongings.

VERBAL CONFRONTATIONS

The Pavilion expects students to always avoid and refrain from verbal confrontations with staff and other students. A student, who is angry or upset with someone, is encouraged to contact a staff member for mediation and intervention. If a student fails to meet this expectation, and engages in a verbal confrontation, that student will be subject to behavioral charting and consequences.

**** Students who exhibit verbal aggression will drop to level 1 day 1 of the level system****

POSSIBLE INTERVENTIONS OF FAILING TO MEET EXPECTATIONS

RESTRICTIVE INTERVENTIONS

Per the Illinois State Board of Education section 1.280 and 1.285, the use of a physical restraint, time out, or Isolated time out is only used if a student's behaviors rise to the level of immediate and direct physical harm towards self or others. All staff are trained in Therapeutic Crisis Intervention (TCI) twice per school year.

IN SCHOOL SUPERVISION (ISS)

ISS is used therefore for a serious infraction. ISS can only be assigned by the administrator. Teachers will provide assignments for the student to work on. Failure to work while in ISS could result in additional consequences, such as additional time in ISS.

OUT OF SCHOOL SUSPENSION (OSS)

While OSS are generally avoided because many students see it as a reward to get a day off from school, it is still a possible consequence based on the severity of a situation. The Pavilion is committed to helping students improve their behavior, and students must be at school in order to work on their behavioral goals.

When students have had 10 days of suspension, there will be the Manifestation Determination Review (MDR) meeting held.

Possible behaviors that result in ISS or OSS are as followed but not limited to:

- 1. Physical aggression towards peers or staff.**
- 2. Contraband**
- 3. Other behaviors that become a chronic disruption to the learning environment.**

CHANGE IN PLACEMENT

A change in placement only occurs as a last resort if a student's behavior continues to increase after several interventions have been attempted. The home school district and parent / guardian will be given a 20-day notice that a change in placement is occurring.

OTHER IMPORTANT INFORMATION

VOLUNTEERING

High school students have the opportunity to volunteer in the community with our Job Coach. Students will be placed according to their interests when specific placements are available. Students will need to adhere to behavioral expectations to maintain their participation. Students may be required to take the MTD buses, or a school or staff personal vehicle to participate.

MILITARY RECRUITERS

By law, all schools must provide student information (name, address, phone number, etc.) on 11th and 12th grade students to any military recruiter who requests it. Any parent who does NOT wish for their child's information to be released must sign a form denying access to the recruiter.

When a male student reaches the age of 18, he is required by law to register with the Selective Service System. This can be done at the local post office, or school staff will gladly assist him in registering online at this request.

AGE OF MAJORITY

When a student turns eighteen, they may become solely responsible for their own records and educational decisions, unless the parent/guardian continues to have court-appointed guardianship, or the student delegates his/her right back to the parent.

FIELD TRIPS

Field trips will primarily be used as incentives for students who are following behavioral expectations and moving up the level system. Parent/guardian's written permission is needed for a student to attend any field trip. Students will not be allowed to attend without their parent's permission. All school rules apply during field trips.

FIRE/TORNADO/ACTIVE SHOOTER DISASTER DRILLS

Mandatory fire and disaster drills occur several times a year. During a drill, students are expected to follow any instructions given by the staff. Students are expected to stay with their teacher during a drill. The purpose of this expectation is safety, and that staff must know the location of all students during an emergency or emergency type situation.

SEVERE WEATHER

In case of severe weather, the official announcement for school closing may be heard over local radio and TV stations. If the student's home district is closed, they will not provide bus service to Pavilion, even if Pavilion is open. Parents should have a plan for emergency school closings and discuss this plan with their student in advance.

VISITORS

State law requires all persons visiting a school to register in the office. When parents and/or community members come to visit, they should go to the school's office to sign in and get a visitor's pass. Student visitors will be strictly limited and there is no guarantee that a student will be allowed to visit. All visitors and/or parents should enter the school using the main entrance on Church Street.

SEXUAL OFFENDER REGISTRATION NOTIFICATION

Public Act 94-994 requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. This sex offender information is available on the Illinois State Police website.

The State of Illinois requires all public-school parents to have information regarding the family watchdog website. This website has been created to provide families information on registered sex offenders and their proximity to public schools. If you have any questions, you may contact your school administrator.

Physical Restraints and Time Outs

Parents will be informed of their right to have a meeting after every occurrence of timeout or physical restraint by program staff within 2 days of each occurrence. Parents can file a complaint with the State Superintendent. The Pavilion School will assist the parents in filing the complaint if necessary. A parent will receive written notification of the time out or physical restraint within 1 school day. Illinois State Board of Education will be informed of occurrence of timeout or physical restraint within 2 school days.