



The Pavilion
BEHAVIORAL HEALTH SYSTEM

The Pavilion Foundation School

Parent / Student Handbook

2025 - 2026

Updated: June 26th, 2025

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



PFS Important Dates

August 12th	First Day of School
September 1st	No School (Labor Day)
October 10th	Quarter 1 Conferences
October 13-17th	No School (Fall Break)
November 26-28th	No School (Thanksgiving Break)
December 19th	End of Semester 1
January 6th	Beginning of Semester 2
January 19th	No School (Martin Luther King Jr. Observance)
February 16th	No School (President's Day)
March 13th	Quarter 3 Conferences
March 16-20th	No School (Spring Break)
April 3rd	No School (Spring Holiday)
May 22nd	End of Semester 2/Graduation
June 8th	Beginning of Extended School Year
June 19th	No School (Juneteenth)
July 3rd	No School (July 4 th Observance)
July 21st	End of Extended School Year

Pavilion Foundation School

2025 - 2026 School Calendar

August '25						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Days = 14

September '25						
Su	M	Tu	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total Days = 21

October '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Total Days = 18

November '25						
Su	M	Tu	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total Days = 17

December '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Days = 15

January '26						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Total Days = 18

February '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Total Days = 19

March '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Days = 17

April '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total Days = 21

May '26						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Days = 16

June '26						
Su	M	Tu	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total Days = 16

July '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total Days = 14

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Summer School
- First and Last Day of School
- Parent/Teacher Conferences – No School

PFS Staff Directory

Brandon Mata	Principal	brandon.mata@uhsinc.com
Amy Courson	School Counselor	amy.courson@uhsinc.com
Kaleigh Martinie	Job Coach	kaleigh.martinie@uhsinc.com
Britany Vonbusch	Admin Assistant	britany.vonbusch@uhsinc.com
Desme Davis	Behavior Interventionist	desme.davis@uhsinc.com
Betsy Fish	Behavior Interventionist	betsy.fish@uhsinc.com
	PE Teacher	
	Middle School Teacher	
Sarah Smith	Middle School TA	sarah.smith@uhsinc.com
Taylor Wilks	High School Teacher	taylor.wilks@uhsinc.com
Kinia Kinsey	Substitute Teacher	kinia.kinsey@uhsinc.com
Cristina Phelps	High School Teacher	cristina.phelps@uhsinc.com
Conny Melvin	High School Teacher	conny.melvin@uhsinc.com
Ebony Taylor	High School TA	ebony.taylor@uhsinc.com
Elisha Peacock	High School TA	elisha.peacock@uhsinc.com
Precious Williams	High School TA	precious.williams@uhsinc.com
Khalema Brown	High School TA	khalema.brown@uhsinc.com

Notice

Pavilion Foundation School (PFS) reserves the right to add or change school policy at any time. All changes will be in compliance with applicable legislation. Should a change occur, PFS administration will communicate new/changed policy information to parents/guardians and all stakeholders within 72 hours.

Academics

High School Credit

Pavilion Foundation School (PFS) awards high school credit for completed 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 school staff will also communicate with their parents/guardians regarding their academic and behavioral progress. Students are strongly encouraged to share all progress with their parents/guardians.

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.

Parents/guardians will receive these four times throughout the year in the mail. Final course grades are submitted at the end of each semester. 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 number of credits acquired by each student. Each school year, a students' grade level status is calculated and adjusted once at the beginning of the year and again at the completion of the first semester.

Criteria for Class Designation:

Sophomores: 5.0 credits

Juniors: 10.0 credits

Seniors: 15.0 credits and completion of SAT

Graduation Requirements

PFS has students from several districts with mild differences in graduation requirements. PFS tracks each student's progress based on their home district's requirements. Students are encouraged to contact their home school districts 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 Pre-ACT in grades 9 and 10, and the ACT 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. 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.

Missing Work

Unless otherwise stated by specific teachers, the following policy will be upheld at PFS related to missing work:

Students are able to complete missing work within the instructional unit that is being covered in class. All missing work is due by the end of the instructional unit for it to be graded and counted toward the student's course grade. After the unit test grade has been put into PowerSchool, students are no longer able to submit work for that instructional unit regardless of absence reason. Exceptions can be made in specific circumstances per PFS administration.

This policy applies to all students. Students who are hospitalized will be provided work from PFS. Their homeroom teacher will be expected to send in work for the student to complete during treatment.

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:
 -) Using the Internet or school computers for illegal activity
 -) Degrading or disrupting equipment or system performance
 -) Vandalizing equipment or the data of another user
 -) Gaining unauthorized access to resources or entities
 -) Invading the privacy of individual users
 -) Using school computers to produce obscene or harassing materials

) 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.

School staff are expected to monitor student internet activity via GoGuardian.

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. This policy includes the use of Artificial Intelligence (AI) to generate academic work (ChatGPT, Google Gemini, Grammarly AI, etc.).

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
-) 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.

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

The Illinois School code 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.

Excused absences include:

- Illness and medical appointments (not able to be scheduled outside of the school day) with a doctor's note
- Death in the immediate family
- Family emergency
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Attending a military honors funeral to sound TAPS
- Attend a civic event
- Cases, where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty, is on leave from or has immediately returned from deployment to a combat zone or combat-support postings (up to 5 days).
- Court Appearances with written documentation from court officials
- Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.
- Other reasons as approved by the building administration

Students are allotted 9 excused absences per school year. These will be up to the discretion of their parent/guardian. Once a student has reached their 9th excused absence, the parent/guardian must provide a signed doctor's note for any additional

illness-related absence to be considered excused. Other absence reasons will need approval from the Principal to be considered excused.

Students are allowed up to 5 mental health days per school year. These absences are considered excused. A student mental health day must be for the complete duration of the school day; a student may not leave school after being admitted to utilize an excused mental health day. Student mental health days count toward the 9-day excused absence limit.

Absences related to religious observance will not count toward the 9-day excused absence limit.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days (9 school days).

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy

The PFS will determine if the student is a truant, chronic or habitual truant, or a truant minor based on attendance data. The Principal shall direct the appropriate school staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

If truancy continues after supportive services have been offered, the Principal shall call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Champaign County. The Principal, School Counselor and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student. A student who is truant for at least 15 consecutive days is subject to be dropped by the home school district. The Principal will notify the student's home school district about student's consecutive days of absence.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

While it is understood that in unusual circumstances, it may be necessary for students to be absent from school due to family travel, PFS strongly discourages student absences for family vacations or other recreational travel.

Note: After a student accumulates 9 days of excused absences (including 5 mental health days), a doctor's note is required to excuse each additional absence due to illness.

Suspensions are neither excused nor unexcused.

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.

Medical Policies

Physical Exams and Vaccinations

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 will only be administered to day treatment students by an administrator. Required forms will be provided to parent/guardian. These forms and subsequent procedures comply with 105 ILCS 5/10-22.21b.

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 unapproved container 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.

Suicide Prevention

September is Suicide Prevention Month. As a part of PFS programming, students will participate in annual activities to promote suicide prevention and awareness.

National Suicide Prevention Line Call 1-800-273-8255 or Call/Text 988 to connect with a Suicide & Crisis Hotline Counselor

Text REACH to 741741 to connect with CRISIS HOTLINE Counselor 28

Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE@(72332), Email
HELP@Safe2HelpIL.com

Student 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 a point system with rewards and incentives, crisis intervention training 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. Bus behavior that is inappropriate may result in disciplinary consequences and will be charted on the student's READY report.

Level System

PFS uses a level system to track student behavior. Students are encouraged to maintain our highest level, Level 4. Achievement of at least 40 days on Level 4 is one criterion necessary to begin transitioning back to public school. Students can progress or regress through the level system based on their behavior. Procedures for progression/regression are below.

Daily Behavioral Checks

- There are 10 categories that a student can earn a check for each day:
 - Arrive on Time, Participate in Social Skills (during Academic Support), Dress Code, No R2 (Directed Respite) or R3 (Restraints), No walking out of class, No physical/verbal aggression/property damage, All classwork completed during the scheduled time frame, No elopement, Appropriate Transitions and Meet level criteria

- Level Criteria
 - Level 1 – no more than 12 charts
 - Level 2 – no more than 10 charts
 - Level 3 – no more than 8 charts
 - Level 4 - no more than 5 charts

- To Make their Day:
 - Students on Level 1 must earn 8/10 checks to earn their day
 - Students on Level 2 and 3 must earn 9/10 checks to earn their day
 - Students on Level 4 must earn 10/10 checks to earn their day
 - If a student is unexcused absent it will be considered a loss of day

Any act of major physical aggression, verbal aggression, elopement, property damage, serious sexual boundary and suspension results in dropping the level to Level 1 Day 1.

Days on Each Level

- Level 1 – 5 days
- Level 2 – 10 days
- Level 3 – 15 days
- Level 4 – No day limit

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 in suspension, law enforcement notification, and/or personal items being searched.

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

October is Anti-Bullying Month. As a part of PFS programming, all students will participate in activities related to bullying awareness and prevention/intervention.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important Pavilion Foundation School goal.

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

Bullying Defined

For the purpose of this policy, bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Types of Bullying

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Bullying is unacceptable and is strictly prohibited. Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions.

Any student who is a bystander to any bullying conduct and who fails to make any action to discourage the bullying behavior also may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying behaviors. It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors.

Notification/Training

Bullying awareness training will be provided to the Pavilion Foundation School students, faculty and staff on a periodic basis to identify bullying behaviors, state law requirements and preventative measures.

Intervention

1. Full implementation of the above policy includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action and (c) protecting students against retaliation of reporting such conduct.

Appropriate steps shall be taken to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

The interventions that can be taken to address bullying may include, but are not limited to, school counselor services, restorative measures, social-emotional skill building, Residential Treatment Center Therapy, school psychological services for the home districts, and community-based services.

2. Staff shall be fully informed of the Pavilion Foundation School's goal to prevent students from engaging in bullying and the measures used to accomplish it. This includes: (a) communicating the Pavilion Foundation School's expectation and the state law requirement that teachers and other certified employees maintain discipline and (b) establish a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
3. All members of the school community, including students, parents, volunteers, and visitors, are to be encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
4. This policy shall actively involve students' parent(s)/guardian(s) in the remediation of the behaviors(s) of concern. This includes ensuring that all parent(s)/guardian(s) are notified, as required by state law, whenever their child engages in aggressive behavior.

5. The policy communicates the Pavilion Foundation School's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
6. Administration shall engage in ongoing monitoring that includes collecting and analyzing data on the nature and extent of bullying at the Pavilion Foundation School and, after identifying appropriate indicators, assesses the effectiveness of various strategies, programs and procedures and reports the results of this assessment to the Board along with recommendations of enhancing effectiveness.
7. The policy shall comply with state and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy every two years, as required by state law.

Procedures of Informing Parents/Guardians, Restorative Measures and Discipline

Parents or guardians of all involved parties of the alleged bullying incident will be notified within 48 hours of the reported incident. Discussions involving the students' access to the school counselor or Residential Treatment Therapist and participation in the restorative circles as a part of the non-disciplinary conflict resolution. In case disciplinary measures are deemed necessary the out-of-school suspension can be used in the following manner:

- 1st Offense: Parent contact through out-of-school suspension
2nd Offense: 1-day through 5-day out of school suspension and possible police involvement
- Repeated/Severe offenses: 1-day through 10-day out of school suspension and possible police involvement

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment

to the United States Constitution or under Section 3 or 4 of Article 1 of the State of Illinois Constitution

Procedures to Report Bullying

Please promptly report bullying to the school principal Brandon Mata in person, email brandon.mata@uhsinc.com or phone 218-373-1774, as well as to a school counselor Amy Courson in person, email amy.courson@uhsinc.com or phone 217-373-1494.

Reports can also be sent by mail to

Attn: Brandon Mata
Pavilion Foundation School
810 W Church St
Champaign IL 61820

Any bullying report can be done anonymously; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. Reprisal or retaliation against any person who reports an act of bullying and the consequences and appropriate remedial actions for a person who engages in reprisal or retaliation, is strictly prohibited. A person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying will face disciplinary measures including but not limited to out-of-school suspension and expulsion.

Procedures for promptly investigating and addressing reports of bullying, include the following.

- (A) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- (B) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

- (C) Notifying the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
- (D) Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The bullying policies and procedures are based on the engagement of a range of school stakeholders, including students and parents or guardians.

Equity and Inclusion

Pavilion Foundation School is committed to fostering a safe, inclusive, and equitable environment where every member of the community is treated with dignity and respect. Racism in any form is not tolerated, and this policy outlines our commitment to identifying, addressing, and eradicating racism within our school. In accordance with Illinois policy 105 ILCS 5/10-20.69, 105 ILCS 5/22-95(b), and the Illinois Human Rights Act (775 ILCS 5/5A-103), Pavilion Foundation School has outlined this policy and commits to meeting and upholding the expectations of the Illinois State Board of Education and the Illinois General Assembly.

Commitments

1. School Personnel commits to address any behavior that may occur at extracurricular events, on social media, and at other outside locations by communicating with students that discrimination and harassment is unacceptable at any level. As a results, racism (including microaggressions) and any discrimination of any kind in any form are prohibited in each of the following situations:
 - . During any school sponsored education program or activity.

- . While in school, on school property, on school buses or other school vehicles, at designated school bus stops while waiting for the school bus, or at a school sponsored or school sanctioned event or activity.
- . Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- . 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 in any way that causes a substantial disruption to the educational process or orderly operation of a school.
 - . *This item (4) applies only in cases in which the principal or a teacher receives a report that racism through this means has occurred and does not require a district or school staff to monitor any non-school-related activity, function, or program.

2. Education and Awareness

-) School Administration will ensure classroom and support personnel foster an inclusive and equitable environment that is supportive and responsive to students and staff of diverse cultural backgrounds.
-) School Personnel will incorporate Equity/Anti-Racism/Inclusion curriculum into Social Skills Instruction.
-) School Administration will provide professional development for staff to recognize and act on the signs of students being a victim of discrimination, including anxiety, trauma, and sudden changes in academic performance.

3. Policies and Practices

-) School Administration will ensure that school policies, procedures, and practices reflect anti-racism principles.

-) School Personnel will regularly review the curriculum, teaching materials, and extracurricular activities to ensure diverse representation and avoid perpetuating stereotypes.
-) School Administration will establish and maintain a diverse advisory council to guide the school's anti-racism initiatives.

4. Reporting and Accountability

-) School Administration will create clear, accessible channels for reporting racist incidents or concerns.
-) School Administration will investigate all reports promptly, transparently, and with care for confidentiality.
-) School Personnel will implement restorative practices and disciplinary actions for those involved in racist behaviors, ensuring accountability while fostering opportunities for learning and growth.

5. Support and Resources

-) School personnel will provide support for individuals who experience racism, including access to related counseling service sessions and peer support groups.
-) School Administration will offer resources and training for staff to effectively address and mediate incidents of racism.
-) School Administration will ensure that there are clear lines of communication so that discriminatory acts can be reported and that individual or group support services are available.

Transportation Behavior Expectations

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 documented on their READY sheet 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 Facilities

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.

Parking

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 over 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, accessing 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. **PFS assumes no liability for lost or stolen items.**

Student Dress Code

As part of the students' transitional planning for the world of work, PFS 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 articles of clothing or accessories not permitted in school:

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, chest or midriff, including tank tops worn by all students
10. Shorts or skirts shorter than the "fingertip" rule
11. Leggings and biker shorts
12. Translucent clothing
13. Body suits
14. 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 as well as other items listed must be removed upon entering the building and turned over 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. If a student refuses clothing provided by the school, the parent/guardian is responsible for providing appropriate clothing in order for the student to participate in school programming.

Zip-ties may 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. Expectations

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 dress code described above) 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 (back) 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. **This behavior will be documented on the student's READY sheet as elopement, resulting in a drop to Level 1 Day 1.**

Physical Aggression

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

Students are allowed 1 pliable water bottle. Metal, glass, and rigid plastic bottles are prohibited. Students are provided disposable cups for water during school hours.

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.

The school does not permit food delivery for students. The school may provide outside food when deemed appropriate by the principal.

Students are not allowed to share food with others.

GANGS AND GANG-RELATED ACTIVITIES

Presence of 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 earn the appropriate 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/Damaged Chromebooks

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

Personal Space/Boundaries

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. Repeated offenses of this policy may result in a mandatory parent/guardian conference with the school counselor and principal.

Restroom Guidelines

Students are required to be 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 possibly 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 administrator reserves 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 local K-9 units 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 a trusted adult (Principal, School Counselor, or other school staff), who will follow up immediately. The principal will be notified 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).

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 Aggression

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 verbal aggression, this behavior will be documented on their READY sheet and they will drop to Level 1 Day 1.

POSSIBLE INTERVENTIONS OF FAILING TO MEET EXPECTATIONS

Per the Illinois State Board of Education, 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 crisis intervention twice per school year.

When a student experiences instances of time out or physical restraint on any 3 school days within a 30 day period, a meeting will be held to review these instances and make any necessary changes to the student's behavior plan. At this time, a Functional Behavioral Assessment may be conducted and discussed at the meeting.

IN SCHOOL SUPERVISION (ISS)

In School Suspension 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. ISS will result in a loss of day for the student.

OUT OF SCHOOL SUSPENSION (OSS)

Out of School Suspension are treated as a last resort as they have the potential to reinforce negative behavior. OSS will be utilized in situations when the safety of students and staff is a concern.

When students have had 10 suspension days in one academic year, a Manifestation Determination Review (MDR) meeting is required to be 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. Before this decision is made, at least two IEP review/revision meetings must take place to make any necessary changes to the student's behavior plan and IEP supports (Manifestation Determination Reviews, MDRs, are considered IEP review/revisions). If interventions put in place do not show positive results in student behavior, a change in placement may be warranted. In the event a change of a placement decision, the home school district and parent/guardian will be given a 20-day notice that a change in placement is occurring.

Additional policies

Volunteering

Middle and 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. Non-residential 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 by 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. These parameters are discussed during the IEP Annual Review Process.

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 parents' permission. All school rules (including dress code) apply during field trips.

Safety 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. There is a phone in the school vestibule to contact the main office for building admittance.

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.

Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Pavilion Foundation School receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask PFS to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pavilion Foundation School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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