

General Statement of Goals and Expectations for all Students

The goal of discipline at Prairie Crossing Charter School ("PCCS") is to develop respect, self-discipline and responsibility in each student. As part of our focus of global citizenship, children learn to respect each other at school and then generalize that to all people in the world. As part of our environmental focus, we teach taking responsibility for care of our earth. We start this goal by teaching children to take responsibility for their own actions at Prairie Crossing Charter School.

Teachers, teachers' assistants and administrators shall maintain discipline in the school in order to keep students safe, protect the schools, staff and students' property and provide an atmosphere conducive to learning, discipline is primarily conducted by engaging students in purposeful activities. Most inappropriate behavior can be avoided if students are involved in activities that make constructive use of their time and acceptable expectations are clearly defined for students. When disciplinary action is taken it is designed to be corrective rather than punitive and aims to elicit future cooperation from the student. Every effort is made to see that the student understands the reasons for correction and the purpose of the measures taken.

At our school, we abide by the following basic principles:

Respect yourself, other children and adults.

1. Look and listen when others are talking.
2. Follow directions and work to the best of your ability.
3. Work quietly so that others may also work.
4. Keep your hands, feet and objects to yourself.
5. Respect your own belongings, other's belongings and school property.
6. Refrain from any activity that may be dangerous.

Take responsibility/or your actions.

1. Apologize to people whom you have hurt or offended.
2. Correct your behavior.
3. Engage in problem solving to resolve the situation.
4. Take appropriate steps to resolve conflict. This may include seeking a staff member to help in the situation.

Accept consequences from staff.

Prohibited Behavior

Disciplinary action may be taken against any student guilty of misconduct, which includes, but is not necessarily limited to, the infractions listed in the table below.

Disciplinary action may be taken whenever the student's conduct is reasonably related to school or school activities including, but not limited to conduct occurring: on school grounds before, during, or after school hours and at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, anywhere if the conduct may reasonably be construed by school authorities to create substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel, or the risk of same.

Minor Infractions	Serious Infractions	Major Infractions
Consequences may include verbal warning, temporary removal from class or activity, change in class assignment, writing a letter to parents explaining the student's conduct and the consequences (parents must respond in writing by the next school day), formal notification of parents by school staff, talk with principal, and/or loss of privileges (e.g., lunch with class).	Consequences include detention, removal from class, seizure of contraband, talk with principal, notification of parents by school staff, loss of privileges (e.g., lunch with class), suspension, and/or reports to law enforcement officials.	Consequences include removal from class, seizure of contraband, loss of privileges, suspension, and/or expulsion. All major infractions must be reported to the administration. Reports to law enforcement officials will be made.
Tardiness	Repeated minor infractions.	False fire alarm, tampering with apparatus.

Minor infractions	Serious Infractions	Major infractions
Inappropriate dress (see Student Dress Policy)	Plagiarism, cheating, forgery, academic dishonesty	Using, possessing, distributing, purchasing, or selling tobacco materials, alcoholic beverages, illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. Using, possessing, distributing, purchasing, or selling over-the-counter or prescription drugs/medication not approved by the office. Students who are under the influence of a prohibited substance will be treated as though they had drugs in their possession.
Inappropriate public displays of affection	Vandalism, defacing and/or destruction of personal or school property.	Using, possessing, controlling or transferring a weapon, as defined in this Policy.
Disrespect of others and their property	Pushing, shoving, kicking, antagonistic or similar behavior with the intent to cause harm. May report repeated infractions to law enforcement officials. Leaving school grounds without permission.	Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, hazing, harassment of any kind, gang activity of any kind, or other comparable conduct.
Written or verbal vulgar or profane language	Possession of inappropriate written, visual or audio materials or use of the Internet to find or distribute such materials.	

Minor Infractions	Serious Infractions	Major Infractions
Use of prohibited electronic equipment or failure to have it turned off during school hours	Failure to attend school without valid cause.	Arson
Teasing, name calling	Defiance of authority/ disobeying directives	Bomb threat
Failure to follow classroom rules	Theft or possession of stolen property	Being a member of or joining or promising to join, or becoming pledged to become a member of any public school fraternity, sorority, or secret society.
		Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
		Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
		Misusing any substance in the manner of a controlled substance by intentionally breathing the substance's gas or vapors for the purpose of reaching or feeling a high sensation, or causing or facilitating another person in similarly misusing such substances.
		Engaging in any activity, on or off campus, that (a) poses a threat to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function, or (c) is disruptive to the school environment.
Repeated minor and/or serious infractions.		

Weapons

In accordance with *School Code*, a student who possesses, uses, controls or transfers a weapon, or any other object that can reasonably be considered or looks like a weapon shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the director subject to further modification by the Board of directors on a case-by-case basis. In no case may the expulsion exceed two calendar years.

A weapon means any gun, rifle, shotgun, weapon or firearm defined by federal or State law, knife, brass knuckle, billy club, or any other object if used or attempted or intended to be used to cause bodily harm as well as look-alikes of any weapon as defined here. Other items such as, but not limited to, baseball bats, pipes, bottles, locks, sticks, pencils, pens, and scissors may be considered weapons if used or attempted to be used to cause bodily harm.

Bullying: Procedures for Students At Risk for Aggressive Behaviors and/or Bullying

1. **Bullying - Definition.** For purposes of this Policy, "bullying" shall be defined as physical or verbal conduct, by one or more students, which serves to harass, demean, humiliate, abuse, victimize, deny, or exclude one or more students of PCCS, or any other school or school district, from or in connection with the pursuit of, participation in, and/or enjoyment of any program or activity, including academic and non-academic classes and extracurricular activities, offered or sponsored by PCCS or in any facility operated by the Board of Directors. Such conduct includes, but is not limited to, direct behaviors (e.g., teasing, taunting, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks and/or violence) and indirect behaviors (e.g., spreading rumors, causing social or psychological isolation).
2. **Bullying - Discipline.** Bullying shall be construed as gross disobedience or misconduct and a major infraction under this Policy which may subject a student to suspension or expulsion and/or referral to law enforcement.
3. **Development of Procedures for Students At Risk for Aggressive Behaviors and/or Bullying.** The Board of Directors authorizes the Director to develop procedures which address the needs of students who engage in conduct that demonstrates that they are at risk for aggressive behaviors including, but not limited to, bullying. The Director is additionally directed to identify available community-based and/or PCCS resources which may provide appropriate early intervention for such conduct.

The procedures developed by the Director shall include the provision of written notice to the parents/legal guardians of such students regarding the following:

- (a) A description of the conduct that demonstrates that a student is at risk for aggressive behaviors; and
- (b) A description of the available community-based and/or PCCS resources which may provide appropriate early intervention for such conduct.

Gangs and Gang-Related Activities

Student involvement in gangs or gang-related activities, including but not limited to the display of gang symbols or paraphernalia, is strictly prohibited. Students who are involved in gangs or gang-related activities shall be subject to suspension or expulsion, and shall be reported to law enforcement.

The term gang means any group of two or more persons whose purposes include committing or conspiring to commit criminal offenses; engaging in conduct that is contrary to the public good; or engaging in conduct that interferes with, or disrupts, the district's educational process or programs.

Gang-related activity means any act or omission in furtherance of any gang or gang activity.

Required Notices

A school staff member shall immediately notify the Principal or Director in the event that he or she (1) observes any person in possession of a firearm on or around school grounds unless immediate notice would endanger students under his or her supervision; (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or (3) observes a battery committed against any staff member. Upon receiving such a report, the Principal, Director, or their designee shall immediately notify a local law enforcement agency, Illinois State Police, and the student's parent(s) or guardian(s). The Director or designee shall also advise the parent community of any serious legitimate threat to the security of the school environment as provided in the school's Building Security Policy.

Delegation of Authority

Each teacher, teacher assistant, and other person whose duties include the supervision of students, is authorized to impose any disciplinary measure, other than suspension or expulsion, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior. A school staff member shall immediately notify the Principal or Director in the event that he or she observes a student committing a serious or major infraction as defined above.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or the defense of property. Teachers, teacher assistants, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense or defense of property.

Volunteers in the school may give a verbal warning to students. If any other disciplinary action is needed, the volunteer will notify a teacher, teacher assistant, or other person providing a related service for or with respect to a student. Volunteers may not impose any disciplinary measure other than to give a verbal warning to students.

The Director and principal may suspend students guilty of serious or major infractions up to 10 consecutive school days provided the appropriate procedures are followed. Students may not attend any school functions during a period of suspension. The Board of Directors may suspend a student for a period of time in excess of 10 days. The Board of Directors may also expel students guilty of major infractions provided appropriate procedures are followed.

Suspension Procedures

Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s) or guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s) or guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the Director and the Board of Directors.

Upon written request of the parent(s) or guardian(s), a review of the suspension shall be conducted in closed session by the Board of Directors or a hearing officer appointed by the Board. Requests should be directed to the President of the Board, Prairie Crossing Charter School, 1531 Jones Point Road, Grayslake, IL 60030. At the review, the student's parent(s) or guardian(s) may appear and discuss the suspension with the Board or its designee and may be represented by counsel. After presentation of the evidence or receipt of the designee's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

Before expulsion, the student and parent(s) or guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s) or guardian(s). The Board of Directors shall conduct the hearing in closed session or by its designee. If a designee is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his or her parent(s) or guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or designee shall hear evidence of whether the student is guilty of the major infraction as charged, after presentation of the evidence or receipt of its designee's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Discipline of Students with Disabilities

Prairie Crossing Charter School shall comply with the provisions of the *Individuals With Disabilities Education Act (IDEA)* and other applicable federal and State laws when disciplining students with disabilities. More details regarding discipline of students with disabilities can be found in Section 13 of Prairie Crossing Charter School's special education policies and procedures.

No student with a disability shall be suspended for more than 10 school days per school year (if such suspensions reflect a pattern of removals that constitute a change of placement) or expelled if the student's particular major infraction is a manifestation of his or her disability. Any student with a disability whose major infraction is not a manifestation of his or her disability may be suspended for more than 10 school days per school year or expelled pursuant to the procedures described above, except that such disabled student shall continue to receive educational services to the extent provided in the *IDEA*.

A student with a disability who possesses or has carried a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or who inflicts serious bodily injury upon another person at school or a school function, may be removed from his or her current placement and placed in an interim alternative educational setting for 45 school days. The term "serious bodily injury" means a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. A student with a disability may also be placed in an interim alternative educational setting for 45 school days pursuant to a court or impartial due process hearing officer's order if PCCS demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

REVISED: 2-26-08 Prairie Crossing Charter School, Board of Directors

Prairie Crossing Charter School

Board of Director's Policy

Policy #: 500.2

Students

Wellness, A Statement of Responsibility:

Wellness encompasses all aspects of human growth and life. There are many dimensions of wellness, including physical wellness (food and fitness), social wellness, emotional wellness, intellectual wellness, spiritual wellness, and environmental wellness.

It shall be the policy of Prairie Crossing Charter School to recognize the link between nutrition education, the food served in the school, physical activity, social emotional development, and environmental education. Personal wellness is affected by each of these. The Board and Administration further recognize an important connection between healthy diet and a student's ability to learn.

To these ends, the policy of Prairie Crossing Charter School shall be to:

- Model and practice the promotion of family health;
- Promote physical activity as a requirement of good health;
- Promote good nutrition;
- Promote sustainable agriculture;
- Promote environmental restoration;
- Promote positive social interactions and the development of strong interpersonal relationships;
- Promote personal growth and a healthy sense of self; and
- Promote well-balanced intellectual advancement and a love of learning.

Prairie Crossing Charter School recognizes that sharing and enjoyment of food and participation in physical activities are fundamental experiences for all people and are a primary way to nurture and celebrate our cultural diversity. These fundamental human experiences are vital bridges for building friendships, forming inter-generational bonds, and strengthening communities.

The Board and Administration believe that the foods offered at school should be wholesome and safe. To that end, the School encourages the use of foods that are:

- Fresh,
- Healthy,
- Seasonal,
- Local,
- To the extent possible grown in a sustainable manner,
- To the extent feasible, not prepackaged highly processed foods.

Prairie Crossing Charter School, whose students participate hands-on in all aspects of local, healthy, and green agriculture, is an excellent place to nurture and preserve America's food traditions. We celebrate these traditions through storytelling, recipe swapping, cooking classes, garden and greenhouse based learning experiences, and connections to our integrated curriculum centered around the environment.

The administration of the school shall be empowered by this policy to develop and implement reasonable regulations to assure its implementation. To that end, the Executive Director is charged with the following:

- Annually monitor the implementation of the Wellness Policy and set goals for the future;
- Address to the school community wellness-related topics of concern;
- Annually review food programs at PCCS to ensure they abide by wellness guidelines and by mission-driven fundraising guidelines;
- Recommend to the administration necessary revisions to the Wellness Policy;
- Develop and implement an annual wellness policy evaluation plan; and
- Report annually to the Administration the status of the School's effort in attaining the goals established by this policy.

Adoption Dates: August 4, 2007

Revised on: December 18, 2012

RULES AND REGULATIONS

“PRESENCE OF CHILD SEX OFFENDERS ON SCHOOL GROUNDS”

I. DEFINITIONS

A. “**Child Sex Offender.**” As defined by the *Illinois Criminal Code* and for purposes of this Policy, "child sex offender" includes any person who has been charged under Illinois law, or any substantially similar federal law or law of another state, with a sex offense as set forth in Section 11-9.3 of the *Criminal Code* or with the attempt to commit an included sex offense, and is:

1. Convicted of such offense or an attempt to commit such offense; or
2. Found not guilty by reason of insanity of such offense or an attempt to commit such offense; or
3. Found not guilty of such offense or an attempt to commit such offense by reason of insanity; or
4. The subject of a finding not resulting in an acquittal at a criminal hearing for the alleged commission or attempted commission of such offense; or
5. Found not guilty by reason of insanity following a hearing conducted pursuant to a federal law or the law of another state substantially similar to Illinois criminal law of such offense or of the attempted commission of such offense; or
6. The subject of a finding not resulting in an acquittal at a hearing conducted pursuant to a federal law or the law of another state substantially similar to Illinois criminal law for the alleged violation or attempted commission of such offense.

The term “child sex offender” also includes any person who is:

1. Certified as a sexually dangerous person pursuant to the *Illinois Sexually Dangerous Persons Act*, or any substantially similar federal law or the law of another state, when any conduct giving rise to such certification is committed or attempted against a person less than 18 years of age; or

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2. Subject to the provisions of the *Interstate Agreements on Sexually Dangerous Persons Act*.

B “Loiter.” As defined by the *Illinois Criminal Code* and for purposes of this Policy, “loiter” means:

1. Standing or sitting idly, whether or not the person is in a vehicle or remaining in or around school property;
2. Standing or sitting idly, whether or not the person is in a vehicle or remaining in or around school property, for the purpose of committing or attempting to commit a sex offense; or
3. Entering or remaining in a building in or around school property, other than the offender’s residence.

C “School Official.” As defined by the *Illinois Criminal Code* and for purposes of this Policy, a “school official” means the principal, a teacher or any other certified employee of the school, the Director, or a member of the School Board.

II. AUTHORIZED PRESENCE AND ACTIVITIES

A. A child sex offender may not knowingly either (1) be present in any school building, on real property comprising the school, or in any conveyance owned, leased, or contracted by the school to transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds, or in the conveyance, or (2) loiter within 500 feet of a school building or real property comprising any school while persons under the age of 18 are present in the building or on the grounds, unless:

1. He or she is a parent or guardian of a student attending the school; AND
2. He or she is:
 - a. Attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially;
 - b. Participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services; or
 - c. Attending conferences to discuss other student issues concerning his or her child such as retention and promotion; AND
3. The parent or guardian notifies the principal of the school of his or her presence at the school.

- B. It will not be a violation of this Policy for a child sex offender to be present or loiter as described above in Section II.A if the individual has permission to be present from either the Director or the Board of Education.
- C. A child sex offender may not knowingly reside within 500 feet of a school building or the real property comprising any school that persons under the age of 18 attend. Nothing in these Rules or Regulations prohibits a child sex offender from residing within 500 feet of a school building or the real property comprising any school that persons under 18 attend if the property is owned by the child sex offender and was purchased before July 7, 2000.
- D. Different standards and procedures for presence on or near school buildings, real property, and conveyances may apply to child sex offenders who are students receiving educational services from the District.

III. NOTICE AND SUPERVISION

- A. When a child sex offender is present with authorization on school property, he or she is responsible for notifying the Principal's office when he or she arrives on school property and when he or she departs from school property. Failure to provide such notice may result in the child sex offender being asked to leave the property.
- B. If a child sex offender is to be present in the vicinity of children, the child sex offender has a duty to remain under the direct supervision of a designated school official.
- C. If a child sex offender has permission from the Director or Board of Education to be present in a school building, on real property comprising a school, or in a school conveyance, or to loiter within 500 feet of a school building or real property comprising a school, pursuant to Section II.B. of these Rules and Regulations, the Director or Board President must inform the Principal of the school where the child sex offender will be present. This information will include the nature of the child sex offender's visit and the hours in which the child sex offender will be present.
- [D. The Director shall send a written notice of Board Policy No. ____ to each known child sex offender residing within the School District.]*

IV. ENFORCEMENT

Any known child sex offender who is present on school property in violation of Board Policy or these Rules and Regulations will be immediately informed of the Policy and asked to leave the property. In addition, the incident may be reported to the local law enforcement officials and prosecuted in accordance with Illinois law.

SAMPLE WRITTEN NOTICE LETTER

_____, 200_

**Via Regular and Certified Mail,
Return Receipt Requested**

Mr./Ms. _____

Re: Prohibitions Against Child Sex Offenders on School Grounds of (District Name)

Dear Mr./Ms. _____:

It has come to our attention that your name appears on the _____. Please be informed that _____ has adopted a Board Policy, in accordance with the *Illinois Criminal Code*, which prohibits child sex offenders from entering onto school property and loitering within 500 feet of school property except in certain specific circumstances. It also limits the ability of a child sex offender to reside within 500 feet of a school building or the real property comprising any school that persons under the age of 18 attend. The Policy and its Rules and Regulations, copies of which are attached to this letter, provide that child sex offenders present on school property in violation of this Policy or its Rules and Regulations will be considered trespassers and will be prosecuted in accordance with Illinois law. Further, child sex offenders present on school property in violation of the *Illinois Criminal Code* will be subject to criminal prosecution.

You are hereby notified that, if you enter onto school property or loiter within 500 feet of school property in violation of this Policy or its Rules and Regulations, a report will be made to local law enforcement officials.

Sincerely,

Director

Attachment

SECTION 504 /ADA POLICY

It is the policy of the Prairie Crossing Charter School ("PCCS" or "the School") not to discriminate on the basis of disability with respect to admission or access to, or treatment or employment in, School programs and activities. No qualified individual with a disability shall, on the basis of such disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any School program or activity.

The School's Coordinator for Nondiscrimination ("Coordinator") is designated as the employee responsible for coordinating the School's efforts with respect to compliance with Section 504/the ADA.

The School shall take continuing steps to provide notice of its compliance with Section 504/the ADA to all disabled persons and, where appropriate, their parents or guardians, and through dissemination in publications containing general information about the School.

A. Students

It is the policy of the School to provide a free appropriate education for all qualified students with disabilities, regardless of the nature and severity of a student's disability. In providing a free appropriate education to students with disabilities, the School shall provide regular and special education and related aids and services that are designed to meet the individual needs of such students, where appropriate.

1. Location of and Notice to Students with Disabilities

On an annual basis, the School shall attempt to identify and locate every qualified disabled student attending the School and shall take appropriate steps to notify such students and their parents or guardians of the School's duty under Section 504/the ADA.

2. Evaluation of Students with Known or Suspected Disabilities

In evaluating and placing students who need or are believed to need special education or related services, the School shall establish standards and procedures to ensure that:

- a. Tests and other evaluation materials used have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
- b. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not solely those which are designed to provide a single general intelligence quotient; and
- c. Tests are selected and administered so as best to ensure that the test results accurately reflect the student's aptitude or achievement level or whatever factor the test purports to measure, rather than the student's impaired skills (except where those skills are the factors that the test purports to measure).

3. Placement of Students with Disabilities

In interpreting evaluation data and in making placement decisions, the School shall establish procedures to ensure that information is drawn from a variety of sources and is obtained from all sources is documented and carefully considered, and the placement decision is made by a group of persons, which includes persons knowledgeable about the child, the evaluation date, and the placement options. The School's procedures shall also ensure that students with disabilities are educated and participate in extracurricular services and activities, to the maximum extent appropriate, in settings with students who are not disabled.

4. Reevaluation of Students with Disabilities

The School shall establish procedures, in accordance with Section A(2) herein, for periodic reevaluation of students who have been provided special education and related services.

5. Procedural Safeguards

With respect to identification, evaluation and placement of students who need or are believed to need special education or related services, the School shall establish and implement a system of procedural safeguards that includes:

- a. notice;
- b. an opportunity for the parents or guardian of the student to examine relevant records;

- c. an impartial hearing with opportunity for participation by the student's parents or guardian and representation by counsel; and
- d. a review procedure.

B. Employees

It is the policy of the School not to discriminate against any qualified individual with a disability with respect to application for or employment in any program or activity offered by the School.

C. Program Accessibility

It is the policy of the School that no qualified disabled person shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/the ADA apply, because the School's facilities are inaccessible to or unusable by individuals with disabilities. The School shall adopt and implement procedures to ensure that all interested persons can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.

D. Grievance Procedures

1. Complaint Procedures

- a. A complaint concerning the School's compliance with provisions of this Policy, with the exception of complaints from applicants for employment, may be filed with the Coordinator.
- b. The complaint must be in writing, signed and dated by the complainant (or, in the case of a student, his or her parent or guardian). It must include a description of the facts and circumstances of the complaint, as well as a description of the relief being sought. The Coordinator shall be available to provide assistance to the complainant as needed in the preparation and processing of the complaint and in the review procedures. A

complaint form shall be available at the School office.

- c. Upon receipt of the complaint, the Coordinator shall promptly (i) provide the complainant with a copy of this Policy, and (ii) conduct an investigation, including, but not limited to, interviews with School employees and/or students and a review of all relevant documents. The Coordinator shall complete such investigation within ten (10) days of receipt of the complaint, unless there are extenuating circumstances that warrant an extension of this time line.
- d. The Coordinator shall confer with the complainant upon completion of such investigation to determine if the complaint may be resolved informally. If such informal resolution is not possible and the complainant wishes to proceed with a hearing, the Coordinator shall provide the complainant with a list of three (3) impartial hearing officers. The complainant shall indicate in writing his or her selection of an impartial hearing officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial hearing officers, with order of preference indicated in writing, to the Coordinator within five (5) days of receipt of the list from the Coordinator.
- e. The Coordinator shall, upon receipt of the complainant's selections, promptly notify the first choice hearing officer of the pending case. In the event that the first choice hearing officer cannot hear the case, the second choice officer shall be contacted. In the event that the second choice officer cannot hear the case, the Coordinator shall contact the complainant's third choice officer. If none of the officers contacted can hear the case, the complainant will be asked to select/ prioritize three additional hearing officers from another list which will be provided by the Coordinator to the complainant within five (5) days of the notice of decline from the third hearing officer.
- f. A hearing shall be scheduled by the hearing officer within twenty (20) days after the date that the hearing officer agrees to accept the appointment, unless the complainant and the Coordinator agree otherwise or there are extenuating circumstances which warrant an

extension of this time line.

- g. The School and the complainant shall have the right to present evidence relevant to the issue raised in the complaint. The parties shall have the right to be represented by counsel.
- h. The hearing officer shall limit his/her decision to the issue or issues presented by the complainant in the written complaint. The hearing officer's decision must be written and shall include a summary of the evidence and the reasons for the decision. The decision is to be based solely on the hearing officer's interpretation of the meaning or application of Section 504 and/or the ADA.
- i. The hearing officer shall send a copy of the decision to the complainant and School within five (5) days after the conclusion of the hearing.
- j. The decision of the hearing officer shall be final unless appealed pursuant to subsection 2 below.

2. Review Procedures

- a. Any party aggrieved by the decision of the hearing officer may file a request for review. The complainant's request for a review shall be in writing, signed and dated, and shall be filed by mail or personal service no later than thirty (30) days after receipt of the hearing officer's decision. If the complainant is the appealing party, the request shall be submitted to the Coordinator; if the School is the appealing party, the request shall be submitted to the complainant by mail or personal service.
- b. A request for a review shall state that an appeal of the hearing decision is being requested, the reason for the request for review, and the relief being sought.
- c. If the complainant is the appealing party, the Coordinator shall provide him/her with a list of three (3) impartial review officers. The complainant shall indicate in writing his or her selection of an impartial review officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant

shall return the list of impartial review officers, with order of preference indicated in writing, to the Coordinator within five (5) days of receipt of the list from the Coordinator. If the School is the appealing party, the Coordinator shall select from the list of impartial review officers as outlined in this subsection.

- d. Final selection of the impartial review officer and scheduling of a review hearing shall be the same as provided in Section D(1)(e) and (f) herein.
- e. The conduct of the review hearing and issuance of a decision shall be the same as provided in Section D(1)(g), (h), and (i) herein.
- f. The decision of the review officer shall be final.

LEGAL REFERENCES: 29 U.S.C. Section 794
34 C.F.R. Part 104
42 U.S.C. Section 12101 et seq.
28 C.F.R. Part 35

-adopted by the Prairie Crossing Charter School Board
15 March 2005

Prairie Crossing Charter School
Board of Director's Policy

Policy 500.6

Students

Admissions to Prairie Crossing Charter School

Prairie Crossing Charter School students are admitted in accordance with the state Charter Schools Law. The application process begins in January when parents are encouraged to fill out an application which they can get at the office or from the school website. After all applications have been submitted, returning students are given places as are their siblings if places are available.

Thereafter, admission is determined by a public lottery. The lottery is a nonexclusive, nondiscriminatory process where all students who live in Districts 50 and 79 are welcome to apply. All in-district applicants have the same chance of being selected. Out-of-district applications are also accepted. Legal residency must be established as of the day of the lottery for an applicant to be included in the in-district lottery process. Out-of-district students will only be admitted after all in-district student applications have been placed during the lottery process. After classes are filled, the lottery continues to create a waiting list for each grade. The application policy and procedures referred to below reflect Prairie Crossing Charter School's intent to maintain integrity and clarity throughout the following admission process.

1. Any student living in District 50 or 79 is eligible for admission to Prairie Crossing Charter School (PCCS).
2. The registration period runs from approximately January 1 to March 1 each year. During the time, PCCS sends information in English and Spanish to local newspapers, community service organizations, and other sources advising the community of opening at the school for the coming school year.
3. During the registration period, families of current students are asked to inform the school as to whether the student(s) will return for the coming year. These families are also asked to submit applications for any siblings who wish to attend the school, since siblings are given priority where space allows.
4. Also during the registration period, applications are available online and at the school for any interested and qualified families. These applications must be submitted to the school prior to the deadline, usually March 1. Families with children on the current waiting list are contacted to determine whether they are interested in being in the lottery for the next school year. Except as provided for in item #6, the waiting list is not maintained from year to year; a new waiting list is drawn each year.
5. All new applicants to the school and families currently on the waiting list indicating their desire to have a child(ren) considered for admission will be given a receipt to document the school's acknowledgement of their application or restatement of their desire for their child(ren)'s admission to the school.

6. At the end of the registration period, the school determines how many spaces are available at each grade level after returning students have been tabulated. Priority for registration at each grade level is as follows: returning students, siblings of returning students, in-district applicants and finally out-of-district applicants. If there are more siblings than can be accommodated at any given grade level that are on the current year's waiting list, they will remain on the list in the current order. If there are new siblings to be added to the waiting list, their names will be drawn and added to the bottom of the current siblings' waiting list.
7. Once places have been assigned to returning students and their siblings, students from the applicant pool are assigned to the various grade levels. If there are more students than can be accommodated at a given grade level, a lottery is held among new students seeking admission to the affected grade levels, beginning at the highest grade level and moving to the lowest. If applicable, a final lottery is held in the same manner at each grade level for out-of-district applicants. They will be placed on the wait list immediately following the last in-district applicant previously drawn. If any student with siblings in the applicant pool is accepted, his or her siblings are automatically given priority as described above (i.e. the siblings are either accepted or added to the bottom of the waiting list of other siblings at the appropriate grade level).
8. All lotteries are held in public on a publicly disclosed date as soon as possible after the registration period has closed. Each lottery is held by grade level and priority as described above. An independent third party randomly selects names from a pool of all applicants to fill each grade level. Additional applicants are placed on a waiting list in the order selected, maintaining a priority status for siblings.
9. If during the lottery procedure a name was left out of the drawing for the appropriate grade level, one of five scenarios will result.
 - a. If the missing name is found before any other grades have been drawn, the lottery for that class is repeated with the name included.
 - b. If the missing name is found after other grades have been drawn and no siblings are impacted, the lottery for the class from which the name was missing is repeated with the name included.
 - c. If the missing name is found after other grades have been drawn and a student, Student A, was accepted into the class as a sibling because of the errant drawing, but is not a sibling based on the corrected drawing, the name of Student A and those of the students on the waiting list for that grade will be redrawn. The purpose for this redraw is solely to place Student A in the waiting list. Student A will be placed in the waiting list after the name of the student who is drawn immediately before he or she in the redraw. The order of the other students on the waiting list will not change. If Student A is drawn first, he or she will be accepted into the class unless the student at the top of the waiting list is a sibling of a student selected in the lottery. In that case, the sibling is accepted into the class. If not, the student whose name was first on the waiting list will be accepted into the class.
 - d. If the missing name is found after other grades have been drawn and a student, Student A, was placed above other students on the waiting list as a sibling because of the errant drawing, but is not a sibling based on the corrected drawing, the name of Student A and those of the students on the waiting list for that grade

- will be redrawn. The purpose for this redraw is solely to place Student A in the waiting list. Student A will be placed in the waiting list after the name of the student who is drawn immediately before he or she in the redraw. The order of the other students on the waiting list will not change. If Student A is drawn first, he or she will be placed first on the waiting unless the student at the top of the waiting list is a sibling of a PCCS student or a student selected in the lottery. In that case, Student A will be placed on the waiting list immediately following any siblings of PCCS students or students selected in the lottery.
- e. If the missing name is found after other grades have been drawn and a student, Student A, was not accepted as a sibling in the errant drawing, but is a sibling in the corrected drawing, Student A will be placed in the spot he or she would have been if his or her status as a sibling had been known. If student A is placed into the class, the last person placed in the class in the errant drawing will become the first person on the waiting list. No other changes in the waiting list will occur.
10. If after the lottery a student, Student A, was found to have been left out of the drawing, the name of Student A and those of the students on the waiting list for that grade will be redrawn. The purpose for this redraw is solely to place Student A in the waiting list. Student A will be placed in the waiting list after the name of the student after whom he or she is drawn. The order of the other students on the waiting list will not change. If Student A is drawn first, he or she will be placed first on the waiting unless the student at the top of the waiting list is a sibling of a PCCS student or a student selected in the lottery. In that case, Student A will be placed on the waiting list immediately following any siblings of PCCS students or students selected in the lottery. If Student A is a sibling, he or she will be placed in his or her appropriate spot based on his or her sibling status.
 11. All affected families are advised of the results of the lottery as soon as possible in writing and on the website.
 12. Students are moved up from the waiting lists as openings occur at their grade level. When a family on the wait list is eligible to be offered a space, the school will contact the family to determine their interest in having the child attend the school. The school will use three working days for contacting the family. The family will be given three working days to notify the school of their decision to enroll from the date they are contacted by the school. Those applicants who cannot be reached or who do not respond within this designated period of time will be removed from the wait list and will be required to reapply. The spot will then be offered to the next applicant on the wait list.
 13. No priority is given to any applicant to Prairie Crossing Charter School, except returning students, their siblings, and siblings of accepted students, as noted above and provided for in the Illinois' Charter Schools Law.

Adopted November 15, 2005

Revised and readopted November 25, 2008

Prairie Crossing Charter School
Board of Director's Policy

Policy #500.7

Students

Managing Life Threatening Food Allergies

Emergency Plan

1. All staff will be in-serviced on the symptoms for peanut or nut allergies and the use of the epi-pen. This in-service will be provided by a registered nurse. All staff will follow the emergency procedures as outlined in the staff handbook.
2. Epi-pens will be stored in the office for a student's use with a Doctor's authorization. If needed, epi-pens will also be stored in the classroom. On any excursion from the classroom, any student with a prescription for an epi-pen, the teacher will make sure the medication is with the class or with the student, if applicable.
3. A plan for any substitutes will be stored in the emergency sub folder.

Snack and Lunch Plan

The classroom teacher and teacher assistant will monitor for peanut or nut content.

Procedure

1. Prop the classroom door open from the beginning of the eating period. The door will remain open from lunch until the children return from recess.
2. Determine who has food containing peanuts or nuts. All children with peanuts or nuts will sit at one table. An object denoting that the table is the peanut or nuts table will be placed on the table. This object is used to denote special cleaning procedures for that table.
3. Children at the peanut or nut table must have a napkin or paper towel on the table. Children cannot get out of their seats until they have finished eating unless it is an emergency.
4. As each child finishes eating, they should pack up their lunch so that it will be ready to put away. The child then raises his/her hand and the teacher, assistant, or helper takes the child to the sink to wash their hands. The teacher, assistant, or helper will turn on the faucet, squirt the soap, and hand the child a paper towel.
5. The child then goes and puts his/her lunch away. The child will not sit back at the desk where they just ate until it has been properly cleaned.
6. The peanut or nut table will be cleaned with - the Simple Green solution. The peanut or nut table will be washed with paper towels that then will be disposed of. They are not to be used on any other table.
7. Information about allergies and emergency procedures will be posted in the classroom.

Treats Plan

Parents who don't wish for their child to have treats or any food products for any reason, must notify the school at the start of the school year.

Other Classroom Accommodation for Non-Life Threatening Allergies

Call for Office Staff Immediately

Adoption Dates: 20 August 2004

Amended: 26 October 2010

Allergy Action Plan

Student's Name: _____ **Birthdate:** _____ **Teacher:** _____

ALLERGIC TO: _____

Asthmatic Yes* No *High risk for severe reaction

Place
Child's
Picture
Here

SIGNS OF AN ALLERGIC REACTION

Symptoms:

- **MOUTH** itching & swelling of the lips, tongue, or mouth
- **THROAT*** itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
- **SKIN** hives, itchy rash, and/or swelling about the face or extremities
- **GUT** nausea, abdominal cramps, vomiting, and/or diarrhea
- **LUNG*** shortness of breath, repetitive coughing, and/or wheezing
- **HEART*** "thready" pulse, "passing-out"

The severity of symptoms can quickly change. *All above symptoms can potentially progress to a life threatening situation.

ACTION FOR MINOR REACTION

If **symptom(s)** are: _____,

give: _____, then call
(medication/dose)

Mother _____, Father _____, or emergency contacts.

If condition does not improve within 10 minutes, PCCS will follow steps for Major Reaction below.

ACTION FOR MAJOR REACTION

If ingestion is suspected and/or symptom(s)

are: _____,

give: _____ and IMMEDIATELY call 911
(medication/dose)

Then call Mother _____, Father _____, or emergency contacts.

I agree with the above listed procedures and give PCCS permission to implement these steps.

Parent's Signature: _____ Date _____

EMERGENCY CONTACTS

1. _____

2. _____

Relation: _____

Relation: _____

Phone: _____

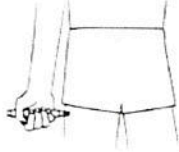
Phone: _____

EpiPen® and EpiPen® Jr. Directions

- Pull off gray activation cap.



- Hold black tip near outer thigh (always apply to thigh).



- Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.

Twinject™ 0.3 mg and Twinject™ 0.15 mg Directions



- Pull off green end cap, then red end cap.
- Put gray cap against outer thigh, press down firmly until needle penetrates. Hold for 10 seconds, then remove.



SECOND DOSE ADMINISTRATION:

If symptoms don't improve after 10 minutes, administer second dose:

- Unscrew gray cap and pull syringe from barrel by holding blue collar at needle base.
- Slide yellow or orange collar off plunger.
- Put needle into thigh through skin, push plunger down all the way, and remove.



5103

**Prairie Crossing Charter School
Board Policy
on
Closing for Inclement Weather**

Prairie Crossing Charter School will remain open whenever possible. We know that parents depend on us to be open and that it is difficult for families to rearrange schedules when school is not in session due to inclement weather. We will try whenever possible to open school at the normal time and keep children in school until the normal dismissal time.

However, we realize that there may be times when we need to close because of snow or extreme cold. The administration will make a decision regarding closing school, delaying the opening time, or closing early due to inclement weather. In the fall, they will disseminate information about what radio and television stations will carry information about school closings to the parent body.

We recognize that we may be open on days when the weather is questionable. We encourage parents to make the decision about school attendance that is best for their family. If, for any reason, you feel that it is not safe for your child to attend school, you should keep him or her at home and call the school to report the absence.

-adopted by the Prairie Crossing Charter School Board
15 June 2004

500-4

**Prairie Crossing Charter School
School Policy
on
Electronic Devices and Valuables**

Cellular phones, pagers, and any other wireless devices may be brought to school, but they must be turned off during school hours. Picture phones, radios, tape recorders, electronic games, cameras, expensive technology equipment, expensive jewelry, and large sums of money will not be allowed in school unless written exception is given by a teacher or administrator.

Prairie Crossing Charter School
Board Policy
on
Sexual Harassment

Policy 500.10

PCCS does not discriminate on the basis of sex, sexual orientation, marital status, or pregnancy in programs or activities run or supported by Prairie Crossing Charter School. In addition, Board Policy prohibits sexual harassment or sexual intimidation of the Board of Directors, school employees, contractors, and students by members of the Board of Directors, school employees, contractors, and students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive education or employment environment.

The terms intimidating, hostile, and offensive include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students or staff who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the director or principal. Students may choose to report to a person of the student's same gender. If the director and principal are of the same gender, a student of the opposite gender may choose to report to a teacher that is of the same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Complaints should be filed in accordance with the Uniform Grievance Procedure.

An allegation that one student was sexually harassed by another student shall be referred to the director or principal for appropriate action. The school will maintain a written record of the complaint, investigation, and its resolution.

The director or designee shall also use reasonable measure to inform staff members and students that the district will not tolerate sexual harassment by including this policy in the appropriate handbooks.

Any Prairie Crossing Charter School employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

Any student of the district who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and/or expulsion consistent with the discipline policy. Staff or students who

make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

-adopted by the Prairie Crossing Charter School Board
15 March 2005

Adopted as amended, February 26, 2008

Last modified 15 March 2005

Prairie Crossing Charter School
Policy on
Use of Hazardous or Toxic Materials by Students

Prairie Crossing Charter School strives to use few toxic and hazardous materials and uses nontoxic, nonhazardous materials when that option is available. However, there are times when materials that are classified as toxic or hazardous may be necessary to conduct experiments or art projects deemed important for students. If no nontoxic, nonhazardous material is available and the materials can be used safely if proper precautions are taken. The administration will use information from the material safety data sheet (MSDS) and any applicable laws, such as the Toxic Art Supplies in Schools Act (105 ILCS 135), to determine whether the materials will be ordered and used at Prairie Crossing Charter School. Such laws will be followed in the use, storage, labeling, and disposal of hazardous or toxic materials.

While exact safety, storage, labeling, and disposal of each material is different, the following precautions will be taken. A plan including the specific safety precautions that will be followed must be approved by the administration before ordering any toxic or hazardous materials.

- Materials will have appropriate warning labels and stored in locked cabinets in accordance with the MSDS for each substance.
- No food or drink will be allowed in the area when these materials are being used.
- Teachers and students will be trained and tested in appropriate safety precautions before they can use these materials.
- Appropriate safety equipment such as eyewash bottles or spill kits will be in a readily available and visible spot in the room.
- Appropriate safety attire will be worn for personal protection.
- Disposal of materials will be in accordance with appropriate safety regulations.

Proposed Policy: Student Dress Code

- It shall be the policy of Prairie Crossing Charter School through its Board of Directors to establish and maintain a learning environment where our students experience, learn to understand, and respect appropriate public demeanor at present and into adulthood.

The purpose of this dress code is to ensure that the public see the School as exercising and teaching personal discipline as part of the overall academic education and charter development. To that end our students should dress appropriately for the weather as we go outside every day if possible. Children are encouraged to wear shoes that are good for walking and running; they may not wear open-toed shoes or shoes that do not have backs.

Short shorts (arm and thumb length is used as a reference), short skirts (less than finger-tip length), spaghetti strap tops, midriff shirts (any shirt that reveals abdominal area), halter tops, and clothing which reveals undergarments are not considered appropriate for the learning environment and, therefore, are not allowed. Straps on tops should be at least one inch thick/wide. Exceptions to these requirements may be made by the administration in determining appropriateness of formal ware and gowns used by female students for graduation and other formal events and in the wearing of swim suits. Decency shall be an expected standard.

No item of clothing may promote smoking, alcohol, drugs, violence, cults, or groups which advocate violence or drugs. Further, no item of clothing may be adorned with language which is sexually suggestive or otherwise detracts from the expected decorum of the learning environment.

- Coats and jackets normally may not be worn in the classroom. Hats and bandanas may be worn in the school at the discretion of the classroom teacher to which the student is assigned. The classroom teacher sets his/her own rules for when hats or bandanas are appropriate, except that no hat nor bandana may promote drugs, violence, gangs, cults, or other forms of antisocial behavior. Students must remove hats and bandanas indoors when requested to do so by a staff member in accordance with the classroom teacher's rules. Headwear worn for religious purposes is permissible indoors and exempt from this policy.

It shall be the administration's final authority to determine the appropriateness of a student's attire within the limits established by this policy.

It is required that raingear be stored in the bottom of your child's backpack and left there for rainy days. You may also want to store mittens in the bottom of the backpack for unexpected cold weather.

During the winter months, a warm coat, snow pants, water resistant mittens or gloves, boots, and a hat or hood are also required.

Originally adopted: June 15, 2004.

Reviewed first reading: Sept 26, 2006

Revised/Approval Date, Dec. 19, 2006

Water and Ice Activities

The curriculum at Prairie Crossing Charter School is centered around the environment. Because of this environmental emphasis, students are involved in a variety of outdoor activities including hikes, farm activities, and prairie burns. Many physical education activities also take place outside. Activities in which students will be in water (e.g. a stream or lake) or on ice may cause some parents concern. For this reason we present the following policy and provide a permission form for you to sign letting us know whether your child can take part in activities in the water or on ice.

1. Students will be permitted in water or on ice only for educational purposes. This includes any purpose which falls within the curriculum, including for physical education class. They will not be permitted in water or on ice for recess.
2. Whenever students will be in the water or on ice there will be at least four adults present for each class involved (this provides for approximately one adult for every 5 children). As with any activity away from the school, staff members carry cell phones or walkie-talkies. Staff will also be familiarized with ice safety procedures at the beginning of each winter season.
3. Students in grades K-3 will not be allowed in water above two (2) feet and will not be permitted on ice if the ice plus the water below the ice are greater than two (2) feet total. Students in grade 4-8 will not be permitted in water above their heads.
4. Students will only be permitted on ice when the ice is greater than four (4) inches thick at the locations tested (as signified by the green flag on Lake Leopold). At the beginning of the winter season each year, staff will be instructed as to where the thickness of the ice is tested and locations where variations frequently occur. They will not go where ice is likely to be thinner.

Bullying Policy – passed 1/4/02

Prairie Crossing Charter School firmly believes in building good citizenship skills in all its students. A fully integrated Character Development Program has been adopted to assist children in their efforts to be good citizens. Learning to be kind and caring of others is an integral part of this program. Specific lessons on “bullying” will be utilized on an as needed basis.

It is recognized at PCCS, that bullying behavior by any student, employee, or PCCS community member will NOT be tolerated.

Disciplinary action will be taken against any student guilty of using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urges other students to engage in “such conduct.”

Teachers will use classroom consequences with children who exhibit bullying behavior. Further, a positive behavior plan for the student will be developed by the student and teacher. Teachers will notify the principal of bullying behavior and send a written note to the parent. If further disciplinary action is needed, the principal, teacher, parents, and student will meet to discuss the issue.

Prairie Crossing Charter School

Policy on Absenteeism

In accordance with state law, it is the policy of the Prairie Crossing Charter School's Board of Directors that the only acceptable reason for Student absence is illness or an appointment with a physician. Family Compliance with this policy is crucial to the progress of each student and The smooth functioning of the class unit. **Absences for reasons other than illness are not excused and are not acceptable.** Please remember that Prairie Crossing is a public school and is subject to state regulations concerning attendance figures.

Any questions on this policy should be directed to the principal or the President of the Board of Directors.

Passed Nov. 6th 1999

Prairie Crossing Charter School

Policies and Procedures

Education – School Attendance – Truancy

Public Act 90-143, H.B. 53 (105 ILCS 5/26 and 5/34-4.5)

The Charter School has implemented a series of notices and meetings with which to address instances of misconduct and attendance. Said notices and meetings are described in the document titled "Code of Conduct" (A Disciplined Life) distributed to all parent(s)/guardian(s) and/or student at the time of enrollment. This policy shall take effect when the above policies and procedures have not resulted in a student ceasing inappropriate activities and/or if the student misses in excess of 18 days in a 180 day period.

In addition to notifying the parent/guardian via a phone call and by mail, the Charter School will notify the Lake County Truancy Office if an absence is in excess of 5 school days. Students missing 10 or more days out of a 180-day period will result in an additional phone call and letter to the parent/guardian notifying them of such absence and well as notifying the parent(s)/guardian(s) that they will be subject to certain penalties.

Students considered to be chronically truant will be reported to the Lake County Truancy Office.

Prairie Crossing Charter School

Policies and Procedures

SAMPLE LETTERS FOR TRUANCY

5 DAY LETTER

To: Parent/Guardian

Dear _____,

This letter serves as written notice that your child,
_____, has not been at Prairie Crossing Charter
School since _____.

We are seriously concerned about _____, well being.
Please contact the school.

Prairie Crossing Charter School

Policies and Procedures

10 Day Letter

Sent Registered Mail – Return Receipt Requested

Dear Parent/Guardian:

This letter serves as written notice that your child,
_____, has not been at Prairie Crossing Charter
School since _____.

We are seriously concerned about _____, well being.
Please contact us immediately.

This is a very serious matter, failure to respond and/or for _____
to return to school will result in the school submitting the information to the Office of
Chronic Truant Adjudication. Should that take place, a Hearing Officer will contact you
to arrange for a hearing on the matter.

Penalties that the Officer may impose will be to require the student and/or the student's
parent(s)/guardian(s) to perform one or more of the following:

- Community Service for a period not to exceed 30 days
- Complete a Parenting Educational Program
- Obtain counseling or other supportive services
- Comply with an individual educational plan or service plan as
provided by school officials

If the Hearing Officer does not find the parent(s)/guardian(s) and/or the student at fault,
services will not be required.

Non-compliance with sanctions that may be imposed by the Hearing Officer of the Office
of Chronic Truant Adjudication may result in the Officer referring the case to the States
Attorney for prosecution.

Prairie Crossing Charter School

Policies and Procedures

School Student Records

The School Student Records Act (105 ILCS 10) and implementing regulations govern the contents of school student records and prescribes appropriate procedures and forms for all administration proceedings, notices and consents required or permitted. All information relating to the maintenance, access and dissemination of or challenge to school student records is available to the general public. The Act is hereby incorporated into this policy by reference. A general overview follows:

Student Records Procedure

The Principal will appoint the Official Records Custodian. The custodian will be responsible for the maintenance, care and security of all school student records. Student records consist of both Permanent and Temporary records. In addition to the permanent record file, permanent records include daily attendance sheets, health files and academic computer files. In addition to the temporary file there may be a special education file.

Security of student records – except computer files, both permanent and temporary school records are maintained in a locked cabinet in the school's administrative office. Those persons having access to the records are the Principal, school employees with legitimate educational interests and the official records custodian. The provisions of the School Student Records Act are reviewed with school personnel annually. Parent(s) and legal guardian(s) have access to records of student(s) under their care. All rights and privileges accorded to a parent(s)/guardian(s) under the Act shall become exclusively those of the student upon the student's 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Future references to parent(s)/guardian(s) include these students.

Definition of records:

Permanent Record: means and shall consist of basic identifying information, including student's and parent(s)/guardian(s) names and addresses, birth date and place and gender; academic transcript, including grades, class rank, and grade level achieved; attendance records and health records. If applicable, it will include graduation date, scores on college entrance examinations, accident reports and record of release of permanent record information. It may also include honors and awards received and information concerning participation in school sponsored activities or athletics or offices held in school-sponsored organizations.

Temporary Record: means and shall include (if applicable) a record of release of temporary record information and elementary and secondary achievement level test results and all other information maintained, but not required to be in the student's permanent record. Such information may be family background information, intelligence test scores, group and individual; aptitude test scores, reports of psychological

Prairie Crossing Charter School

Policies and Procedures

evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews, participation in extracurricular activities including any offices held in school sponsored clubs or organizations, honors and awards received, teacher anecdotal records of/and disciplinary information. If applicable, special education files including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.

At the time of enrollment at the Charter School, each new student, his or her parent(s)/guardian receive a copy of the school's policies covered in the document titled PCCS Parent Handbook. Within said document is notification of the parent(s)/guardian(s) and student's rights with respect to student records. The Charter School will provide said document in English and, if different, in the child's primary speaking language. The Charter School also provides parent(s)/guardian(s) and students with the school's schedule for destruction of permanent records prior to each student's graduation or transfer to another attendance center.

Parent(s)/guardian(s) have access to, and the right to copy their own student's records. The school may charge a copying fee of up to \$0.35 per page.

Parent(s)/guardian(s) have the right to control access to these records and have the right to a hearing to challenge, prior to transfer, any entry in the student's record, except academic grades. Parent(s)/guardian(s) have the right to:

- copy their own child's student records
- challenge their own child's student records
- be free from a condition or withholding of any benefit or privilege based on information in student's temporary file.

The Charter School may release information from a student record to:

- school employees who have a legitimate educational interest.
- another school to which a student is transferring.
- certain government officials in order to carry out their lawful functions.
- appropriate parties in connection with the financial aid to a student.
- organizations conducting certain studies for the school where the student's identity is not disclosed.
- accrediting organizations (i.e. colleges, universities).
- individuals who have obtained court orders with notice.

Prairie Crossing Charter School

Policies and Procedures

- persons who need to know in cases of health and safety emergencies and
- state and local authorities, within a juvenile justice system, pursuant to a specific law.

Student records are reviewed every four years (July 2003), and before a student transfer's to another attendance center. Information not required to be kept by the Act will be destroyed. Information contained in a student's Permanent record is kept for 60 years, information kept in the Temporary records will be destroyed five (5) years after the student has transferred, graduated or otherwise permanently withdrawn from the Charter School. Parent(s)/guardian(s) have the right to review Temporary Records before their disposal.

Challenging the content of school records

Parent(s)/guardian(s) may review or challenge information contained in their child's record prior to the transfer of their child to another school. If parent(s)/guardian(s) feel that information contained in their child's records (other than academic grades) is inaccurate, misleading, irrelevant, or that it invades the child/ren or families privacy, the parent(s)/guardian(s) may request the information be amended

If the challenge is made at the time that the student's records are being forwarded to another school to which the student is transferring, then the parent(s)/guardian(s) do not have the right to challenge references in the records to expulsions or out-of-school suspensions. Challenges to any other entry in the record can be made on the basis of accuracy, relevance or propriety.

If the Charter School does not make the amendments requested, the parent(s)/guardian(s) have the right to an informal meeting with the appropriate school staff within fifteen (15) days from the date of the request. This written request should list the particular records that the parent(s)/guardian(s) wants to amend and the reasons.

If the school does not amend the record, the parent(s)/guardian(s) then has the right to request a formal hearing by submitting a written request to the Board of Education of Prairie Crossing Charter School, 1571 Jones Point Road, Grayslake, IL 60030. If the school still decides not to amend the record, the parent(s)/guardian(s) or eligible student has the right to place a statement with the record commenting on the contested information in the record. Parent(s)/guardian(s) may appeal the school's decision to the Illinois State Board of Education, Principal Communication Consultant, Problem Resolution Office, 100 West Randolph Street, Suite 14-300, Chicago, Illinois 60601-3405, (312) 814-2230. A tape recorder or court reporter shall make a record of the hearing. Both the parent(s)/guardian(s) and the school have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel.

Prairie Crossing Charter School

Policies and Procedures

The written decision shall be transmitted to the parent(s)/guardian(s) and the school no later than 10 days after the conclusion of the hearing and shall be of the following:

- To retain the challenged contents of the student record
- To remove the challenged contents of the student record
- To change /clarify or add to the challenged contents of the student record.

The final decisions of the Principal Communications Consultant, Problem Resolution Office may be appealed to the Circuit Court of Lake County.

Prairie Crossing Charter School

Policies and Procedures

REQUEST FOR STUDENT RECORDS

Student's Last Name, First Middle

Students Date of Birth

This student is now enrolled in Prairie Crossing Charter School. Please send complete information about this student by forwarding his/her original Illinois School Student Records or similar record folder. If your policy does not permit this, please send a copy of the student's record folder. Please include a complete transcript, transfer grades when applicable, health/immunization records and competency test information. Your response within ten (10) days would be greatly appreciated.

Date of Request: _____ Requested By: _____

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

(Permission to Release Records)

Principal's Signature _____

Prairie Crossing Charter School

Policies and Procedures

Abused and Neglected Child Reporting

The Charter School is dedicated to the enrichment of children's lives and wholeheartedly will follow the requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5).

Procedures:

At the point of hire all employees will be required to read and acknowledge their understanding of the Abused and Neglected Child Reporting Act. Failure to understand or to agree to comply with the Act will result in the offer for hire to be withdrawn and the individual will not be considered for employment.

Definitions:

A child is anyone under the age of 18 years unless legally emancipated by reason of marriage or entry into a branch of the U.S. armed services.

Department means the Illinois Department of Children and Family Services.

Local Law enforcement agency means the Grayslake Police Department or any sworn officer of the County Sheriff or the Illinois Department of State Police.

Abused Child means a child whose parent or immediate family member or any person responsible for the child's welfare, or any individual residing in the same home as the child or a paramour of the child's parent:

- a. inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment or physical or emotional health, or loss or impairment of any bodily function,
- b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily functions,
- c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961 (720 ILCS 5), as amended, and extending those definitions of sex offenses to include children under 18 years of age,
- d. commits or allows to be committed an act or acts of torture upon such child, or
- e. inflicts excessive corporal punishment.

Prairie Crossing Charter School

Policies and Procedures

Neglected Child means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State Law necessary for a child's well-being, or other care necessary for his or her well-being including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare without proper plan of care.

A child shall not be considered neglected for the sole reason that the child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of the Act (325 ILCS 5/4).

Reporting Abused and/or Neglected Children

Any school personnel, educational advocate assigned to a child pursuant to the School Code, truant officers, social workers, having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services. The report must be made immediately to the Department in accordance with the provision of the Act and must also notify the Principal and/or her assigned agent that such report has been made. UNDER NO CIRCUMSTANCES WILL ANY THE PRINCIPAL OR THEIR DESIGNEE, TO WHOM SUCH NOTIFICATION HAS BEEN MADE, EXERCISE ANY CONTROL, RESTRAINT, MODIFICATION OR OTHER CHANGE IN THE REPORT OR THE FORWARDING OF SUCH REPORT TO THE DEPARTMENT. The privileged quality of communication between any professional person required to report and his patient/client shall not apply to situations involving abused or neglected children and shall not constitute grounds for failure to report as required.

ANY PERSON KNOWINGLY TRANSMITS A FALSE REPORT TO THE DEPARTMENT COMMITS THE OFFENSE OF DISORDERLY CONDUCT UNDER SUBSECTION (a)(7) of Section 26-1 OF THE "Criminal Code of 1961 [720 ILCS 5/26-1(8)]". ANY PERSON WHO VIOLATES THIS PROVISION A SECOND OR SUBSEQUENT TIME SHALL BE GUILTY OF A CLASS 4 FELONY. ADDITIONAL VIOLATIONS WILL BE CONSIDERED A CLASS A MISDEMEANOR.

Prairie Crossing Charter School

Policies and Procedures

Reporting

All reports of suspected child abuse or neglect should be made immediately by phoning the central register at (800) 252-2873. A notice stating the penalties of false reporting is posted in the school. Charter School officials may obtain additional appropriate materials to distribute in the school from the Department.

Immunity from liability

Any person, institution or agency participating in good faith in making of a report or referral, or in the investigation of such a report or referral..... shall have immunity from any liability, civil, criminal or that otherwise might result by reason of such action.

Prairie Crossing Charter School

Policies and Procedures

Acknowledgement form supplied by the Department of Children and Family Services

ACKNOWLEDGMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as
(Employee Name)

_____, I will become a mandated reporter
(Type of Employment)

under the Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that I am required to report or cause a report to be made to the child abuse Hotline number (800) 252-2873 or (800) 25A-BUSE whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24 hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect. I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

Prairie Crossing Charter School

Policies and Procedures

Health Examinations and Immunizations

Illinois Department of Public Health requirements are followed with regard to health examinations and immunizations. Said requirements are:

All children in Illinois public schools shall have a health examination within:

- one year prior to entering kindergarten or first grade and
- upon entering the fifth and ninth grade
- a tuberculosis skin test screening must be included as part of each health examination
- additional health examinations including vision and dental, may be required
- at or about the time of each health examination, each child must provide proof of having received immunizations against preventable communicable diseases as the Illinois Department of Public Health shall require

Failure to provide the above information will result in:

- the child being required to obtain same and submit proof by the 30th day of school, if for medical reasons, the child is unable to comply, a statement of medical reasons causing the delay, both the schedule and the statement being issued by a physician, a registered nurse, or a local health official responsible for administration of the remaining requirements.
- if a child does not comply by the 30th day of school with the requirements, that child shall be excluded from school until they have met all health and immunization requirements
- during any period for which a child is NOT in school for failure to comply with health requirements, SAID CHILDS PARENTS OR LEGAL GUARDIAN SHALL BE CONSIDERED IN VIOLATION OF SECTION 26.1 of the School Code (105 ILCS 26.1) AND SUBJECT TO ANY PENALTY IMPOSED BY SECTION 26.10

The number of children who have received the necessary immunizations and health examinations, as well as the names of those who have not received the immunizations and examinations required will be reported to the Illinois State Board of Education by November 15th of the current school year. The names of children exempt from examination or immunization requirements on religious or medical grounds will also be reported.

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Prairie Crossing Charter School

Policies and Procedures

Administering Medications

Medication may be administered during regular school hours and during school related activities only when absolutely necessary for the critical health and well being of the student. Under no circumstances will anyone except a registered nurse be required to administer medications to a student.

Administering Medication Procedure:

1. Only those medications that are necessary to maintain the student in school will be administered during school hours. Requests for administration of medication will be reviewed on an individual basis. The Charter School retains the discretion to reject requests for administration of medication.
2. Parent(s)/guardian(s) of students who must receive medication during school hours should be informed that medication can only be administered through one of the following methods:
 - a. self-administration of medication with monitoring by an adult
 - b. parent or guardian may come to the school to administer the medication
 - c. appropriate certified school administrator, certified designee or, if on site, qualified medical personnel
3. The particular option chosen for a student requires that the decision be made with the input of the parent(s)/guardian(s), student's physician, Principal and teacher(s).
4. Factors to be considered include, but are not limited to: the student's medical diagnosis, age, mental and physical abilities; the need for medication during school hours, the type of prescription/medication involved including timing restraints; likelihood and severity of side effects; length of time that the medication will be necessary; availability of part-time or outside medical/nursing services and the amount of disruption to the student's educational program.
5. A written request for the administration of medication during school hours must be made by a licensed physician and submitted on the Charter School medication request form. A written request shall also be obtained from parent(s)/guardian(s) requesting medication be given during school hours, the request must include both a home and emergency phone number.

Prairie Crossing Charter School

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5. Those students over twelve years of age must also sign the request. The forms are available in the school's office.
6. The Principal shall be responsible for initially receiving the request from the parent(s)/guardian(s) and the licensed physician for a student to be given or to self-administer medication during school hours.
7. The Principal shall confer with the licensed physician and parent(s)/guardian(s) of a student needing medication during the school hours, and if possible, recommend that the time for administration of medication be adjusted so that it will not be necessary to administer the medication during school hours.
8. If medication is to be given during school hours, the written request for prescription and non-prescription medications must be obtained from the student's licensed physician and shall include:
 - a. Student's name, date of birth
 - b. Diagnosis of condition requiring the medication
 - c. Name of medication, dosage, amount of administration
 - d. Frequency and time of administration
 - e. Date medication is to be discontinued
 - f. Side effects which might be observed
 - g. Name and signature of physician and emergency telephone number of the physician
 - h. Other medication child may be receiving at home.
9. Requests must be renewed at least yearly or as needed for a change in medication. The parent(s)/guardian(s) and the student's physician must notify the Charter School in writing if a medication is to be discontinued. In order to alter the dosage of or change the medication, the parent(s)/guardian(s) must obtain a written order from the physician.
10. The parent(s)/guardian(s) is responsible for providing all medications for his/her child. The parent(s)/guardian(s) shall be responsible for any and all refills of medication and, upon written notice by a Principal and/or her designee, shall supply it within a reasonable period of time.
11. Medications must be brought to school in the original container, which is appropriately labeled. The medication label shall display:

Prairie Crossing Charter School

Policies and Procedures

- a. Student's name and prescription number
 - b. Name and dosage of medication
 - c. Date and number of refills
 - d. Licensed physician's name
 - e. Pharmacy name, address, and phone number
 - f. Name or initials of pharmacist
12. Administration of over-the-counter medications should follow the same procedures as medication prescribed by a physician (i.e. written request from both the physician and parent(s)/guardian(s) are required). School personnel are not responsible for the administration of medications that are not medically necessary as determined by a physician.
13. If the medication is to be refrigerated, it should be locked in a container before being refrigerated. The Principal will assist in developing procedures for:
- a. amount of medication to be brought to school
 - b. method of storage
 - c. delivery of the medication to students
 - d. method of recording administration of medication
14. The Principal and parent(s)/guardian(s) will develop a protocol to be followed for the student to self-administer medication. The protocol will include a method of recording that the student has taken the medication on a daily basis.
15. A Student may self administer medication on the following basis:
- a. the licensed physician submits the Charter School medication form citing the need for the medication, diagnosis and states that the student has been taught and knows how to self-administer the prescribed medication.
 - b. The Principal shall determine that the student's age and mental and physical ability is sufficient to allow self-administration of prescribed medication.
 - c. The parent(s)/guardian(s) must submit a letter stating that the student has permission to self-administer medication. If the student is age twelve or older, the letter must also be signed by the student.
 - d. An adult will monitor students who are approved by the Principal for self-administration of medication.

All requests and physician's orders will be kept in the student's health folder with a copy to the Principal.

Prairie Crossing Charter School

Policies and Procedures

PHYSICIAN REQUEST FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student Birth Date ID Number

Address Telephone Number Zip Code

The above named student has _____
Name of Disease or Syndrome

I am requesting that the above named student take the following medication during school hours:

Name of Medication Type of Medication (Tablet, Liquid)
Capsule or Inhaler)

Dosage Time and Amount to be given

Possible Side Effects

Date Medication(s) to be discontinued Other Medication(s) being given

Student is Capable of Carrying Inhaler on Person (Circle One) YES / NO

I certify that _____ has been instructed in the use and self administration of _____.
He/She understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/She is capable of using this medication independently.

The phone number at which I may be reached in the event of a reaction to the medication or an emergency is:

Phone Number: _____

Signature of Physician

Print Name of Physician

Address

Date

Prairie Crossing Charter School

Policies and Procedures

PHYSICIAN REQUEST FOR ADMINISTRATION OF MEDICATION TO A STUDENT

Name of Student Birth Date ID Number

Address Telephone Number Zip Code

The above named student has _____

Name of Disease or Syndrome

I am requesting that the above named student take the following medication during school hours:

Name of Medication Type of Medication (Tablet, Liquid)
Capsule or Inhaler)

Dosage Time and Amount to be given

Possible Side Effects

Date Medication(s) to be discontinued Other Medication(s) being given

The phone number at which I may be reached in the event of a reaction to the medication or an emergency is:

Phone Number: _____

Signature of Physician

Print Name of Physician

Address
10/98

Date

Prairie Crossing Charter School

Policies and Procedures

PARENT REQUEST FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student

Birth Date

ID Number

Address

Telephone Number

Zip Code

_____ has requested that my child

Name of Physician

self-administer medication during school hours. I _____

(Mother, Father, Legal Guardian)

Give permission for him/her to take medication during school hours. I will bring the medication to school.

My physician will also submit a written statement that my child is capable of self-administering the medication at school.

Signature of Parent/Guardian

Signature of Student (Over
twelve years old)

Address

City

Zip

Home Phone

Business Phone

Date
10/98

Prairie Crossing Charter School

Policies and Procedures

PARENT REQUEST FOR ADMINISTRATION OF MEDICATION TO A STUDENT

Name of Student Birth Date ID Number

Address Telephone Number Zip Code

I _____ of the above named student give my permission
(Mother, Father, Legal Guardian)
to an appropriate certified school administrator, certified designee or, if on site, qualified
medical personnel to administer medication as requested by my child's physician

Name of physician

Signature of Parent/Guardian

Signature of Student (Over twelve
years old)

Address

City Zip

Home Phone

Business Phone

Date
10/98

Prairie Crossing Charter School

Policies and Procedures

Infectious Disease Policies and Rules

Illinois Department of Public Health policies and regulations (listed below) that relate to the appropriate manner of managing children with chronic infectious diseases are followed. Students with chronic infectious diseases will be evaluated on an individual case by case basis.

The Charter School maintains copies of the following documents that are herein incorporated into this policy by reference:

- "The Control of Communicable Diseases, Rules and Regulations, July, 1994": Illinois Department of Public Health compiled by the Division of Infectious Diseases.
Title 77: Public Health
Chapter 1: Department of Public Health
Subchapter k: Communicable Disease Control and Immunizations
Part 690 Control of Communicable Diseases Code
- "Communicable Disease Guide, 1996", Illinois Department of Public Health
- "State Health Record Assessment", Illinois Department of Public Health, Immunization Guidelines, Revised 10/96"

Prairie Crossing Charter School

Policies and Procedures

Children whose parents or legal guardians object to health examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they object, if such parents or legal guardians present to the Charter School's Principal, or her designee, a signed statement of objection, detailing the grounds for the objection.

Exempting a child from health examination does not exempt said child from participation in programs of physical education training, which may include health education courses required in the Critical Health Problems and Comprehensive Health Educational Act (105 ILCS 110/1).

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Policy on Medication

Pursuant to the policy of the Prairie Crossing Charter School, the Principal or the school Nurse (who shall be a certified school nurse) shall administer all medication. In the event That neither the Principal nor the school nurse is on site when a student is scheduled to Receive medication, the following procedure shall be followed if written permission from The student's parent or guardian is on file permitting this procedure:

All medications are kept in a locked facility. A staff member shall unlock the medication And provide the prescribed amount to the student, who shall self-administer the medication. The staff member will observe the child taking the medication.

In the event written permission for this procedure is not on file, the staff will attempt to contact The parent/guardian by telephone to receive oral permission to follow this procedure, or to ask The parent to come to the school to administer the medication him or herself. In the event no Permission is received, the child shall be sent home as sick.

All instances of administration of medication by persons other than the principal or the school Nurse shall be documented in the student's file.

Passed fall 1999

**Prairie Crossing Charter School District #900
Concussion Policy**

Students

Student Athlete Concussions and Head Injuries

Any Student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

This District shall comply with the protocols, policies, and by-laws of the Illinois High School Association (IHSA) as they may be applied to an Elementary School Association (IESA) shall serve as guidance regarding the implementation of comparable IHSA rules at the elementary school level.

The District shall provide information on this policy as part of a written document that student athletes or their parents/guardians are required to sign before any student athlete participates in practice or interscholastic competition.

The District shall use education materials provided by IHSA to educate coaches, student-athletes, and parents/guardians of student athletes about the nature and risk of concussions and head injuries, including continuing to play after a concussion and head injury.

Adopted: 3/2012

Leg. Reference: 105 ILCS 5/10-20.53

Prairie Crossing Charter School
Board of Director's Policy

Policy #: 500.24

Students

English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Executive Director or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about:
 - (1) the reasons for their child's identification,
 - (2) their child's level of English proficiency,
 - (3) the method of instruction to be used,
 - (4) how the program will meet their child's needs,
 - (5) specific exit requirements of the program,
 - (6) how the program will meet their child's individualized education program, if applicable, and
 - (7) information on parent/guardian rights.

Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be:

- (1) given an opportunity to provide input to the program, and**
- (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.**

ADOPTED: February 25, 2014

Prairie Crossing Charter School
Board of Director's Policy

Policy #: 500.25

Students

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State Law.

For example, the term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and Includes:

Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

The Executive Director shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school pursuant to the same restrictions placed upon in-district children; a homeless child living in Woodland District 50 or Fremont District 79 may be placed in the lottery for entrance into the school and/or placed upon the school's waiting list per established procedures.

The Executive Director or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Executive Director or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF: McKinney-Vento Homeless Education Assistance Act,
Illinois Education for Homeless Children Act

ADOPTED: February 25, 2014