



# **Clara Peterson Elementary Student Handbook 2017-2018**

**Amanda Wetherell**  
Principal

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Office Hours: 7:45 a.m. to 3:45 p.m.

PBL Unit Office  
**Cliff McClure, Superintendent**  
Panther Way – Jr. High  
Paxton, IL 60957  
Phone: 379-3314

Illinois State Police  
School Safety Tip-Line:  
**1-800-477-0024**



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## WELCOME TO CLARA PETERSON ELEMENTARY SCHOOL

The faculty, staff, and administration of Clara Peterson Elementary School would like to welcome you to the 2017-2018 school year! We are dedicated to providing each child within our district an opportunity for continued educational growth and success.

This handbook is provided to acquaint students and their families with the rules, policies, procedures, and services of our district and school. Thank you in advance for taking the time to read and discuss the contents of the handbook with your child.

Our goal is to work together with you and your child to make this year rewarding, productive, and successful. We can ensure the best educational program for our children when home and school work together as a team!

Sincerely,

Amanda Wetherell, Principal

### CLARA PETERSON ELEMENTARY MISSION STATEMENT

Clara Peterson Elementary School is a partnership of students, teachers, parents, and community who work together to give children the opportunities to develop to their highest potential.

### PBL VISION AND MISSION STATEMENT

**“Excellence through Rigor, Relevance, & Relationships”**

#### Definition & Expectations

**Rigor:** PBL is dedicated to providing a rigorous curriculum, coherent across grade levels, where students learn, think, comprehend, and communicate analytically.

*Due to a rigorous curriculum:*

- I can achieve anything by giving maximum effort, using my academic skills to think critically, to solve problems, and to communicate with others.

**Relevance:** Relevance is reinforced at PBL by making curricular connections between learning objectives and real life experiences. Students will prepare for adult roles by learning and applying fundamental skills and competencies.

*My educational experiences are relevant to me because:*

- I can be a self-motivated, life-long learner.
- I can be accountable to myself and others.
- I can plan for the future by adapting easily to change and managing new technologies and information.

**Relationships:** Positive relationships are the foundation for all learning experiences at PBL. Students, staff, parents and community members will collaborate to create and foster a safe environment where respect for others and tolerance of individual differences are modeled and expected at all times.

*To build positive relationships:*

- I can be tolerant and accepting of individual differences.
- I can demonstrate responsibility through good decision-making.

- I can display good citizenship by representing myself, my school, my community, and my country with pride.
- I can achieve my goals through self-motivation and by encouraging and working with others.

**MISSION STATEMENT**

It is the mission of PBL Unit No. 10 School District to prepare each student to be a successful citizen as demonstrated through strong character, responsible actions, and a passion for life-long learning. PBL students will be empowered with the skills that allow them to read with comprehension, communicate clearly, utilize technology, think critically, work effectively with others, and use information to solve problems. PBL is committed to a systematic approach of support and intervention to assist each individual in reaching his or her full potential. We are dedicated to providing a safe environment while fostering a climate of high expectations for our students, staff, and the communities we serve.

**BOARD OF EDUCATION**

|                |               |
|----------------|---------------|
| President      | Dawn Bachtold |
| Vice President | Dave Dowling  |
| Secretary      | Shawn Young   |
| Member         | Allen Johnson |
| Member         | Steve Pacey   |
| Member         | Cris Thompson |
| Member         | Doug Wolken   |

The District #10 School Board meets the second Wednesday after the first Monday of each month. Special meetings for study purposes or action are called if needed. Regular meetings begin at 7:00 P.M. in the Unit Office Board Room. All citizens of the community are cordially invited to attend. Our local news media (Paxton Record, Champaign Urbana News-Gazette, and WPXN Radio) provides good coverage of each meeting.

**DISCLAIMER**

The contents of this handbook are subject to change without notice. These changes may be due, but not limited to, changes in school board policy or state and federal statutes.

**SKYWARD FAMILY AND STUDENT ACCESS**

Family Access provides parents access to our education administration system for secure access to messages, lunch information, student schedules, progress reports, grades, and attendance. A secure web-based application, this “real time” information can aid parents in helping children enjoy greater success in school. We hope you find these services helpful and easy to use.

Your data connection is secured by a unique username and password to ensure security and privacy. Please contact your child’s school to receive your username and password. In case your username and/or password is lost or forgotten, go to the PBL website ([www.pblunit10.com](http://www.pblunit10.com)), scroll to the bottom of the page, click on Family Access, then click on the link, “Forget your login or password?” Insert your email and within minutes the username and password will be sent.



## **PBL WEB PAGE**

The PBL web page is located on the Internet at [www.pblunit10.com](http://www.pblunit10.com). At that site you can view Clara Peterson's monthly lunch menu, activity calendar and other events.

## **SCHOOL MESSENGER**

School Messenger is a parent/guardian communication service that your child's school will utilize during the year that will provide information in a timely manner regarding school, early dismissals, special announcements, and information pertaining to the District's crisis management plan. Information will be handed out each year to sign up for this valuable school-to-home communication tool.

## **CLARA PETERSON ELEMENTARY FACULTY AND STAFF**

|                      |   |
|----------------------|---|
| Superintendent:      | Cliff McClure   |
| Principal:           | Amanda Wetherell  |
| Secretary:           | Olivia Kingren  |
| Kindergarten:        | Ashley Mueller<br>Aubrey Ritter<br>Laura Peden<br>Anna Talbert<br>Laine Guth  |
| First Grade:         | Jacqueline McElhoe<br>Kara Kinzinger<br>Kelly Neukomm<br>Torrie Jones   |
| Second Grade:        | Lindsey Gerdes<br>Jamie Grider<br>Amy Johnson<br>Jill Steiner   |
| Preschool:           | Sharon Higgins  |
| Librarian:           | Susan Skonberg  |
| Physical Education:  | Quinton Hatfill   |
| Music:               | Ruth Davis  |
| Reading Specialist:  | Kourtney Bradd<br>Brandi Rogers   |
| Math Specialist:     | Wendy Niebuhr   |
| Special Education:   | Cara Fitton<br>Jeanette Funkhouser<br>Shelby Brooks<br>Katie Provin   |
| Custodians:          | Tim Vest<br>Wendy Watkins   |
| Cooks:               | Margaret Sparks<br>Betsy Bloodworth   |
| Lunch Clerk:         | Kim Garney  |
| Instructional Aides: | Mary Henrichs<br>Linda Schoonveld<br>Alyssa Vance<br>Chelsea Steffy-Cannan<br>Natasha Jeakins<br>Ashlynn Brandenburg  |
| Special Services:    | Susan Baine – Occupational Therapy<br>Sarah Uden – Occupational Therapy<br>Heather Walder – Physical Therapy<br>Theresa Carley – Hearing Specialist<br>Deb Cook – School Psychologist<br>Chelsea Neely – Social Worker<br>Will Clayton – Speech Pathologist |

PAXTON-BUCKLEY-LODA COMMUNITY UNIT SCHOOL DISTRICT NO. 10

**2017/2018 SCHOOL CALENDAR**

*FINAL - Board Approved 02/15/2017*

| DATE                      | EVENT   |
|---------------------------|---|
| August 8                  | Registration for K-12 - 12:00 p.m. - 7:00 p.m.  |
| August 14                 | Faculty Orientation - 11:00 a.m. - 1:00 p.m.  |
| August 14 & 15            | New Teacher and Staff Orientation   |
| August 16                 | Click-Off - (Teacher Institute - All Staff Attend)  |
| August 17                 | First Day of School - Early Dismissal (Elem - 2:20 p.m. HS - 2:25 p.m. JH - 2:30 p.m.)  |
| August 22 & Every Tuesday | <b>PLEASE NOTE: Every Tuesday for the 2016/2017 School Year will be an early dismissal. (Elem - 2:20 p.m. HS - 2:25 p.m. JH - 2:30 p.m.)</b>  |
| September 4               | Labor Day - No School   |
| September 23              | Homecoming  |
| October 9                 | Columbus Day - No School  |
| October 20                | End of 1st Quarter (45 days)  |
| October 25-26             | Parent / Teacher Conferences - 3:30 p.m. - 7:00 p.m.  |
| October 27                | Fall Break - No Attendance  |
| October 30                | Teacher Institute - No Student Attendance   |
| October 31                | School Resumes  |
| November 10               | in Session District wide Veterans Ceremony  |
| November 21               | Early Dismissal (Elem - 2:20 p.m. HS - 2:25 p.m. JH - 2:30 p.m.)  |
| November 22-24            | Thanksgiving Break - No School  |
| December 19-20            | High School Semester Finals   |
| December 20               | End of 2nd Quarter - 1st Semester (2nd Qtr - 38 Days) (1st Semester - 69 Days)<br>Early Dismissal (Elem - 2:20 p.m. HS - 2:25 p.m. JH - 2:30 p.m.)                                  |
| December 21-January 2     | Winter Break - No School  |
| January 3                 | School Resumes  |
| January 15                | Martin Luther King's Birthday - No School   |
| February 16               | Teacher Institute - No Student Attendance   |
| February 19               | President's Day - No School   |
|                           | PARCC Assessment Window - Assessment dates will be decided by administration  |
| March 9                   | End of 3rd Quarter (45 Days)  |
| March 20 & 30             | No School   |
| April 7                   | No School   |
| April 8                   | School Resumes  |
| May 17 & 18               | High School Second Semester Finals  |
| May 18                    | Last Day of Student Attendance - Early Dismissal (Elem - 2:20 p.m. HS - 2:25 p.m. JH - 2:30 p.m.)<br>End of 4th Quarter - 2nd Semester (2nd Qtr - 47 Days) (2nd Semester - 61 Days) |
| May 21                    | Teacher Institute - No Student Attendance   |
| May 22-25                 | Emergency Days  |
| May 25                    | High School Graduation  |
| May 29                    | Emergency Day   |

## **DAILY SCHOOL SCHEDULE**

7:45 Front doors are open for breakfast or reporting to the gym  
8:00 Students will be dismissed down to their rooms  
8:10 First warning bell  
8:18 Pledge of Allegiance and morning announcements  
8:20 Tardy bell

|              |               |              |               |
|--------------|---------------|--------------|---------------|
| AM Preschool | 8:05 to 11:00 | PM Preschool | 12:00 to 2:55 |
| Kindergarten | 8:05 to 10:50 |              | 11:40 to 2:55 |
| First Grade  | 8:05 to 11:25 |              | 12:15 to 3:02 |
| Second Grade | 8:05 to 12:00 |              | 12:50 to 3:02 |

## **OPEN HOUSE**

An Open House will be held during the first week of student attendance. On this night, parents are invited to meet their child's teacher and visit their child's classroom. At the open house, parents will be informed of classroom expectations, homework procedures, and daily routines of their student at school each day.

## **PARENT/TEACHER CONFERENCES**

The school schedules Parent/Teacher conferences in October, though parents should feel free to call or meet with their child's teacher whenever there is a need. Other conferences with teachers must be scheduled before or after school. Teachers may be reached through the school office at 379-2531.

## **VISITORS AT SCHOOL**

The PBL School District invites parents/guardians to be involved in the educational process and welcomes visitors to all schools. It is strongly encouraged to make arrangements with the principal and /or your child's teacher ahead of time when visiting your child's school. New video and audio surveillance equipment has been installed to the main entrances at all buildings. When visiting school, please utilize the call box located near the main entrance of each school building. Building staff will respond and politely ask you to state your business, then allow you access to the building, and direct you to immediately report to the school's office. When you arrive at the office, you will be instructed to sign in and obtain a visitor's pass to wear during your visit. At the completion of your visit, please return to the office and return your pass.

Please do not approach students while outside for recess or PE. Students will not be allowed to talk to anyone who pulls up in a vehicle or enters the playground on foot. Our recess supervisors have been instructed to direct all visitors to the office.

Our hallways are also closed to visitors unless they have properly checked in. Parents picking students up at dismissal time do not need to check in but should not arrive before 2:50 and are asked to please remain in the main foyer area and refrain from entering the main hallways. This helps us maintain both a quiet and safe environment for our students.

## **CLASSROOM DELIVERIES**

To minimize classroom interruptions, deliveries to students should be brought to the office. Office personnel will see to it that the delivery of books, lunches, P.E. shoes, treats, etc. are taken to the classrooms at an appropriate time. Please be sure items to be delivered are labeled with child's name. Deliveries of flowers and gifts will be taken to the classroom at the end of the school day.

## **CELL PHONES/ELECTRONIC DEVICES**

Parents are urged to limit calls to their child. In most cases messages can be relayed by the secretary or the principal at the appropriate time. Students may bring their cell phone or electronic device with them to school but the devices must be turned off and out of sight during instructional time. Students may use their

cell phones or electronic devices during times specified by teachers or administrator, such as a reward. Electronic devices and cell phones may be used during lunch recess if recess is held inside, and during instructional time when permission is given to do so by a teacher or administrator. If a student is found in violation of this policy, the cell phone or electronic device will be confiscated and brought to the office. The student can pick-up the device at the end of the school day. For multiple offenses, guardians will be contacted and will have to pick-up the device at the school for the student. Additional consequences may be issued to the student by administration.

## **TREATS AT SCHOOL**

We, as a school district, understand a student wanting to share their birthday celebration or special occasion with their classmates. However, it is our goal to ensure all children feel safe and included in the classroom including those with special health needs. To ensure the needs of all of our students are met, our District has adopted a procedure that will help us regulate what types of snacks are being brought in for classroom celebrations. A comprehensive list has been compiled through the use of different resources for your selection of choices. The list is available on the website or by request through your child's school office. At this time, these will be the only approved food items that may be brought into the classroom. This list will be subject to change as the product ingredients by the manufacturer may change at their discretion or additional foods may become Peanut Safe Foods. Teachers and parents are encouraged to be creative in their celebrations using methods other than food items for the occasion. Again, a list of alternative rewards also will be available on the website or by request from your child's school. Your understanding and support in this procedure change is appreciated.

## **FIELD TRIP CHAPERONES**

Chaperones shall provide assistance to full time staff in the monitoring and supervision of students on a field trip. Chaperones will report student misbehavior immediately to a full time staff and staff will intervene and provide correction and if necessary consequences for student misbehavior.

## **PARTY INVITATIONS**

Invitations to parties or activities outside of school are not to be distributed at school unless they are distributed to ALL students in the classroom.

## **PETS AT SCHOOL**

Due to various liability and health concerns, we ask that no pets be brought to school.

## **VOLUNTEERING**

We encourage parents and community members to become involved. If you are interested in volunteering at Clara Peterson Elementary School, please contact the school office. All parents and community members who volunteer or visit regularly will be given a background check through the district office to ensure the safety of our students.

## **SOCIAL MEDIA**

There will be many times during the school year that your student may be photographed for classroom

activities, school pictures, and school wide events. In order to ensure the safety and privacy of all of our students, please do not post photographs taken at school of students on social media such as Facebook.

## **STAYING INDOORS DURING RECESS AND PE**

Students must have a note to stay inside during recess and PE. A student may stay inside for one day with a parent note. A physician's note is required for a student to stay inside during recess for any longer than one day. Our students do go out to recess for part or all of the recess period if at all possible.

## **EXEMPTION FROM PE**

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from licensed physician stating the medical reason for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy stating the religious reason for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in their Individualized Education Program.

## **GRADE CHANGE POLICY**

### **Definitions:**

"Final grade" is the grade assigned by a teacher for a given quarter, semester, or year in a given class.

"Parent" shall include any natural or adoptive parent or the legal guardian of the student in question.

Elements of grading: A student's grade should reflect the quality of the student's performance in the tasks assigned by the teacher in the class, the breadth and depth of knowledge acquired by the student in the subject matter, the amount and quality of participation by the student in classroom activities and discussion, the attendance of the student and the effort put forth by the student.

Reasons for changing a final grade: a student's final grade shall be raised only:

1. Where the teacher's grade clearly reflects an unreasonable emphasis on format over content (as where the student receives a failing grade in a course because a single assignment was single-spaced, rather than double-spaced); or
2. Where the teacher's grade clearly reflects bias against the student (as when the student, having done work comparable to other students, receives a substantially lower grade); or --other unusual
3. Circumstances which, based on the elements of grading, make the student's final grade unfair or unreasonable (as where a student who exhibits a broad mastery of the subject matter receives a low final grade due to absence because of illness).
4. \*A student's final grade shall be lowered only where the teacher's grade clearly reflects inappropriate preferential treatment given to the student in question.

Procedure: All requests for the raising of a final grade shall be made to the principal in writing by a parent of the student who received the final grade and shall identify the student, class, teacher and grading period, together with an explanation of the circumstances and the reason for the request. The school must receive said request on or before the 15th calendar day after the school sends the final grade to the parent.

If, in the estimation of the principal, the parent's request has merit, the principal may change the grade in question. Prior to the decision as to the merit of the parent's request, the principal will consult with the teacher who gave the final grade in question, advising the teacher of the stated reason for the request and the nature of the requested change. The principal may consider the teacher's justification of the grade and parent's stated reason for the requested grade change. The principal will respond to the parent's request

either orally or in writing, giving notice of his/her decision to both the requesting parent and the teacher, as soon as is practical.

If the principal finds that a grade assigned by a teacher clearly reflects inappropriate preferential treatment of the student in question, the principal on his/her own initiative may evaluate the grade records of the students in the class in question and determine the grade, which correctly reflects the elements of grading. The principal will notify the parents of the student in question that the lowering of a grade is contemplated. The principal will give the parents and the student an opportunity to respond to the contemplated action on or before the 15th calendar day after the parents receive the notification. If the principal makes a grade change pursuant to this procedure, the principal shall initial the grade change where it appears in the permanent record of the student.

## **REVIEW**

If the parent who has requested the grade change is dissatisfied with the action taken by the principal, the parent may request that the superintendent review the facts and circumstances surrounding the assignment of the grade and the action taken by the principal. The parent's written request for superintendent review must be received by the superintendent on or before the 7th calendar day following the parents receipt of the notice of the principal's decision. The superintendent may consult with the teacher, the principal, the student and the requesting parent. Based upon the superintendent's review, he/she may raise or lower the student's grade. If the superintendent changes the student's grade, the superintendent will give notice to both the teacher and the parent who requested the grade change, and shall initial the grade change where it appears in the permanent record of the student.

If the parent who has requested the superintendent review is dissatisfied with the action taken by the superintendent, the parent may request that the Board of Education review the facts and circumstances surrounding the assignment of the grade and the action taken by the principal and superintendent. The parent's written request for Board of Education review must be received by the Board President on or before the 7th calendar day following the parent's receipt of the notice of the superintendent's decision. The Board of Education may consult with the teacher, the principal, the superintendent, the student and the requesting parent. Based upon the Board's review, the Board may direct the superintendent to raise or lower the student's grade. If the superintendent changes the student's grade, the superintendent will give notice to both the teacher and the parent who requested the grade change, and shall initial the grade change where it appears in the permanent record of the student.

## **GRADING SCALE**

- 4- Demonstrates mastery of grade level standards with ease and consistency
- 3- Consistently grasps grade level standards with limited errors
- 2- Inconsistently grasps and applies grade level standards with errors
- 1 - Performance does not meet grade level standards

## **MAJOR GRADES**

Assessments of complex assignments typically requiring more than one day to complete are called major grades. Advance notice must be given to students of any activity or test that constitutes a major grade. Some examples of major grades may include:

- Chapter or unit tests
- Projects
- Research papers
- Skill assessments, i.e. essays, performances, oral presentations, portfolios

## **DAILY GRADES**

Assessments of assignments completed in class, typically requiring only one day to complete, are called daily grades. Daily grades must be taken from a variety of different assessments of the curriculum. Some examples of daily grades may include:

- Guided or independent practice
- Quizzes
- Activities
- Participation
- Teacher observations, i.e. small group participation, labs, oral presentations, portfolios

## **HOMEWORK**

Homework should be based on previously taught materials. Homework should be used neither for punitive purposes, nor as a substitute for classroom instruction. It is understood that homework (completion of) is the responsibility of the student. Adequate time should be provided for the assignment to be completed, and appropriate resources need to be accessible to the student. When making assignments, the teacher needs to keep a perspective on the student's cumulative homework requirements.

## **REPORT CARDS**

Report cards will be issued at nine-week intervals. Parents may keep each card but should sign and return to the teacher the envelope to confirm receipt of the card. Grades can also be accessed at any time through the Skyward Family Access portal on the PBL Webpage. The teacher will send notes and ask for conferences with parents between reporting periods when he or she feels it is necessary. To communicate academic progress, interim reports are sent to parents of all students during the fifth week of school. For the remainder of the year, if the child is failing or having other difficulties, the parents will receive a progress report midway through the quarter.

## **REMEDICATION**

The PBL School District adheres to the promotion policy set forth in Section 10-20.9 of the Illinois School Code, which has been amended through H.B 452 that requires districts to have in place a no social promotion policy. This policy states that each student must meet or exceed the standards in three of the four criteria listed below. Kindergarten students must meet two of the four below.

- Attendance – The State of Illinois defines a student as a chronic truant if he/she is absent without valid cause from school attendance for 10% or more of the previous 180 regular attendance days.
- A passing average in core subjects (math, language arts, social science, and science)
- A composite score in or above the 35<sup>th</sup> percentile on the local standardized test
- Teacher information – information provided by teacher other than that specified above

With a successful remediation plan, a student may be promoted to the next grade level. The parent, teacher and principal must agree on a remediation plan other than retention. After the completion of the remediation plan, school staff will determine if sufficient progress has been made to warrant promotion to the next grade level.

- Retention
- School bridge program (i.e. summer school)

- Tutoring

## **ARRIVAL AND DEPARTURE PROCEDURES**

**Arrival:** Entrance doors will remain locked until 7:45 a.m. except during inclement weather when children are permitted to enter the building.

### **Pick up and drop off procedures:**

- Parents having only PREP children are required to park on Franklin Street for drop off and pick-up. The PREP children will be dismissed from the northeast entrance. Parents can wait by the bike rack.
- Parents having children in the Early Childhood Program are required to park on Franklin Street for drop off and pick-up. Early childhood students will be dismissed from the main entrance.
- Parents having only kindergarten students are required to park on Park Street as their students will be dismissed from the west exit adjacent to Park Street.
- Parents having only 1<sup>st</sup> or 2<sup>nd</sup> grade students are required to park on Franklin Street after school pick-up. 1<sup>st</sup> and 2<sup>nd</sup> graders will be dismissed from the northeast entrance.
- Parents having students in multiple grades will use the back parking lot (adjacent the cafeteria and blacktop surface) as their children will be able to meet one another in the cafeteria and then proceed to their ride.
- Busses will load and discharge students along the walk in front of the building. All students riding the busses will use the main entrance to enter the building.
- In order to keep hallway traffic to a minimum, it is strongly suggested that parents please drop off and meet their children outside the building at a designated spot or inside the building in the exit entrance areas only. Please refrain from entering the hallways except under special circumstances.

**Locked Doors:** For reasons of safety, all entrances to school will be locked during the day. The main entrance will be unlocked for arrival from 7:45 to 8:20. Of course all doors are capable of opening from the inside so that students may exit from any door at any time.

**Bus Transportation:** There are school buses to provide transportation for all children living 1 1/2 miles or more from the nearest collection point (PBL High School/PBL Junior High or Eastlawn School). Children living less than 1 1/2 miles from the nearest collection point may catch a bus at the high school/junior high at approximately 7:55 a.m. for transportation to Clara Peterson. Buses will depart from Clara Peterson at approximately 3:05 p.m. Buses will proceed to the Junior High/High School (with one bus making a drop off at Eastlawn before it continues on to the Junior High/High School) and arrive at approximately 3:15 p.m.

**Bicycles:** Bikes must be placed in the rack on Franklin Street.

**Pedestrians:** Students are urged not to walk in the middle of the street or driveways. They are to use sidewalks when possible, not cutting across the lawns of nearby residents. Children should not cut across the front school lawn in coming to school or leaving the grounds in the evening. They are expected to use the walks provided.

**Parking:** Except for emergencies, no parking is permitted in the circle drive in front of the school. This is for buses only. Parking is permitted on Franklin Street and Park Street. In addition, there is a marked parking area available on the back blacktop. For the safety of our children, parking or turning around in the restricted area on the south blacktop (marked with diagonal yellow lines) is strictly prohibited.

## **ATTENDANCE AND ABSENCE PROCEDURES**



Prompt and regular attendance by all students is required. State law regarding compulsory attendance places responsibility for attendance on the parent/guardian. When it is necessary for a student to be absent from school, the office should be notified any time before 8:45 a.m. If you call before our office opens at 7:45 a.m., leave a message on our answering machine. When calling in an absence, please give the child's name, grade, and teacher, who is calling, and reason for the absence.

The only excused absences are those resulting from illness, medical/dental appointments, court appearances, death in the immediate family, observance of religious holidays, or prearranged vacations (not to exceed 10 days per year). Absence for any other reason will be considered unexcused. A chronic truant as defined by Illinois State school code is a student who has been absent without valid cause from school attendance for 10% or more of the previous 180 regular attendance days. Students will be allowed to make up schoolwork following an excused or unexcused absence. One day will be allowed to make up work for each day the student is absent. Students not seated and prepared to begin the school day at 8:20 a.m. will be considered tardy.

Kindergarten and first grade students who arrive after 10:05 a.m. will be counted 1/2 day absent. Second grade students who arrive after 9:05 a.m. will be counted 1/2 day absent.

Kindergarten and first grade students leaving before 12:55 p.m. will be counted 1/2 day absent. Second grade students leaving before 1:55 p.m. will be counted 1/2 day absent.

Kindergarten and first grade students must be in attendance for 4 clock hours of student instruction (not

counting lunch and recess) to be considered present (2 hours for 1/2 day). Second grade students must be in attendance for 5 clock hours of student instruction (not counting lunch and recess) to be considered present (2 1/2 hours for 1/2 day).

Parent cooperation is requested regarding students coming to school late. If a student is tardy an excessive number of times, the principal will contact the parent for a conference. If continued tardiness occurs, the parents may be referred to the Truancy Assistance Program.

Children who do not ride the bus should not arrive at school before 7:45 a.m. and must leave immediately after being dismissed in the afternoon.

## **LEAVING THE SCHOOL GROUNDS**

The school is responsible for your child during school hours. No child is ever permitted to leave the school grounds without permission from the office. If it is necessary for a student to leave early, a note must be brought to the classroom teacher or office before school. An authorized adult must pick up the student from the office. No one will be permitted to pick up a student without authorization from the parent or guardian. Please check your student out from the office. **Office personnel will get your student from the classroom.**

## **LIBRARY**

The library enriches the educational program by providing books to students and teachers. Books are loaned to all students for a period of one week. Books are the responsibility of the student and must be returned promptly and in good condition. Students with overdue books or who have damaged books and not paid for them may be restricted from borrowing more books.

## **SPECIAL EDUCATION**

### **Provision of a Free Appropriate Public Education**

Paxton-Buckley-Loda (PBL) CUSD #10 provides and maintains appropriate and effective educational programs in order to afford every eligible child with a disability who is between the ages of 3 and 21

(inclusive), is enrolled in PBL, and requires special education and related services to address the adverse effect of the disability on his/her education, a free appropriate public education (FAPE). As part of this effort, PBL shall make available to all eligible children who are residents of PBL a comprehensive program of special education. If any parent/guardian in the district would like a copy of § 226.50 of the ISBE regulations, please contact the Ford County Special Education Cooperative at 217-784-5470. Additional information is available on the PBL web site by selecting “Special Education” under the “District” menu on the left. The district’s web site is: <http://www.pblunit10.com/>

## **RESPONSE TO INTERVENTION**

In order to provide the most effective education for *ALL* students at PBL, it has become standard operating procedure throughout our district, in accordance with the Illinois State Board of Education, to utilize a three-tiered instructional approach with varying levels of support for students. This three-tiered approach allows students to receive timely instruction in literacy and math instruction, as well as social development.

In Tier 1, which all students receive, the classroom teacher will use the core curriculum and, if needed, may use different strategies or may use additional materials so that all students are successful. Should a student require additional assistance he/she would receive Tier 2 interventions in addition to the core curriculum. In Tier 2, we use progress monitoring data and classroom teacher input to determine each student’s progress and determine an intervention plan that provides supplemental instruction to for each student in their individual area of need. Many children respond to the extra intervention in Tier 2 and are successful in meeting the learning standards.

In the event that your child needs additional help to meet the standards, we utilize a Tier 3 intervention which provides a more intensive program for a longer period of time each day. This intervention may be one-on-one or in a small group setting.

The core features of PBL’s RtI program include:

- High quality, research-based instruction and behavioral support in general education.
- Universal (school-wide) screening of academics and behavior in order to determine which students need closer monitoring or additional interventions.
- Multiple tiers of increasingly intense scientific, research-based interventions that are matched to student need.
- Use of a collaborative approach by classroom teachers, support staff, and specialists for the development, implementation, and monitoring of the intervention process.
- Continuous monitoring of student progress during the interventions, using objective information to determine if students are meeting goals.
- Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency.
- Parent involvement throughout the process.

## **PROGRAM OFFERINGS**

Clara Peterson Elementary may offer these programs: Title I Reading & Math, Hearing-Impaired, Speech & Language, and Special Needs.

## **ENGLISH LANGUAGE LEARNERS (ELL)**

## **"Instruction of English Language Learners"**

All Paxton-Buckley-Loda School District students are required to complete a Home Language Survey upon registration. Students who indicate on this survey that they speak a language other than English at home, or who have members of their households who speak a language other than English, are tested for English language proficiency. Based on this testing, students shown to be in need of instructional supports in the acquisition of English proficiency are then offered appropriate assistance.

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the Clara Peterson office at 379-2531.

## **PBIS**

Clara Peterson uses Positive Behavior Interventions and Supports (PBIS) as a proactive systems approach to establishing the behavioral supports and social culture that are necessary for all students in a school to achieve social, emotional, and academic success.

PBIS is a Response to Intervention three-tiered system of support model. At Clara Peterson, we use data to establish clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides an environment that supports the use of effective academic and social/emotional instruction.

## **SECOND STEP**

Clara Peterson School also participates in the Second Step Program as part of our PBIS program. Second Step is a social emotional education curriculum designed to teach students self-regulation, problem solving skills, and ways to manage emotions. Bullying prevention is also taught through the building of these skills. Second Step lessons are provided twice a month at Clara Peterson throughout the academic year.

## **CICO**

Some students may also receive Check-in Check-Out (CICO) services as a positive behavior support at school. CICO is a Tier 2 Intervention that revolves around the use of a Daily Progress Report. Students check-in with school personnel in the morning, receive feedback throughout the day, and check out with school personnel in the afternoon. Parents will be notified if their student will receive the CICO intervention.

## **GIFTED/TALENTED**

In order to be screened to receive gifted services, students will be evaluated on a number of factors including MAP test scores, classroom performance, and teacher/parent recommendation. Students will go through this process at the end of second grade at Clara Peterson.

Students who pass the initial screening and who have parental permission will be given an ability test to assess their reasoning, quantitative, and nonverbal reasoning skills. Those who qualify based on those test results will receive gifted services at PBL Eastlawn.

## **REPORTING TO THE PARENTS**

Test papers will be sent home periodically for parents to view and sign. This is to keep parents informed of the student's weekly work. It is the responsibility of the student to see that his/her parents have viewed school papers and to returned them to school the following day when requested.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **HOMELESSNESS**

Getting your child into school:

If You:

- Live in a shelter or motel
- Share housing with relatives because you lost your housing
- Live in a campground, car, old building or other temporary shelter
- Don't have a permanent address

You have the right to:

- Enroll your child in school immediately even without school or medical records
- Get help from the district liaison with immunizations and or medical records
- Choose your child's old school or school closest to where you are living now
  
- Get transportation to school for your child
- Dispute enrollment or transportation decisions
- Participate in your child's education

For help call PBL District #10 Homeless Education Liaison, Stacy Johnson, at (217)379-9202.

## **SCHOOL-WIDE RULES – “THE 3 R’S”**

As an elementary school student, you have a lot of privileges. With privileges come certain responsibilities. One of these responsibilities is to follow basic rules, which protect the rights of others. To keep things simple, the “3 R’s” system will be used at Clara Peterson School. Here is what it means:

- **R**espect yourself
- **R**espect others
- **R**espect property

## **STUDENT RESPONSIBILITY**

### **Bus Rules**

- Be courteous and cooperate with the driver.

- Use acceptable language.
- Keep the bus clean. No eating or drinking on the bus.
- Students are to remain well out of the roadway, street, or loading area while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles should be kept clear at all times
- Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous.
- Nothing should be thrown either in or from the bus.
- Smoking or use of other tobacco on the school bus is strictly forbidden.
- Crowding, pushing, shoving, etc. are not only unnecessary, but dangerous as well.
- Any child who rides a bus must have a note from their parents if he/she is going home by any other means, or if riding another bus to visit a friend. A child must also have a note from a parent if he/she plans to go home with another child or is staying in town after school.

**Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Students will be assigned a bus during the first week of school.**

The bus driver shall report misbehavior to the principal who shall follow this procedure:

1. Upon first report, a note shall be sent to parents informing them of the misbehavior reported. The student will be given opportunity to present his/her side of the incident. The principal shall judge whether a letter is sent. The letter shall state the misbehavior and inform parents of this procedure.

2. Upon second report, a conference between the parent, principal and bus driver, if possible, shall take place at the school. Parents will subsequently receive written notice of the misbehavior and conference and be advised that upon further offense, the student shall be suspended or excluded from riding the bus.

3. Upon third report, the child shall receive a written suspension from riding the bus. Records of these suspensions will be kept on file.

### **Lunchroom Rules**

- Good manners must be used at all times.
- Stay seated until you have finished eating.
- Students should use a six inch voice while talking in the cafeteria.
- Leave the tables and floor as neat as possible.
- **No soda pop** may be brought into the cafeteria.

### **Playground Rules**

- Play in assigned areas only.
- Use playground equipment properly.
- Take turns on all playground equipment.
- Fighting or tackle games are not allowed.
- Due to aggressive behavior, tag may be prohibited during recess time.
- Line up quietly at the end of recess.
- If a ball goes in the street, notify the teacher.
- Students may bring footballs or basketballs if clearly marked with the student's name.
- Throwing of rocks, wood chips or snowballs is not allowed at any time.
- One long whistle means line up by the numbers and get quiet to hear the class name called.
- Three long whistles mean sit down immediately and listen for directions.

## **RECESS**

A 25 minute recess is provided to all kindergarten, first and second grade students before lunch every day. Kindergarten students have an additional 20 minute recess in the afternoon. Students are expected to take advantage of the recess and play period and are required to go outside for play, except on days when the wind chill is below 20 degrees, it is raining, or it is icy and being outside would be unsafe. Parents should make sure their children have proper attire for playing outside in cold weather, including coats, gloves, hats, tennis shoes and boots, when necessary.

## **INTERNET**

The purposes of providing Internet access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end, PBL CUSD #10 reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods of learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or proscribed behavior. The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges, and may result in disciplinary action. Student misuse of computer, networks, or the Internet may result in legal liability of the student and/or his or her parents.

A complete copy of the **Authorization for Internet Access** is posted on the districts web page at <http://www.pblunit10.com/aup.ytml> and reviewed by teachers, with their students, at the beginning of the year. A copy will be provided to parents/guardians by calling the principal's office.

## **STUDENT FUND-RAISING ACTIVITIES**

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities, programs, district policies or nutritional guidelines.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.

7. Any fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are “solely the expression of the individual donors and not an endorsement of any message’s content by the District.”

LEGAL REF.: 105 ILCS 5/10-20.19(3).

CROSS REF.: 4:90 (Activity Funds), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: January 12, 2011

### **GRADE PLACEMENT OF TRANSFER STUDENTS**

Any student transferring into the PBL District #10 from a private school, a home school, another school district or any other educational setting shall be placed in the PBL District #10 in a course schedule or grade level determined to be appropriate by School District officials. In making placement determinations, the School District shall consider the chronological age of the child, the social and physical maturity of the child, transcripts, grade cards or other educational assessment documents, ability or achievement test scores, recommendations of teachers, parents, physicians and/or other specialists and such other factors as School District officials shall deem appropriate.

When school officials deem it appropriate, an appropriate test shall be administered to the child to assist the School District in making a placement decision. School officials may make temporary placement decisions pending their acquisition of complete information about the child. As soon as possible after complete information is obtained about the child, a placement shall be made.

### **TRANSFER STUDENTS TO CLARA PETERSON**

When a child enters Clara Peterson from another school district, the parents should present the child's current report card, health records and an original birth certificate. The office will send for the child's cumulative folder and other educational records filed with the former school.

### **TRANSFERRING TO ANOTHER SCHOOL**

When a child leaves Clara Peterson, a copy of the students records will be forwarded to the new school upon the receipt of a signed request for records. Students must pay all charges and fines and return all school property before checking out of school.

### **STUDENT CONDUCT AND DISCIPLINE**

#### **Student Removal From Classroom**

A teacher may remove a student from the classroom when a student's behavior becomes disruptive to the normal achievement of learning objectives by other students in the class. This practice will be used only in

cases of repeated poor behavior and only after other corrective measures have been taken. Each case will be considered for its own merit and the need for further disciplinary action.

### **Suspension**

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified of the action taken, and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity. A student will not be readmitted to school until parents and administration agrees upon a satisfactory solution to his/her conduct.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a) Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b) Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the
  - f) Student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- g) "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.



- h) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- i) Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Corporal Punishment**

Corporal Punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students,

staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

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

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **SCHOOL CODE-CHAPTER 122, PAR. 10-22.6:**

The Board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis. A student who has been determined to have brought a weapon to school, any school-sponsored activity or event, or activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case-by-case basis. The term "weapon" means possession, use, control or transfer of any object, which may be used to cause bodily harm including but not limited to guns, knives, clubs, or "look-a-like". Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **VANDALISM**

Students marking or damaging school equipment or property in any way will be required to clean the article or to pay for the damage done. The law specifically provides that parents and students are responsible for

materials loaned to the students.

**\*\*A complete copy of the PBL CUSD #10 School Board Policy 7:190, which pertains to student discipline may be obtained by contacting the Superintendent of School's office in writing at 700 West Orleans, Paxton, IL 60957**

### **INTERVIEWS BY POLICE AT SCHOOL FOR LAW ENFORCEMENT PURPOSES**

1. The building principal or designee will check the police officer's credentials and any legal papers, such as, warrants for arrest, search warrants, or subpoenas to be served.
2. The building principal or designee will make a written record of the police officer's request and any accompanying paperwork. The building principal or designee will copy the police officer's identification or note the badge number.
3. Interviews of minor students without permission of the parents/guardians are not permitted unless a legal process is presented or in extenuating circumstances. Prior to the interview, the building principal or designee will attempt to contact the student's parent/guardians, and inform them that their child is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the district not notify parents until the child's safety is ensured. Examples of extenuating circumstances include, but are not limited to the following instances:
  - a) There is a risk that delay in proceeding with the interview may pose imminent danger to the health or safety of students, school employees. Or other person in the community.
  - b) The student's parents/guardians are suspected of serious criminal activity or of co-involvement with the student in criminal activity.
  - c) Law enforcement authorities need to act promptly to prevent destruction of evidence of a serious crime, or flight from jurisdiction by a person suspected of serious criminal activity.
4. The building principal or designee will document attempts to contact the student's parents/guardians. If the parent/guardian conditions consent on being present then, absent exigent circumstances, the interview should be delayed until the parent/guardian arrives.
5. Interviews will be conducted in a private setting. If a parent/guardian is absent, and the building principal or designee determines that is appropriate for the police officer to interview the student at school, the building principal or designee will be present at the interview.
6. If the student refuses to speak to law enforcement authorities, the interview may not proceed on school grounds.
7. No minor student shall be removed from the school by the police officer without the consent of a parent/guardian, except upon service of a valid warrant of arrest, in cases of warrantless temporary protective custody or when probable cause for arrest exists. If an officer states probable cause exists, the officer will provide the reasons for this and the principal or designee shall document. When a police officer has no warrant and asserts that probable cause exist, the building principal or designee shall inform the police officer that removal of the student from the school will occur in the least disruptive setting as determined by the building principal or designee. The building principal or designee will be present during the removal of the student from the building.

### **RECOGNIZING AND AVOIDING SEXUAL ABUSE**

The PBL School District is required by the State of Illinois to provide Instruction to all students in Grades K-8 in recognizing and avoiding sexual abuse. For more information about this instruction, please contact the building principal.

## **WEBSITE LINK FOR SEX OFFENDER INFORMATION AND REGISTRY**

The PBL web page contains a link to the National Sex Offender Registry and the Illinois Offender Information websites. To access from the PBL web page, under District, click on Information and scroll down to the bottom of the page.

## **BULLYING PREVENTION**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the

definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or

more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **BULLYING RESPONSE PLAN**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted at 217/379-3314.

Complaint Manager: Cliff McClure  
PBL Unit Office, Panther Way  
Paxton, IL 60957  
217/379-3314  
cmclure@pblpanthers.org

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional

relevant information received during the course of the investigation about the reported incident of bullying.

- b) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c) c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d) d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services.
  7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
  8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
  9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
  10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
  11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    - a) The frequency of victimization;
    - b) Student, staff, and family observations of safety at a school;
    - c) Identification of areas of a school where bullying occurs;
    - d) The types of bullying utilized; and
    - e) Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.



13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it.

This includes each of the following:

- a) Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b) Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c) Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d) Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: October 15, 2014

## **EXAMS AND IMMUNIZATIONS**

### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons

must be signed by an appropriate medical professional.

### **EYE EXAMINATION**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **DENTAL EXAMINATION**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **EXEMPTIONS**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**All** incoming pre-k, kindergarten, sixth grade and ninth grade students are required by law to have a school physical prior to starting the school year. This includes up-to-date immunizations recorded on the physical form. It is also required that the parent portion of the physical form be filled out and signed by a parent (not the student). In addition to the physical, incoming kindergarten, second and sixth grade students are required to have a dental exam. Kindergarten students will also need an eye exam (to be done by an ophthalmologist or optometrist) by the start of the school year. All new students entering an Illinois school for the first time are required to provide a physical (performed by an Illinois Medical Provider) with an up-to-date immunization record and an eye exam (performed by an Optometrist or Ophthalmologist) within 30 days from the first day the student starts school.

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**\*Please note:** Those students not in compliance by having the required exams completed and submitted to the school office prior to or by October 15<sup>th</sup> of the current school year, will be excluded from school until all exams are completed. A signed note from the Physician's, Dentist or the Ophthalmologist's office with the date of the scheduled appointment will be accepted as temporary compliance until the actual appointment date.

### **IMMUNIZATION**

The Illinois State Law requires a medical examination of pupils before entering kindergarten, fifth, and ninth grades. This includes immunization against measles, mumps, rubella, polio, tetanus, diphtheria, and

whooping cough (pertussis). If you have not had your child to a doctor for his/her physical examination, it must be arranged before entering school. It is best to have this early in the summer so that the required corrections may be made before entering school in the fall.

New students transferring from out of state might need a new physical examination on an Illinois State form. These forms can be obtained from the school office. All students must meet state immunization standards. Students not meeting state standards will not be allowed to attend school until deficiencies are remedied.

### **VISION AND HEARING SCREENING**

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transfer students. Such screening services shall be provided in all public, private and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second and third; are in special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

Screening instruments, test procedures and referral criteria are defined in the Illinois Administrative Code - Child Vision and Hearing Test Act (410 ILCS 205) (<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1538&ChapAct=410%C2%A0ILCS%C2%A0205/&ChapterID=35&ChapterName=PUBLIC%20HEALTH&ActName=Child%20Vision%20and%20Hearing%20Test%20Act>). Children whose test results meet referral criteria are referred for further evaluation.

Mandated screening services must be provided by vision and hearing screening technicians trained and certified by Illinois Department of Public Health. Services currently provided by Ford County Public Health Department.

### **VOMITING/DIARRHEA POLICY**

A child will be sent home from school if they have vomited/diarrhea during the school day and show any one of the additional signs or symptoms of illness including but not limited to fever, diarrhea, pale, clammy skin, abdominal cramping, or at the discretion of the assessing staff member. That child may not return to school until they have gone 24 hours without emesis or loose stools. In the case of reoccurring diarrhea student may return 24 hours after starting doctor prescribed medication (with an appropriate doctor's note).

### **FEVER POLICY**

In accordance to the CDC recommendations a child will be sent home from school for a fever of greater than 100°F. That child must remain at home until at least 24 hours after they are free to fever (100°F [37.8°C]), or signs of a fever without the use of fever-reducing medications. (Fever reducing medications include, but are not limited to, acetaminophen and ibuprofen.) If the child returns to school prior to that 24 hour period of time the parents will be contacted by staff or administration to come collect their child.

### **HEAD LICE POLICY**

A student will be assessed by the school nurse for head lice at the request of a staff member or the student. PBL follows a strict “no nit” policy. If the student is found to have nits or live lice, the parent or guardian will be contacted and the student will be excluded from school until a treatment has been performed and nits have been removed. A note will be sent home with the student explaining that lice/nits were found and will contain a list approved and recommended treatments. The student may return to class at any point in time following treatment and nit removal, including same day return. Prior to the student being allowed to reenter the classroom the nurse/administration will reassess the student to determine that all lice and nits have been removed. We will do our best to maintain confidentiality in all cases. No child will be embarrassed or singled out of his/her classroom. Our main concern is that all children in our school district are healthy, safe and comfortable in their school environment.

For more information in about lice and how to treat lice, please visit: <http://www.headlice.org/index.html>

### **PINK EYE POLICY**

If a student exhibits one or more symptoms of pink eye, (including redness of one or more eye, drainage from eye, complaint by the student of itching or pain in eye), parents will be contacted and the student will be sent home from school. Students may return to school:

- Twenty-four hours after they are started on antibiotics, with proof of a doctor’s note.
- They are symptom free for more than 24 hours (this includes no redness or drainage).

### **ADMINISTERING MEDICATIONS TO STUDENTS**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. If a student is required to take medication during school hours, and a parent cannot be at school to administer the medications, only the school nurse, school administrator or designee may administer the medication in compliance with the regulations below.

The District will administer over the counter medications and prescribed medications, deemed necessary by your child’s physician, at the discretion of the school nurse and/or administrator. **All medication must be supplied by the student’s parent or guardian in its original or pharmacy provided packaging.** The District reserves the right to refuse to administer medication that is not provided in the appropriate packaging. Prior to the administration of any medication the student’s parent or guardian must provide a copy of the medication authorization form. The form must be signed by both the parent and physician to administer prescription medication and must be signed by the parent to administer over the counter medication. A new medication authorization form will be required at the start of each school year. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as described in this policy.

The school nurse and other personnel may administer medications to students; however, the principal shall not require non-administrative certificated personnel nor support staff who object to performing such procedures to directly administer student medications.

All individuals responsible for the administration of students' medications or for supervising the self-administration of medications by students shall be made available appropriate training from a school nurse or other health professional provided by the District.

All medicines, except those approved for self-carry according to state law, must be stored in an appropriate locked closet or file cabinet in the building office or classrooms. A log should be kept of all dispensed medication. All narcotic medication will be stored in a locked cabinet that is secured to the wall, as per state regulation.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

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

The principal shall include this policy in the parent/student handbook/packet and shall provide a copy to the parent(s)/guardian(s) of students.

IN ALL CASES THE SCHOOL RETAINS THE DISCRETION TO REJECT TO ADMINISTER MEDICINE.

### **EMERGENCY MEDICATION SELF ADMINISTRATION POLICY**

Under Public Act 92-0402 enacted in August of 2001, students with asthma have the right to carry their asthma medication. Student with known allergies may carry their prescribe epinephrine auto injector with them. In either case they must inform the school of their condition and file a Medication Authorization Form that has been completed by the child's physician and parent, and must indicate that the child may self-carry. Such request is valid only for the school year in question and should be renewed each year. The School and its agents are to incur no liability, except for willful or wanton conduct as a result of any injury arising from the self-administration of asthma medication or epinephrine auto-injector by the student.

### **ASTHMA SELF ADMINISTRATION POLICY**

Under Public Act 92-0402 enacted in August of 2001, students with asthma have the right to carry their asthma medication with them provided they inform the school of their condition and file a **Parent Agreement for Child to Carry Medication** form with the school office. Such request is valid only for the school year in question and should be renewed each year. School employees and its agents are to incur no liability, except for willful or wanton conduct as a result of any injury arising from the self-administration of asthma medication by the student. Parents must sign a copy of the District Policy Statement and file it with the school office.

### **PBL FOOD ALLERGY POLICY**

Individualized Health Care Plans will be completed by the parent/guardian, and school nurse on each student identified as having a food allergy. Annual training of all staff on signs and symptoms of an anaphylactic

reaction, and use of an Epi-Pen will be completed each year at staff orientation/or within four weeks of staff orientation. Resources on food allergies, including a school approved list of snack, will be provided on the school nurse portion of the Unit 10 website. Letters will be sent out to parents of any class room that has a child with a food allergy, informing them of any additional restrictions on snacks. The school nurse and the food service department of each school will keep an updated list of students at that school with known allergies. Food service at each school will be responsible for reviewing food labels to assess for the presence of the eight most common allergens in foods (i.e. Milk, fish, shellfish, tree nuts, peanuts, wheat, and soybeans). Any child requiring a food substitution due to allergy will complete, along with their doctor, the proper forms, and return them to the child's school. Each school will provide a peanut free table at each cafeteria.

## **CONCUSSIONS AND HEAD INJURIES**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall: 1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that: a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time. b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. 2. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition. 3.

Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. 4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/10-20.54.

CROSS REF.: 4:170 (Safety),

7:300 (Extracurricular Athletics)

ADOPTED: June 12, 2013

## **EPSDT MEDICAID PROVIDER**

Paxton-Buckley-Loda CUSD 10 is an EPSDT Medicaid Provider with Illinois' State Medicaid Agency, Healthcare and Family Services (HFS). EPSDT (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an EPSDT Medicaid Provider, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The health care services listed on a student's IEP are provided with parental consent and at "no cost" to the parents. This "no cost" provision is in compliance with Public Law 94-142 - "Education of the Handicapped Free and Appropriate Public Education", IDEA - "Individual Disabilities Education Act", PUBLIC Law 100-360 and State of Illinois – State Board of Education mandates. The District, an **EPSDT Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois' Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits:  
[www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx)

## **CHRONIC ILLNESS**

PBL School District is committed and dedicated to ensuring the safety and wellbeing of all our students by identifying those students with chronic health conditions. Those students with chronic illness will have access to the same education as those students without disabilities. Chronic health conditions shall include those with "nut allergies" and/or other food allergies, asthma/allergies, diabetes, seizures, muscular/skeletal disorders, bowel and /or bladder disorders, and including but not limited to other chronic diseases. If their condition requires them to have special instruction to ensure their health and safety while in school, they will be eligible for accommodations, modifications, and/or interventions of the regular classroom curriculum, or activity as instructed per their Primary Health Care Provider.

All information regarding student identification, healthcare management, and emergency care shall be safeguarded as personally identifiable information and will be shared on a need to know basis in the coordination of the student's medical and health care management by the school staff. An Individualized Action Care Plan will be developed specific to the student's condition and in coordination with the instructions provided by the Primary Care Provider. The development of the Individualized Care Plan is in

accordance with specific protocols to prevent exposure/episodic reactions, awareness and training for school staff on acute and routine management of the student's chronic health condition, information on signs and symptoms of the student's chronic health condition, medication and administration if needed, and emergency protocol for dealing with reactions should they occur.

All students including those with Chronic Illness needing to receive medication at school will be required to have a Medication Administration Form completed and signed by a Physician on file at the school your child attends. This is necessary for them to have immediate access to any medication and to have possession of their self-care and self-administer medications such as inhalers, Epi-pens, Glucagon, Insulin diabetic devices, and diabetic supplies.

### **EARLY DISMISSAL OR EMERGENCY CLOSING OF SCHOOL**

Parents are to list the names of family or friends who can be contacted in case of emergency. These people will be authorized to pick up the student from school because of illness or some other reason.

The three inclement weather plans are:

1. The complete closing of school for the day.
2. Closing the school during the school day for safety reasons.
3. The limited closing of a specific school building.

When the district plans to close school early, School Messenger, the telephone notification system will be activated and local radio and television stations (WCIA and WPXN) will be notified as early as possible.

### **EMERGENCY INFORMATION**

In the event of a natural or other disaster, please listen to WPXN Radio for information and instructions.

If a child becomes ill or is injured while at school, the parent/guardian will be immediately contacted. If they are not available, the school will contact emergency names listed on the enrollment form. So that our files have accurate information, parents MUST SUBMIT TO THE OFFICE ANY CHANGES OF ADDRESS, TELEPHONE NUMBERS OR EMERGENCY CONTACTS. Every child must have an emergency telephone number on file.

### **A.L.I.C.E.**

PBL Unit #10 Schools employ a strategy for lockdown procedures known as the ALICE plan. ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. The philosophy of ALICE is to use technology and information in a way that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving. Staff and students will receive training on each concept of ALICE and school safety drills will be practiced throughout the school year.

### **REGISTRATION INFORMATION**

The Clara Peterson School holds a regular school registration each year during the month of August. Children are enrolled in classes, and all rental fees are paid at this time. Parents who register their children at a later date are asked to report to the office of the building principal at the attendance center the children expect to attend. After school is in session, all registrations must be made through the building principal's office.

When registering for school for the first time, an official certificate of birth is required. Hospital certificates do not satisfy this requirement. Students may be assigned to any room to keep class sizes as equal as possible.

### **INSURANCE**



School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Please refer to the insurance policy for specific benefits and rates.

### **KINDERGARTEN ENTRANCE AGE**

To enter kindergarten, a child must be five years of age on or before September 1 of the current school year. First grade pupils must reach their sixth birthday before September 1 of the current school year in order to enroll at this grade level for the first time.

### **PRESCHOOL MILK FEE**

Preschool students receive a carton of milk daily at school. The Board of Education has set the milk price at \$30.00 per semester or \$60.00 per year. A choice of chocolate or white will be offered. Payment cannot be made on a daily basis but must be paid for by the semester or the year. Refunds will not be given for absences. Potential absences were taken into consideration when determining the price per semester and year. Students moving out or into the district will be reimbursed or charged on a pro-rated basis. All students will receive milk unless we receive a written request to withhold milk from your child. At registration, the family of each preschool student will receive a federal application for free milk. If you qualify financially, the milk fee will be waived.

### **STUDENT LUNCH**

Student lunches, including milk are \$2.15 daily and \$3.00 for an adult. Extra milk or a carton of milk to supplement a sack lunch may be purchased for \$.40. A limit of \$15.00 can be charged to a student's account; after that no charges will be allowed. Students will be offered a peanut butter sandwich and milk, free of charge, until payment is received. Parents may put any amount on the account. The amount will carry over from year to year and transfer from building to building with the student.

### **STUDENT BREAKFAST**

Breakfast is available for students in kindergarten through second grade. Students can purchase a breakfast for \$1.60. An adult breakfast is \$2.10. Breakfast will be served daily from 7:45 a.m. to 8:10 a.m. Students wishing to participate will be allowed into the cafeteria after 7:45 a.m. with bus students allowed into the cafeteria immediately upon their arrival. The menu will consist of a cold breakfast menu on Monday through Thursday with a hot breakfast on Friday mornings. The breakfast menu is on the back of the monthly hot lunch menu.

### **FREE/REDUCED PRICE STUDENT LUNCH AND BREAKFAST PROGRAM**

You will receive an application for the Free/Reduced Price Student Lunch and Breakfast Program at school registration. These applications are available in the school office throughout the year as well. If you qualify financially, school lunches and breakfast will be provided for free or at a reduced price of \$.40 per lunch and \$.30 per breakfast. If your application is approved, you will be notified.

### **TEXTBOOK FEES AND SUPPLIES**

A registration fee will be required of all pupils. This fee will be assessed at the beginning of each school year to take care of workbooks and supplies needed for the year. Each student should make payments promptly, since materials of this nature are bought on consignment basis by the school. Students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books to avoid having to pay for them at the end of the year.

## **ONLINE PAYMENTS**

For your convenience, Paxton-Buckley-Loda School District has contracted with RevTrak, a national credit card payment processor, to provide you the security and convenience of making online food service payments. Online payments can be made into food service accounts through the familiar Skyward Family Access portal found on the front page of the PBL website, [www.pblunit10.com](http://www.pblunit10.com). If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA or MasterCard (credit/debit).

## **WAIVER OF FEES POLICY**

It is the policy of the P.B.L. School Board of Education to provide a waiver of school fees as required by Sections 10-2.13 and 34-21.6 of the Illinois State School Code, A Waiver of School Fees Application shall be provided to the parent/guardian as they enroll their child/children in the district for the first time or upon request thereafter.

1. ELIGIBILITY:
  - A. All students who are eligible to receive free lunches under the School Lunch Program
  - B. Unusual circumstances that cause a significant loss of income and the student to become eligible to receive free lunches under the School Lunch Program.
2. FEES SUBJECT TO WAIVER:
  - A. Textbooks and workbooks needed for the instructional program of the school curriculum.
3. FEES NOT SUBJECT TO WAIVER:
  - A. Extra milk, field trips, athletic fees, graduation fees, school pictures, etc. Any fee that is not required for the regular instructional program of the school curriculum is not subject to waiver.
4. PROCEDURE FOR APPLICATION:
  - A. Complete the appropriate application form.
  - B. Turn in the completed application form to the principal's office.
  - C. The principal or her designee will approve or deny the request within 30 days of the receipt of the request.
  - D. Written notification will be given to all requests. If the request is denied, the reason(s) will be sent to the applicant.
  - E. If the request is denied, the notice will include a statement indicating the procedure for the right to appeal the decision.
5. APPEAL PROCEDURE:
  - A. If the waiver of fees is denied, the appeal must be in writing to the principal within ten (10) days of the date the request was denied by the superintendent/principal.
  - B. The P.B.L. Board of Education will be the appeal board.
  - C. The time of the appeal will be scheduled in executive session at a board of education meeting with the applicant having the right to attend the meeting and provide information to the appeal board at the time of the hearing.
  - D. The decision of the appeal board will be reduced to writing and a copy of the decision will be mailed to the applicant.
6. AMENDMENTS TO WAIVER OF FEES POLICY:
  - A. If there are any changes in the policy or procedures of the policy, parents will receive written

notice within 30 calendar days following the adoption of the amendment or change.

7. CONFIDENTIALITY:

A. Information on applications is protected by the Illinois School Student Records Act (Ill. Rev. Stat. 1989, ch. 122, par. 10-1 et. seq.). Disclosures of information pertaining to these applications are confidential and may only be disclosed as provided in this Act.

8. NON-DISCRIMINATION:

A. No discrimination or punishment of any kind may take place upon any student if the parent or guardian is unable to purchase the required textbook or instructional materials.

9. VERIFICATION:

A. School officials may check eligibility at any time during the school year. Parents/guardians may be asked to provide information to prove that their child/children qualify for the school fee waiver.

10. REPORTING CHANGES:

A. If a waiver is granted and income and/or family size changes during the school year, this information must be reported to the school.

B. If you no longer qualify for the free lunch program, you are no longer eligible for the school waiver or fee program.

## **STUDENT PERMANENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Grade level  
Birth date and place  
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers  
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs  
Academic awards, degrees, and honors  
Information in relation to school-sponsored activities, organizations, and athletics  
Major field of study  
Period of Attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **LOST AND FOUND**

Articles of value that are found will be turned in at the office. These items will be discarded or given to a local charity if not claimed by the owner after a reasonable time.

## **PERSONAL PROPERTY AT SCHOOL**

Articles of value should be labeled. It is best not to bring anything of value, including money. If money is brought, it should be put in an envelope that is labeled with the child's name, the child's teacher, the amount, and the purpose. The school is not responsible for loss or damage.

## **EQUAL OPPORTUNITIES**

The PBL Unit 10 Schools insure that equal educational opportunities are offered to students regardless of race, color, national origin, age, gender, religion, or handicap. Questions in reference to educational opportunities may be directed to Ms. Wetherell at the Clara Peterson Elementary office or to Mr. McClure at the Unit Office in Paxton.

Section 504 of the Rehabilitation Act of 1973:

It is the policy of the Paxton-Buckley-Loda C.U.S.D. #10 not to discriminate against any otherwise qualified individual with disabilities, solely for reason of his/her disability, in admission or access to, treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be direct to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D. #10, 700 W. Orleans, Paxton, IL 60957.

## **ASBESTOS MANAGEMENT**

As required, our building has been inspected for asbestos. Our inspection, conducted on 4/4/95, confirmed that some areas do contain asbestos. The ABERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. The inspection/management plan is available for public review in the Clara Peterson principal's office.

## **LEAD TESTING**

PBL Community Unit School District No. 10 has performed comprehensive sampling for Lead in our potable water sources (PWS) within the district potentially utilized for drinking and/or cooking in accordance with the new Senate Bill 550 recently passed in Illinois. The sampling was completed in accordance with the Senate Bill 550 requirements and the United States Environmental Protection Agency (USEPA) document titled "Lead in Drinking Water at Schools and Child Care Facilities" last updated November 9, 2015. PBL Community Unit School District No. 10 hired the specialty firm, Environmental Consultants, LLC (EC), to perform the lead testing of numerous water sources at all Paxton-Buckley-Loda school facilities. Sampling was performed by trained and licensed personnel in accordance with USEPA, United States Department of Housing and Urban Development (HUD), and State of Illinois Regulations and Guidelines. You may access the *Lead Testing Informational Letter to Parents* and *Lead Testing Results* for each of our grade centers by visiting <http://www.pblunit10.com/district/boe> and clicking on the hyper-links.

## **INTEGRATED PEST MANAGEMENT PLAN**

The PBL School District believes the best way to control pest infestations is through the use of an Integrated Pest Management (IPM) plan. The district understands that an effective IPM plan in schools involves the cooperation of school staff and pest control personnel to combine preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are less harmful to human health and the environment. PBL school district or hired contractor will keep records of all past pest control measures, pesticides used, and amounts and locations of treatments. These records shall be made available to staff and the general public during normal school operating hours. The PBL district is establishing a registry of people who wish to be notified prior to each *unscheduled* pesticide application. The regular schedule is the first Thursday of each month. Please refer to school board policy 4:160 & 4:160 AP for more information regarding the PBL IPM plan, or contact the unit office for a copy of the IPM plan.

## Clara Peterson Behavior Expectations

| EXPECTATIONS   |   |                                   |  |                                     |
|----------------|---|-----------------------------------|--|-------------------------------------|
| SETTING        | Respect Yourself  | Respect Others                    | Respect Property                             |                                     |
|                | All Settings  | Be on task.                       | Be Kind.                                     | Recycle                             |
|                |   | Give your best effort.            | Be kind to self.                             | Clean up after self.                |
|                |   | Be prepared.                      | Use appropriate language.                    |                                     |
|                | Hallway   | Walk with respectful hands.       | Use a quiet voice.                           | Pick up litter.                     |
|                |   |                                   | Walk to the right.                           | Admire artwork.                     |
|                | Gym Before School   | Arrive after 8:00 am.             | Walk to your assigned area.                  | Wipe your feet.                     |
|                |   | Go directly to gym.               | Sit quietly in your assigned area.           | Keep personal property to yourself. |
|                |   |                                   | Be on silent when bell rings.                |                                     |
|                | Bathroom  | Wash your hands.                  | Respect privacy.                             | Flush toilet.                       |
| Use restrooms. |   |                                   | Throw away paper towels.                     |                                     |
| Playground     | Walk to and from the playground.<br><br>Use appropriate language. | Play safe.                        | Use equipment properly.                      |                                     |
|                |   | Include others.                   | What is on the ground stays on the ground.   |                                     |
|                |   | Share.                            |  |                                     |
| Cafeteria      | Eat a healthy lunch.  | Line up at the wasteb.            |  |                                     |
|                |   | Show respect to cafeteria people. | Clean up after self and neighbors.           |                                     |
|                |   | Use good manners.                 | Throw away your trash.                       |                                     |
|                |   | Follow the rules.                 |  |                                     |
| Library        | Be a good listener.   | Be considerate.                   |  |                                     |
|                |   | Speak in quiet voices.            |  |                                     |
|                |   | Who can.                          | Check books carefully.                       |                                     |
| Assembly       | Sit cross-legged.<br><br>Quiet listening.                         | Return books.                     | Keep library neat.                           |                                     |
|                |   | Read silently.                    |  |                                     |
|                |   | Enter/exit quietly.               | Touch things only when you have permission.  |                                     |
| Bus            | Sit safely.<br><br>Stay seated.                                   | Be polite.                        |  |                                     |
|                |   | Be a good audience.               |  |                                     |
|                |   | Use a quiet voice.                | Don't damage the bus.                        |                                     |
| Computer Lab   | Be a good listener.   | Listen to driver.                 | Keep the bus clean.                          |                                     |
|                |   | Hands/feet to self.               |  |                                     |
|                |   | Come and go quietly.              |  |                                     |
|                |   | Keep hands and feet to self.      | Respect your machine as if it were your own. |                                     |
|                |   | Use good manners.                 |  |                                     |
|                |   | Touch only your machine.          |  |                                     |
|                |   | Turn down the volume.             |  |                                     |

More on next page

## SUGGESTED PEANUT SAFE FOODS FOR CLASSROOM TREATS/TREAT BAGS

The following list was taken from available resources online. However, "please note although these foods are considered peanut safe foods and therefore are safe to give children with peanut allergies at the time of this printing, please note that it is ALWAYS necessary to read the ingredients of all snacks prior to allowing your child to bring them to school to each (or to have teacher serve them to other children) because manufacturers do make production changes from time to time, meaning that a food that is considered peanut safe at the present time might not always be safe in the future".

| SNACKS                                     | CHIPS  | COOKIES   | CANDY                  | VEGETABLES | FRUITS           | CEREALS                      | OTHER HEALTHY CHOICES         |
|--|--|---|------------------------|------------|------------------|------------------------------|-------------------------------|
| <i>Shark bites</i>                         | <i>Nabisco Wheat Thins</i>                               | <i>Oreos (original only)</i>                        | <i>Starburst</i>       | All        | Applesauce       | Trix                         | Cheese                        |
| <i>Fruit by the foot</i>                   | <i>Triscuits</i>   | <i>Teddy Grahams (honey/chocolate)</i>              | <i>Skittles</i>        | Vegetables | All fresh fruit  | Cheerios (not Honey Nut)     | Yogurt (no soy)               |
| <i>Rice Krispie treats</i>                 | <i>Sunchips</i>  | <i>Pepperidge Farm Milanos</i>                      | <i>Twizzlers</i>       |            | Dole fruit bowls | Kix                          | Mini marshmallows             |
| <i>Trix fruit snacks</i>                   | <i>Saltines</i>  | <i>Pepperidge Farm Chessman</i>                     | <i>Milk Duds</i>       |            |                  | Life                         | Chocolate pudding             |
| <i>Betty Crocker/ Nabisco fruit snacks</i> | <i>Goldfish (plain, cheddar cheese, and whole wheat)</i> | <i>Pepperidge Farm Shortbread</i>                   | <i>Jolly Ranchers</i>  |            |                  | Lucky Charms                 | Hunts Juicy Gels              |
| <i>Fruit roll-ups</i>                      | <i>Rold Gold pretzels</i>                                | <i>Pepperidge Farm Sugar Cookie</i>                 | <i>Sweet Tarts</i>     |            |                  | Rice Chex                    | Vanilla pudding               |
| <i>Gushers</i>                             | <i>Club Brand Crackers<br/>Kashi TLC Crackers</i>        | <i>Honey Maid graham crackers and graham snacks</i> | <i>Life Savers</i>     |            |                  | Fruit Loops                  | Good Humor Fudgesicles        |
| <i>Hostess Hobos</i>                       | <i>Fritos</i>  | <i>Keebler butter cookies</i>                       | <i>Tootsie Rolls</i>   |            |                  | Kashi brands                 | Popsicles                     |
| <i>Hostess Ding-Dongs</i>                  | <i>Cheetos</i>   | <i>Keebler grasshopper cookies</i>                  | <i>Tootsie Pops</i>    |            |                  | Purely Os by Cascadian Farms | Fire Crackers                 |
| <i>Hostess donuts</i>                      | <i>Cheese Puffs</i>                                      | <i>Nabisco Barnum animal crackers</i>               | <i>Dots</i>            |            |                  |                              | Micro-pops                    |
| <i>Entenmann's Little Bites</i>            | <i>Tostitos</i>  | <i>Oatmeal Cookies</i>                              | <i>Junior Mints</i>    |            |                  |                              | Scribblers                    |
| <i>Hostess cupcakes</i>                    | <i>Puffed Corn (not caramel flavored)</i>                | <i>Iced Oatmeal Cookies</i>                         | <i>Blow Pops</i>       |            |                  |                              | Tropicana fruit juice bars    |
| <i>Hostess Twinkies</i>                    | <i>Cheese Nibs</i>                                       | <i>Fig Newton's</i>                                 | <i>Sugar Babies</i>    |            |                  |                              | Welch's fruit juice popsicles |
|  | <i>Cheez-Its</i>   | <i>Vanilla Wafers</i>                               | <i>Sour Patch Kids</i> |            |                  |                              | Sun maid raisins              |
|  | <i>Ritz (not cheese or peanut butter)</i>                |   |                        |            |                  |                              |                               |
|  | <i>Kraft hand snack (not pretzel or peanut butter)</i>   |   |                        |            |                  |                              |                               |
|  | <i>Pringles (original only)</i>                          |   |                        |            |                  |                              |                               |



|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| <i>Pop Secret popcorn</i>               |  |  |  |  |  |  |
| <i>Orville Redenbacher popcorn</i>      |  |  |  |  |  |  |
| <i>Healthy Choice popcorn</i>           |  |  |  |  |  |  |
| <i>Doritos</i>                          |  |  |  |  |  |  |
| <i>Potato chips (not kettle cooked)</i> |  |  |  |  |  |  |

**\*\*These brands may contain traces of nuts so should not be brought to school as a snack:**

*All Little Debbie's products*

*All Snyder's pretzels*

*All Mars products*

*Some Keebler products*

**\*\*\*Store purchased cupcakes may contain nut oil.**

*Granola products*

*Most duplex cookies*

*Most Easter/Christmas chocolates*

*Many "natural blends"*

*Most animal crackers*

## **LIST OF ALTERNATIVE CLASSROOM TREATS/TREAT BAGS**

| <b>SCHOOL SUPPLIES</b>    | <b>SPORT EQUIPMENT</b>  | <b>FASHION WEAR</b>      | <b>TRINKETS &amp; TOYS</b>      | <b>MISC.</b>        |
|---------------------------|-------------------------|--------------------------|---------------------------------|---------------------|
| <i>pencils/pens</i>       | <i>paddle balls</i>     | <i>temporary tattoos</i> | <i>yo-yo</i>                    | <i>cups</i>         |
| <i>erasers</i>            | <i>Frisbees</i>         | <i>hair accessories</i>  | <i>rubber balls</i>             | <i>key chains</i>   |
| <i>notepads/notebooks</i> | <i>water bottles</i>    | <i>bracelets</i>         | <i>stuffed animals</i>          | <i>flashlights</i>  |
| <i>crayons</i>            | <i>hula hoops</i>       | <i>rings</i>             | <i>plastic/rubber figurines</i> | <i>magnets</i>      |
| <i>stamps</i>             | <i>head/wrist bands</i> | <i>necklaces</i>         | <i>puzzle/games</i>             | <i>magnet games</i> |
| <i>stencils</i>           | <i>jump rope</i>        | <i>sunglasses</i>        | <i>toy car/truck/airplane</i>   | <i>plant/seeds</i>  |
| <i>stickers</i>           | <i>balls</i>            | <i>shoelaces</i>         | <i>Slinkies</i>                 | <i>crazy straws</i> |
| <i>bookmarks/books</i>    |                         | <i>t-shirts</i>          | <i>gliders</i>                  | <i>puzzles</i>      |
| <i>highlighters</i>       |                         |                          | <i>magnifying glass</i>         |                     |
| <i>sidewalk chalk</i>     |                         |                          | <i>spinning tops</i>            |                     |
| <i>markers</i>            |                         |                          | <i>marbles</i>                  |                     |
|                           |                         |                          | <i>jacks and ball</i>           |                     |
|                           |                         |                          | <i>playing cards</i>            |                     |
|                           |                         |                          | <i>silly putty</i>              |                     |
|                           |                         |                          | <i>bubbles</i>                  |                     |
|                           |                         |                          | <i>inflatable toys</i>          |                     |

|  |  |  |                       |  |
|--|--|--|-----------------------|--|
|  |  |  | <i>small dolls</i>    |  |
|  |  |  | <i>action figures</i> |  |

***\*\*DO NOT use Latex gloves/balloons for celebrations in school due to potential allergies.***

580 E. Franklin  
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Principal: Amanda Wetherell





