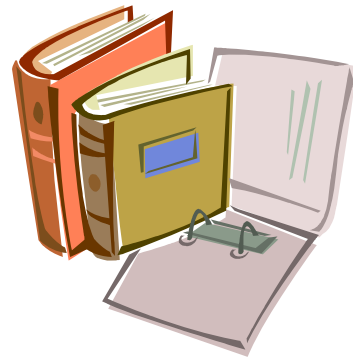


# Pawnee Grade School



## 2008-2009 Student Handbook



## **FORWARD**

The purpose of this booklet is to provide information about Pawnee Grade School. You should become familiar with its contents and keep it available for future reference. Not all questions can be answered here. Students should listen carefully to instructions from teachers, counselors, and school administrators. Listen to any announcements made over the loud speaker, in order to keep informed of what is happening in your school. Do not be afraid to ask questions of teachers, counselors, or any school personnel. Pawnee Grade School is as friendly and helpful as you want to make it.

While many specific and factual items can be covered in this booklet, much will be left unwritten; complete board policies governing the operations of our school are located in each office or check our school website at [www.pawneeschools.com](http://www.pawneeschools.com) for more information. There are standards of behavior that all people should adhere to and students will be expected to act as responsible citizens of the school community. We hope they will use time wisely so that following their years here, they may join the proud ranks of students of Pawnee High School.

## **HANDBOOK REVIEW**

This handbook was reviewed by a handbook review committee, which met on June 23, 2008. This committee was made up of students, parents, teachers, board members, and administrators. The handbook review committee recommendations were approved by the Board of Education at the July 17, 2008 School Board meeting. The items in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, this handbook is a reflection of the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the district office. Input is welcomed as we continue to update and improve this document each year.

## **THE DISTRICT PHILOSOPHY OF EDUCATION**

The Pawnee Community Unit District No. 11 Board of Education believes that their school should provide an educational program which enables each student to develop skills and attitudes resulting in self-realization of goals, understanding human relationships, achieving economic efficiency, and developing civic responsibility. To this end we are committed to the following:

1. The responsibility of educating all the children in this school district who can benefit from public school education, and making provision for the training of all students who require special education opportunities; and,
2. The task of providing as solid a foundation of both academic and vocational knowledge and skills as each individual student's abilities will permit; and,
3. The belief that individual differences exist among students and that various methods and degrees of instruction are imperative to adequately meet individual needs; and,
4. The belief that every student should be encouraged and stimulated to grow in his/her ability to think clearly, logically, and independently; and,
5. The task of developing in every student an understanding and appreciation of the forces and ideals basic to productive citizenship; and,
6. The task of providing a school program and personnel concerned not only with a knowledge of subject matter, but also with the students...their growth, their interests, their attitudes, their unique personalities, and the cultural environment in which they live.

## **MISSION STATEMENT**

The mission of Pawnee CUSD #11 is to create a community of empowered learners in an atmosphere of mutual respect and trust.

## **ORGANIZATION**

Pawnee Grade School, encompassing pre-K through 6<sup>th</sup> grades, is the elementary school of Community School District No. 11, Sangamon County, Illinois.

The Board of Education is the governing body elected by the people of District #11. They determine the specific policies and procedures of management of the unit schools. The Superintendent is the administrative head of the unit schools under the authority of the Board of Education. The Principal is the supervisory head of the school, subordinate to the Superintendent and the Board of Education.

### **DUTIES AND AUTHORITY OF PRINCIPAL**

The principal has the responsibility for discipline in his/her school and for setting proper climate for good school control for teachers and students.

Early in the school year, the principal shall interpret school disciplinary procedures. At intervals during the school year, he/she shall interpret, review, and discuss rules, regulations, procedures, and problems with his/her faculty.

The principal has the responsibility of informing students of rules and regulations applicable to them and to such changes as are made from time to time. This duty may be delegated to the staff. Copies of rules and regulations shall be made available to parents.

The principal has the responsibility for the maintenance of a record of serious and chronic disciplinary problems.

The principal has the responsibility and authority to utilize agencies and services within the school, the school system, and through established community agencies, in dealing with discipline and behavior problems. This should include the student's teachers, guidance staff, social worker, and other administrators.

The principal or his/her designee has the authority to:

1. Deny certain privileges to students.
2. Assign other appropriate measures to remedy the action.
3. Use such reasonable and legal measures as may be necessary to maintain control within the classroom, the school building, on school property, and at extra-curricular school related events either on or off the campus.
4. Impose suspension of students for failure to comply with school regulations.
5. Recommend to the superintendent of schools and the Board of Education, building exclusion or expulsion of student.

### **DUTIES AND AUTHORITY OF TEACHERS**

The teacher should always maintain a classroom environment conducive to an effective learning situation. Teachers are to set the example in compliance with the rules.

The teacher should vary classroom activities including discussion, presentation, independent study and group study. Students should know the basis upon which their work is evaluated and the reasons for receiving grades. Consistency in classroom demands and moderate emotional climate in the classroom should be used. Steady, reasonable requirements in relations with students should be maintained.

Teachers should hold themselves to the same standard of promptness and attention to the rules of the school that are expected of students. Part of the teachers' unscheduled time should be used to work with students.

Teachers should be conscientious in abiding by the decisions honestly reached by the faculty even though they may have been in the minority in their personal convictions.

Teachers should adapt the teaching methods and materials to each student's abilities.

During the first week in each semester teachers shall explain their class procedures, grading system, and expectations to students.

Teachers should constantly be aware of the numerous factors which motivate students to learn. They should recognize the various value systems which young people may bring to school from their home and community environments. Teachers should frequently check themselves as to the justice of their dealings with all students, taking time to reflect upon possible decisions which may have been made hastily, or under stress of fatigue.

Teachers should accept their school administrators as fellow workers in a common task, realizing that each has a specialized assignment with distinctive responsibilities.

Teachers should be fully aware of all school regulations and help to interpret them to students and parents. Teachers should strive to enforce and recognize uniformity in interpreting school rules and regulations.

## **RESPONSIBILITIES OF PARENTS**

Parents should be aware that good discipline originates in the home. It is the parents' obligation, by teaching and example, to develop good habits of behavior in the child as well as proper attitudes toward the school.

Parents should be fully aware of all school rules and interpret them to their children.

Parents are responsible for knowing the student's obligation in attending school. In this respect, it should be emphasized that school is not only a right, but a privilege which can be taken away by Board of Education action.

Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their students.

Parents should safeguard the physical and mental health of the child.

Parents should work with the school in carrying out recommendations made in the best interests of the child.

Parents should encourage and guide wholesome friendships, interests, and activities.

## **PARENTS RIGHT TO KNOW**

The NO CHILD LEFT BEHIND ACT of 2002 allows parents to ask for information regarding the professional qualifications of any teacher instructing their child. Information available includes the following: State certification requirements, degree(s) earned, subject areas of certification, and use of paraprofessionals along with their qualifications. Our school district is dedicated to meeting the educational needs of all students and is working to ensure that every child receives the best possible education. If you have any questions or need additional information, please feel free to contact the Pawnee School District office at 625-2471.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Citizenship responsibilities**

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

### **B. Rights**

1. To attend school.
2. To express his or her opinion verbally or in writing.
3. To expect that the school be a safe place for all students to gain an education.
4. To be represented, when appropriate, by an active student government selected by free school elections.

### **C. Responsibilities.**

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the

- educational process.
7. To maintain the best possible level of academic achievement.
  8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### **DEFINITION OF TERMS**

1. **MAINTENANCE OF DISCIPLINE** - from section 24-24 of the State of Illinois school code. "Teachers and other certificated educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."
2. **SUSPENSION** - means the temporary exclusion of a pupil from a classroom or from a school building. Section 10-22.6 of the school code indicates that the board has the power "to suspend or by regulation to authorize the superintendent of the district or the principal of any school to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 days.
3. **EXPULSION** - means the permanent exclusion of a pupil from the public school of the district. Section 10-22.6 of the school code reads, "to expel pupils guilty of gross disobedience of misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective."
4. **REMOVAL FROM A CLASS** - results from some disobedience which the teacher has defined as disruptive, immoral, or disturbing to an adequate learning atmosphere in the classroom. The teacher and administrator shall confer as soon as possible regarding removal from class.
5. **DETENTION** - is a set amount of time to be made up before or after school for students who have misbehaved in class or need to complete assigned work. Detention may be imposed by either the administrators or teachers. If the teacher feels that detention would serve an educational purpose of completing assigned work or modifying and improving a student's behavior, he/she may use detention. In either case, 24-hour notice will be given to the student and/or parents. The student should report to the teacher's room, or assigned detention room at the assigned time. There are also Saturday detentions which may only be assigned by an administrator and may be used in lieu of in-school suspensions.
6. **TRUANCY** - refers to any absence without the consent or knowledge of the parents or not approved by the school.
7. **TARDINESS** - refers to students who are late to school or classes. A student must be in his/her seat by the time the bell stops ringing.

### **INSTRUCTION - SCHOOL DAY**

**Pupils shall arrive at the school between 8:00 - 8:15 a.m. except as follows:**

1. When earlier arrival is made necessary because of bus schedules.
2. When pupils are requested to come earlier for participation in school activities or disciplinary action.

When the student is electing to eat breakfast, the student may be in the cafeteria during serving hours, 7:40 a.m. – 8:10 a.m. When a student arrives prior to 8 a.m., the student must report to the area designated by the principal (currently the varsity gymnasium) where the student shall follow rules until dismissed.

**Pupils will not be permitted to leave the school at any time before the regular closing hour, except as follows:**

1. When permission has been granted by the school office at the request of the parent or guardian. The student must sign out in the office.
2. When pursuing an approved schedule of school activities which shall be recognized as requiring the pupil to leave the grounds (i.e. field trip).

3. When permission is received and on file in the office from the parent or guardian for the pupil to leave the building and grounds during the lunch period. Students in grades K-6 are restricted to campus during the lunch period.
4. All students, except participants in extra-curricular activities, should be off campus by 3:30 p.m.

### **ATTENDANCE**

**If it is necessary to be absent from school, a parent is to call the school between 7:30 a.m. and 10:00 a.m. to verify each day absent.**

When a student returns to school following an absence that was not phoned in or verified by the office on the day of the absence, a written excuse is required. If no written excuse is received, the student will be sent to class with an "unexcused" permit to enter. All admit to class forms are written in the office. The report of absence must include the following 4 items:

1. The date
2. Student name and grade
3. Parent name (if written note is sent upon student's return, parent should write entire note and sign it)
4. The reason for absence

Students may be required to produce written confirmation from doctor, counselor, dentist, or orthodontist visits.

**If a student is not in attendance by 12:00 noon on the day of a school-related function, he/she will not be allowed to be a participant and/or spectator of an extra-curricular activity that day. If the absence occurs on a Friday, participation in a contest scheduled for a weekend or vacation period may be allowed with the consent of the principal or his/her designee.**

### **ABSENCE FROM SCHOOL FOR GRADES K - 6**

The legal obligation for regular and continuous school attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of the student. Ten (10) days of excused absences are allowed during the school year. In order to clarify how various types of absences will be marked in the office upon a student's return, the following guidelines have been established as school policy. **The principal, not the parent, determines whether a student is excused or unexcused:**

#### **CATEGORY I - Excused absences: (Reported by parent; may not exceed 10 days)**

1. Illness - if for three or more consecutive days, an excuse from treating physician is required within two (2) days of return to school.
2. Death in the family
3. Medical, dental, or eye doctor appointments when prior notice is given to the office or a note from the doctor's office is received upon return.
4. Unavoidable accident or emergency
5. School-sponsored trips

#### **CATEGORY II - No Credit Absence (Prior Notice Required):**

1. Serious illness of a relative whether local or out of town
2. Funerals (other than family)
3. Family trip - with written notice 3 days in advance of the departure date
4. Church sponsored trips - with written notice 5 days in advance
5. Observance of a religious holiday (5 days notice required) (board policy 7:80)
6. Court appearance (when a student must appear for someone else)
7. Additional circumstances with prior permission from principal

When returning to school from any such absence, as listed in the "Excused" or "No Credit Absence" categories without prior notice from the parent/guardian, students must present a written statement from their parent/guardian to the principal's office stating the reason for their absence. Without prior notice or a written statement from the

parent/guardian, the absence will be considered truancy.

A no-credit absence need not penalize the student by deducting from his/her nine-week grade. When the student turns in make-up work as designated by the teacher, within a time limit set by the teacher (usually one day for each day absent), the student will be given credit for a completed assignment and will be averaged at the discretion of the teacher. If the student does not turn in the completed designated assignment within the designated time limit, the student will receive a "zero" for the absence which will be averaged with the other nine-week grades.

**CATEGORY III - Unexcused Absence - (will receive zero on work)**

1. Working
2. Overslept
3. Home studying
4. Family trip with inadequate notice as explained in Category II or in excess of 8 days
5. Shopping
6. Getting haircut or having hair fixed
7. Banking or any business related to trip of private nature
8. Car trouble, getting car fixed
9. Late from lunch
10. Appointment not specified by parent or approved by office
11. All unspecified excuses or notes: "had my permission", "problem", "emergency", "our business", etc.
12. "Take Your Child to Work Day"- do this in the summer or during school holidays, etc.
13. Hunting trips
14. Illness of 3 consecutive days without signed note by the treating physician
15. Any absence which exceeds the 8 day allowable limit and is not excused by a doctor's note
16. Routine medical, dental, eye, or any appointments taken during ISAT testing
17. Family trips taken during ISAT testing
18. Out-of-school suspensions (\*Exception)  
\* Students receiving out-of-school suspensions will be given up to 50% credit for homework, (which is due the day after the suspension), and complete quizzes or tests (to be taken on the day after the suspension).

A student must be in attendance 150 minutes for one-half day credit and 300 minutes for full day credit. **Students not in school shall not be present at school functions on the date of non-attendance. Exceptions:** Individual situations may be reviewed and approved by the administration.

**NOTE: THE SCHOOL ASKS THAT PARENTS PLEASE CALL THE SCHOOL OFFICE (BETWEEN 7:30 AND 10:00 A.M.) TO INFORM THE SCHOOL IF YOUR CHILD WILL NOT BE IN ATTENDANCE THAT DAY.**

### **TARDINESS**

Being present in class and participating in class are academic functions. All students are to be in their proper classroom and in their seats when the tardy bell rings. A student that is tardy for the first period of the day or late for class must report to the office for a "permit to enter" slip before entering the classroom or library. At the elementary level, students will be considered tardy if they arrive after 8:15 but before 8:45 a.m. The principal shall have the prerogative of deciding whether the student is tardy or truant and will set up a procedure for administering discipline.

Students who are tardy the other periods of the day are the responsibility of the teacher. At these other periods of the day the student may be given one warning for the first offense. Should he/she then be tardy a second time, the teacher shall allow the student to attend class and assign the student a detention, because entering a class late is disruptive.

For K-6 students, letters are sent to parents after 5 tardies. Detentions progressing to suspensions may be imposed.

Detentions shall be assigned with a 24-hour notice. Failure to serve detentions shall lead to a Saturday detention and/or suspension from school.

## **TRUANCY**

Students who "skip" or who miss all or any part of a school day without parent or school consent will make up the time truant from school in the following manner:

1. For offenses less than one period, students will make up the time from 3:15 to 3:45 in after school detentions.
2. First and second offenses of two periods or more will result in Saturday detention.
3. Third offense will result in 1 day alternative placement
4. Fourth offense will result in a 2 day alternative placement
5. Fifth offense will result in a 1 day out-of-school suspension

**NOTE: STUDENTS WILL RECEIVE A ZERO (0) FOR WORK MISSED DURING THE TRUANCY AND THAT WORK CANNOT BE MADE UP FOR CREDIT.**

## **TRUANCY**

The State Board defines Chronic Truancy as missing 18 or more days (or 10%) of school of the previous 180 regular attendance days without a valid excuse. This would be less than 5 days per grading quarter. The school has the right to report such truancy to the Sangamon County Truant Officer and/or local police. Parents, by law, must see that their minor children attend school under the Compulsory Education Law. Letters will be sent to the student's home and to the Sangamon County Regional Office of Education for students who reach 6 days, 12 days and 18 days of absences.

## **HOMEWORK COMPLETION AFTER ABSENCES**

The student will be allowed to make up work missed for excused absences. The teacher will designate the make-up work for which the student will be given a grade which will be averaged in the nine-week grade. Failure to turn in completed designated work, within the designated time limit set by the teacher, will result in a "zero" for the absence(s).

A fair and reasonable amount of time will be given to a student to allow for makeup work. When a student is given an assignment prior to his/her absence, that assignment is due by 8:15 a.m. on the first day back to school. For example, you are here on Monday and receive an assignment to be handed in at the Wednesday class. You are absent from class on Wednesday (excused absence), you return to school on Thursday, the assignment should be turned in to your teachers by 8:15 a.m.

By noon of the second consecutive day of absence, parents may phone the office to request homework be gathered by the homeroom teacher and delivered to the office no later than 4:00 p.m. It is the responsibility of the parents/family members to either make arrangements or pick up the requested work.

Teachers are not responsible for providing work in advance for students who miss school due to vacations taken during school time. Teachers will maintain a collection of assignments done in class during the child's absence and provide a designated period of time for the student to make up work missed as per category III.

Students should see their teachers before school or during homeroom the first day back to gather missed work. Long term assignments such as research papers, projects or accelerated reading books are due upon return to school. Out-of-school suspensions are unexcused.

Teachers may give additional time for makeup work if there is a significant reason for it. Students are encouraged to not rely on time during the school day in order to get missed assignments, make up tests, etc. Besides homeroom, there is time allotted for this purpose before and after school as well as the lunch period.

Homebound Instruction is available via school board policy 6:150.

## **GRADES**

The Board of Education has adopted a nine-week grading period for our students. In each semester there are two nine-

week grading periods. The semester grade, which is the grade placed on the school's permanent record, is generally an average of the two nine week grades, the semester test grade, projects, and reports.

**Students in K – 2<sup>nd</sup> grade will receive grade indicators as follows:**

- E = Exceeds expectations
- M = Meets expectations
- N = Does Not meet expectations
- W = Academic Warning
- √ = Needs Improvement

**The suggested numerical pattern for letter grades in 3<sup>rd</sup> - 6<sup>th</sup> grade is as follows:**

- A - 93-100      Excellent or Superior
- B - 86-92      Good or Above Average Work
- C - 76-85      Average
- D - 68-75      Poor but Passing
- F - Below 68    Failure
- Inc.              Incomplete Work; Becomes an "F" if work not completed in the time allotted by the instructor. Maximum of 10 school days allowed to make up work.

Teachers who use a grading scale which is different must both post the alternate scale in the classroom and verbally explain the scale to the students. Point loss/grade reduction due to truancy, overdue/missing work, conduct and/or participation may be included in a teacher's classroom plan and distributed to students and parents.

### **PROMOTION K-6**

According to the Illinois School Code (105ILCS 5/10-20.9a), schools cannot promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. Decisions to promote or retain students in any classes must be based on successful completion of the curriculum. Students may fail only one of the academic core courses (social studies, science, or English). Students must pass both reading and math. Any student who fails reading or math will be subject to retention.

### **CLASS PLACEMENT K-6**

Assignment of students to classes shall be the responsibility of the building principal. Placement in classes shall be based upon consideration of the best interest of the individual student and also the effect on the instructional setting, according to academic skill levels, gender, special needs, relationships, social interactions, and ethnicity. In the case of transferred students, it is within the principal's authority to assign a student to a learning setting other than that recommended by the transferring school. A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the district will be assigned to a grade level appropriate to demonstrated academic proficiency.

Students determined to be at risk of grade retention at the end of a grading period will be provided opportunities for academic assistance during the school year. Elementary students may receive assistance in core academic subjects at times during the school day when their classmates are receiving instruction in music, art, or physical education or are at recess.

### **HOMEWORK**

Homework is seen as being an integral part of the instructional process and learning experience. Homework may be assigned to extend or supplement a lesson, or as preparation for a lesson, test, or other learning experience. Students may be assigned homework if they have not completed their in-school class work or if they have missed a learning activity due to absence. Reading books, studying spelling words, writing a report, doing research, drawing a picture or map, practicing math facts are examples of homework. Homework is also seen as one method of helping students learn to take responsibility for a commitment, plan their time, practice a skill, and exercise their initiative. Homework assignments, in general, are designed for most children to be able to complete independently.

Parents can help their child by providing adequate time for their child to complete assignments, a quiet place to work and encouragement that their child seeks the teacher's assistance if/when it is necessary.

## **CONFERENCES**

Parents are encouraged to visit the school or request a conference with a teacher at any time. Parent-teacher conferences are planned to follow the end of the first nine-week's grading period of first semester.

## **PROGRESS REPORTS**

Mid-term progress reports are designed to show the student and parent current course status. Students in grades K-2 will take their reports home to parents, while students in grades 3-6 will receive reports electronically via Edline. Parents/Guardians without internet access may use the public library or make arrangements at the appropriate school office.

## **HONORS/AWARDS**

Students from grades K-6 may be selected by homeroom teachers as citizenship award recipients. In addition, students in grades 4-6 may be recognized for straight A's in the five core subjects or for achieving honor roll (at least 3 A's and 2 B's) in the core subjects with no other grade on the card falling below a C. In addition, improvement recognition is given if a student has a net gain of three or more points in the core subjects. For example, bringing up a C to an A in math would be +2 but, dropping down A to B in science would be a -1. If other grades would stay constant, the net gain of +1 for that quarter would not be sufficient to qualify for improvement roll.

## **HALL PASSES**

Students in grades 3-6 will use their assignment book as their pass to the nurse, media center, office, locker, etc., during any portion of the school day, excluding lunch period. A record sheet in the back of the assignment book will be dated, timed, and signed for all passes. Students in the halls without their assignment book will be assigned detention time. Students in grades K-2 must also have a written pass from a teacher or staff member, allowing them to be out of class.

## **SCHOOL VISITORS**

All visitors should report to the school office immediately upon entrance to the building to receive a visitor's badge. Previous students, friends, and/or relatives of current students are welcome to visit during the lunch hour/recess time period. Visitors may not attend classes without permission from the principal.

## **LEAVING THE CAMPUS**

Students are restricted to school grounds from the time they arrive until the time school is dismissed. Students in grades K-6 may be excused to leave for lunch when accompanied by parent/parent designee who has personally signed them out of the office. Students must follow the sign-out procedure for appointments, emergencies, etc.

## **SIGN-OUT PROCEDURE**

Students, who must leave the school for any reason during the day, after having once arrived on the grounds, must notify the office. Students or parents must sign out on the "sign-out sheet" located in the grade school office.

Students who report to the office ill will be directed to the nurse who makes the decision on whether the student is to return to class, rest in the nurse's office, be sent to the doctor, or taken home.

## **RECORDS: NEW STUDENTS**

All pupils new to Pawnee Community Unit District 11 are required to present a certified birth certificate, parent's or guardian's name and address, and proof of medical and dental examinations completed by a doctor and a dentist certified in Illinois, as required by State Law. Failure to comply with this requirement within thirty (30) school days after initial entry shall require the child to be dropped from all classes until such time as requirements shall be met.

## **RECORDS: REGULATIONS**

Pawnee Grade School follows rules and regulations governing the release of school student records based on the

Illinois School Student Record Act of 1975, the Federal Education Right to Privacy Act and Board Policy 7:340. These rules concern the Student Permanent Record, the Student Temporary Record, and how this information will be handled, released, or challenged. Questions concerning student records should be directed to the office or to the counselor. A copy of the Board Policy regarding access of student records may be obtained from the school office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **Family Policy Compliance Office (FPCO) Home**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **STUDENT GRIEVANCE PROCEDURES**

Pawnee Community School District #11 does not consider race, sex, color, national origin, religion, or handicap as a factor in the placement of a student in a class or program.

Any student having reason to believe they have been discriminated against because of a handicap should contact the superintendent, who has been named Handicapped Coordinator.

Any student or employee having reason to believe they have experienced discrimination in the school on the basis of sex should present the grievance first to the superintendent. Both the Handicapped Coordinator and the Title IX Coordinator have copies of the district's grievance procedure should there be a need to proceed beyond the first stage.

Any other grievance should first be addressed to the teacher involved, or, failing resolution at that level, be taken to the principal's office.

### **GUIDELINES FOR ADDRESSING CONCERNS**

Parents should communicate any concerns in a timely manner. Parents should use the following process to address those concerns:

1. Contact the teacher to discuss the issue.
2. If the issue is not resolved after contacting the teacher, the parents may appeal by contacting the building principal.
3. If the issue is not resolved after contacting the building principal, the parent may appeal by contacting the district superintendent in writing.
4. If the issue is not resolved after contacting the district superintendent, the parents may bring the issue to the school board. Parents must inform the superintendent of their request to meet with the board at least 48 hours before the next scheduled board meeting. Regular board meetings are scheduled for the third Thursday of each month (unless otherwise posted).

### **DISCIPLINE**

One goal of the Pawnee School is to develop positive, constructive student behavior. We feel it is necessary for each student to develop self-discipline and a strong sense of responsibility toward himself/herself and others. All students, staff and community members have the right to an environment that is safe and promotes education and respect. Each individual is expected to conduct himself/herself appropriately at all times. For those students who are unable to display positive, constructive behavior or demonstrate self discipline, it may become necessary for the teacher and administration to enforce discipline. The district reserves the right to apply disciplinary action whenever a student's conduct is reasonably related to school or school activities whether the students are on school property or off school property. Students may be suspended or be recommended for expulsion for a serious violation of school rules.

### **DISCIPLINARY CODE**

Ideally, discipline is handled in the classroom, however when the acts of misconduct warrant additional corrective measures, the student will be sent to the principal or his/her designee for additional discipline. A uniform discipline code has been established for all students enrolled in Pawnee public schools. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure that the most appropriate action is taken in each

particular instance.

### **EXTRA-CURRICULAR BEHAVIOR**

We welcome attendance at school-sponsored events to support our teams. We expect good sportsmanship from our fans in order to allow a safe and enjoyable event. Grade school students K-5 must be accompanied by a parent or another adult and remain in contact with that individual. No additional sports items should be brought; no "sideline games" among spectators are allowed. After leaving school grounds from an extra-curricular activity, re-entry without administrative permission is prohibited.

### **COMPUTER USER GUIDELINES**

Upon enrollment each school year students are presented with computer user guidelines that should be read and must be signed off on by the student and parent/guardian before a student can use any district computer. Specific guidelines are also given to students concerning the Accelerated Reader program.

### **ACCEPTABLE USE**

All users of the Pawnee C.U.S.D. #11 Technology System must comply with the District Acceptable Use Guidelines.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services. "Use" of the system shall include use of or obtaining access to the system from any computer terminal whether owned or operated by the District.

### **COMPUTER USE RULES**

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor the use of the System by students, including students' access of the Internet, as part of the System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

### **PRIVILEGES**

Access to the System is provided as a privilege by the District and may be revoked at any time.

The System, including all information and documentation contained therein is the property of the District.

### **PROHIBITED USE**

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the District's Student Discipline Code and rules.

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging software, computers, computer systems, or networks.
5. Misuse of copyrighted materials.
6. Using another's password.
7. Trespassing in another's folder, work, files, or programs.
8. Loading/downloading of files/programs without permission.
9. Using the network or Internet for commercial purposes.
10. Using the network or Internet for anything other than academic reasons.

Failure to follow the rules will result in disciplinary action up to, and including termination of access to the computer network, with the possible loss of credit, and may result in further disciplinary and/or legal action. These rules are not meant to be all-inclusive for the termination of access to the computer network and are provided with the intent to be used as guidance to determine what may be considered violations to the computer policies.

### **SECURITY AND USER REPORTING DUTIES**

Security is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

Copies of the Computer User Guidelines & the Accelerated Reading Honor Code are included in the Appendix at the end of this handbook. (p. 34, 36)

### **CORRECTIVE MEASURES FOR MISCONDUCT**

The Pawnee Board of Education views suspension and expulsion as acts of last resort, to be taken when other means of correction have not produced positive results or where retention in class or school would be detrimental to general welfare.

It is generally agreed that serious or repeated incidents of student misbehavior should be discussed in conferences; teacher/student, teacher/administrator, and parent/administrator. The desired goal of these conferences will be to solve problems, clarify situations, resolve differences, and hopefully forestall serious disciplinary action through the mutual attention of parents and school personnel.

In actual practice, **the following procedures will be followed, although not necessarily in the order listed, or in their entirety.** The administrator or his representative must use judgement in all areas, weighing the nature and severity of the misbehavior, and the attitude of the offender. These penalties are applicable at school and at all school sponsored activities.

### **MISCONDUCT**

For the purposes of clarity and standardization, acts of misconduct have been classified into 3 groups as follows:

#### **Group 1**

- 1-1 Disruptive Behavior (Conduct and/or behavior which detracts from the normal educational procedure at school or extra-curricular events; i.e. note passing, talking, paper throwing, etc.)
- 1-2 Abusive, bad language
- 1-3 Non-defiant failure to complete assignments or carry out directions
- 1-4 Nuisance items brought to school or extra-curricular events
- 1-5 Classroom disturbance

#### **Group 2**

- 2-2 Skipping class, even though remaining in the building or on the school grounds
- 2-3 Willful insubordination/defiance of authority, rules and regulations
- 2-4 False alarm
- 2-5 Vulgar language or gestures to any others
- 2-6 Unauthorized use of tobacco (see page 15)
- 2-7 Cheating
- 2-8 Possession of, beepers, pagers, laser pointers, and other electronic devices, without authorization (excluding cell phones).
- 2-9 Gang activity (Board policy 7:190)

#### **Group 3**

- 3-1 Aggressive physical contact , provoked or unprovoked (See page 16)
- 3-2 Bullying (including Internet bullying) - (see page 17 for definition)
- 3-3 Vandalism
- 3-4 Defacing or damaging school property by writing, scratching, carving, smashing, etc.
- 3-5 Stealing

- 3-6 Possession of stolen property
- 3-7 Possession or use of unauthorized substances (drug, alcohol, inhalants, look-a-likes) and associated paraphernalia
- 3-8 Furnishing or selling unauthorized substances (drug, alcohol, inhalants, look-a-likes) and associated paraphernalia.
- 3-9 Possession of a firearm or other lethal weapon or object that constitute bodily harm, or pepper spray.
- 3-10 Arson
- 3-11 Aggressive, violent and/or extreme behavior
- 3-12 Bomb threat
- 3-13 Sexual harassment/ Student to Student Harassment (Policy #500.30, Board Policy Manual)
- 3-14 Possession of explicitly pornographic photos, video tapes, magazines, objects, etc.
- 3-15 Threats

**NOTE: Repeated and/or habitual offenses in one group will eventually be dealt with at a higher group level. The following actions are options available to teachers and administrators:**

- |  |   |
|--|---|
| 1. Verbal reprimand  | 8. Removal from classroom (extended)                            |
| 2. Detention (including Saturdays)   | 9. Suspension   |
| 3. Special assignment  | a. In-school  |
| 4. Counseling  | b. Out-of-school  |
| 5. Withdrawal of privileges (including extra-curricular attendance, field trips) | 10. Confiscation  |
| 6. Parent conference   | 11. Notification of law enforcement officials where appropriate |
| 7. Behavioral contract   | 12. Recommend Expulsion   |

**Group 1** acts of misconduct will be subject to the most appropriate action from #s 1-7 unless the conduct is repeated and/or habitual in which case any one or more of the above described discipline options, including out-of-school suspension or expulsion, may be warranted.

**Group 2** acts of misconduct are subject to the most appropriate action from #s 1-11. Once again repeated and/or habitual misconduct may warrant implementation of any one or more of the above described discipline options, including out-of-school suspension or expulsion.

**Group 3** acts of misconduct are subject to all of the above listed options, including out-of-school suspension and expulsion.

With respect to expulsions for possession of a firearm, explosive or a device releasing a projectile that can cause severe bodily harm, said expulsion may be for 360 school days within the discretion of the Board of Education provided such period for expulsion is approved by law or statute. In any case, said expulsion shall be for 180 school days unless special circumstances as determined by the Board of Education would indicate that expulsion should be for less than 180 school days.

In general practice every effort will be made by teachers and administrators to assure that the option chosen is appropriate for the misbehavior and that the student is aware of the relationship between the misconduct and the action taken. When a student has received three or more detentions/in-school suspensions, the principal may implement a behavior plan. School searches, according to law, may be utilized.

Specific procedural safeguards are in place for the following actions taken by administrators and/or teachers (removal from classroom, suspension & expulsion).

### **REMOVAL FROM CLASSROOM**

Standards and procedures which provide the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the School Board. The standards and procedures shall be recommended to the Board by the Superintendent after input from staff, students

and the parent/teacher advisory committee on discipline.

The standards and procedures shall ensure the following:

1. the District's definition of disruptive behavior;
2. the expectations for student behavior of the teacher are fair, reasonable, with the District's guidelines and are known by the student;
3. the student knows the consequences of violation of the teacher's expectations for student behavior;
4. disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
5. continued disruptive behavior by the student shall cause the involvement of parents/guardians and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
6. the written remedial plan shall be filed by the teacher with the administration and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom;
7. appropriate personnel shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
8. disruptive behavior by a student which could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

### **CORPORAL PUNISHMENT**

In accordance with State Law and District Policy, corporal punishment is not permitted.

### **DETENTION SYSTEM**

Two types of detentions will be issued. Before/After school detention and SATURDAY detention. (Refer to the section SATURDAY DETENTION for additional information. In all cases, a 24 hour notice will be given to the student and/or parents.

Transportation home is the responsibility of the student and/or parents. If a problem arises concerning the serving of a detention, the student is to discuss the matter with the Building Principal prior to the scheduled detention. **A detention which is skipped shall double. Failure to serve the doubled detention will result in an office referral with the time again doubled by the principal. Failure to serve the referral detention will result in a Saturday detention.**

### **SATURDAY DETENTION**

The Board of Education has authorized an alternative to suspension from school/class for certain school-rule infractions when deemed appropriate by the principal or to allow students to make up homework that was not turned in or was incomplete. The alternative allows the student to remain in his/her classes to take full advantage of his/her educational opportunities. The alternative is a Saturday detention that may be served in lieu of the suspension. The guidelines for this Saturday detention are as follows:

1. The detention will be served on the date indicated on the attached letter. Students are to enter and exit the building through one of the main entrances as determined by the detention supervisor.
2. The detention period is from 8:00 a.m. until 1:00 p.m. The Student shall be given a maximum of 5 hours and is to be served 2 breaks for a drink and/or restroom.
3. The student will conduct himself/herself in an appropriate fashion during the entire detention. Normal classroom behavior is expected. Failure to do so will result in the student being sent home and reassigned the original suspension.
4. The student is responsible for his/her transportation to and from school for the detention.
5. Students will not be admitted to the detention room after 8:00 a.m. Failure to report promptly at 8:00 shall result in further discipline action. **Total failure to report will result in a progression of consequences from in-school to out of school suspension.**
6. Students will bring appropriate school related study materials with them to the detention. Students who fail to bring adequate study materials will be sent home and further disciplinary action will be taken.
7. **NOTE: Saturday detention is a disciplinary measure assigned by the administrative staff only.**

As we are an educational institution, the students' academic well being is our primary concern. The alternative to suspension from school/class was conceived in this light but does not, however, minimize our concern regarding the

incident or offense that precipitated the suspension. Any student's academic well-being is best maintained by compliance with school rules.

### **ALTERNATE EDUCATIONAL SETTING/IN-SCHOOL SUSPENSION**

An alternate educational setting, when a student's conduct requires removal from the classroom, may be provided within the school day. The student is able to receive credit for work completed but is not able to participate in recess, lunch with classmates, and such privileges.

### **OUT-OF-SCHOOL SUSPENSION**

The Superintendent or the Building Principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedure protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents of their right to review. Also, a copy of the notice shall be given to the School Board if a hearing is requested by the parent.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer, the Board may take such action as it finds appropriate.

### **EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

### **SMOKING AND TOBACCO PRODUCTS**

Students enrolled in the Pawnee School District shall not have within or on his/her possession (or body, at school-sponsored events, on school property, or within the school building) tobacco or tobacco products. This policy is explicit to include twenty-four (24) hour a day on school property and expressly relates to extracurricular events, such

as home and away contests or events, and any other school sponsored activity with students in attendance. Failure to observe this rule shall result in the following:

- 1st Offense - Three (3) day out-of-school suspension
- 2nd Offense - Five (5) day out-of-school suspension
- 3rd Offense - Ten (10) day out-of-school suspension and a recommendation to board for expulsion.

Should the student refuse to discard or allow confiscation of the tobacco products upon authority demand, he/she will face the following:

Immediate out-of-school suspension of not less than three (3) days, and parent notified immediately.

**NOTE: Smoking in the building and on school grounds is banned. This will be in effect for twenty-four (24) hours a day.**

### **HAZING**

Unauthorized initiation or hazing of students is prohibited by an act of the State Legislature (Chpt. 720, Act 120, Section 5 of the Ill. Compiled Statute) and is punishable in the Courts of Illinois with a fine of \$500. or imprisonment in the county jail not exceeding six months, or both. "Hazing" is defined as that treatment which tends to set a student apart from his/her schoolmates.

### **SEXUAL HARASSMENT/STUDENT TO STUDENT HARASSMENT**

Aggressive Behavior defined as using any form of aggressive behavior that does physical or psychological harm to someone else and or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. (P.A. 92-0260) Any communications or materials created outside of school that are discussed, distributed or brought into the school setting that violates school rules, makes a true threat directed toward school staff, students or school property or substantially interferes with the educational process are subject to disciplinary action.

Any student who feels they are being harassed due to their gender should report the incident to their teacher, the counselor, or the principal as soon as possible. Likewise, a student who is being ridiculed by another student should report the incident to the proper authorities.

Students have a right to an education where they are not harassed or ridiculed. However, teachers and administrators cannot help unless they are aware of the situation.

### **BULLYING**

All students have the right to an educational atmosphere that is free from verbal and/or nonverbal, physical emotional, and social abuse. Bullying is a desire to hurt and/or control another person for the bully's own enjoyment. Bullying is a continual hurtful action that can threaten another person's well being. Physical bullying can be taunting, pushing, threatening harm, initiating fights, tripping, extortion, biting, etc. Emotional bullying can be calling names, giving dirty looks, insulting intelligence, defacing personal property or clothing, etc. Social bullying or harassment can be initiating or spreading gossip and rumors, public teasing, group exclusion, public humiliation, etc. Bullying may also include cyberbullying and cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide, or self harm. Students are educated on the importance of preventing bullying and our staff is committed to enforcing our anti/bullying and anti-harassment policy. Parents and/or students who are aware of bullying/harassment behaviors should report concerns immediately to school staff. Parents of students who are reported to have engaged in aggressive behavior will receive a notification through a letter. Proven allegations of bullying or harassment have serious consequences, including detention, in school suspension, and/or out of school suspension.

## **CRISIS PREVENTION**

It is extremely important for students to report anyone who intends or may intend to do harm to fellow student or staff at P.G.S. Report any information to your teacher, the counselor, or the principal. Students can also call the school violence tipline at 1-800-477-0024.

If a crisis does occur, please follow the directions of your teacher or principal or listen for instructions over the P.A.

## **CORRIDORS/STAIRS**

Students should practice simple courtesy in moving through the halls. Keep to the right while moving and try not to block traffic while using your lockers or getting a drink. Students shall not sit in the hallway or corridor areas or stairwells. Plenty of wastebaskets are available to students wanting to get rid of litter. No running, scuffling, rowdyism, whistling, or littering is allowed in the halls or on the stairs.

Students are not to be in the corridors without an approved pass while classes are in session.

## **LOST AND FOUND K-6**

All clothing articles that are found are placed on the "lost and found" rack located inside the front door of the grade school. Lost jewelry and other valuables are kept in the school office. Money that is found is placed in an envelope with the finder's name and date. If it is not claimed within one week, the finder may receive the money. Unclaimed articles are given to local charities on the last day of school before spring break and on the last day of school.

## **TRANSPORTATION**

The Pawnee school district will provide transportation for all students who live one and one-half miles or more from the school. The school district will maintain all buses so that they will operate efficiently.

There may be days when inclement weather occurs and school will be in session. At times, emergency snow routes may be necessary. Announcements on local radio and television stations will be made to notify you of the change in bus schedules/routes. If an emergency snow route is run in the morning, it will be repeated in the afternoon.

In addition, the district may provide courtesy bus transportation to students who live within the required one and one-half-mile limit set by law. The bus stops are set at points of greatest density and are arranged to serve students at the fringe areas. As stated, this service is a courtesy and can be eliminated if problems arise either at the bus stops or on the bus routes themselves. Most small towns do not provide this service. In addition to serving the students, the traffic in front of the school is minimized, thus creating a safer atmosphere.

**Bus Pass:** If a student needs to ride a bus other than the one to which he/she is assigned, a note signed and dated by the parent of the affected student must be presented to the office. A bus pass allowing the student to ride that bus for that day will be given to the student to present to the bus driver when boarding the bus.

**School Field Trips:** All bus rules apply to field trips. Field trips and other educational experiences involving bus transportation are reserved for student, teacher, and chaperone use.

**All students are asked to observe the following safety rules to avoid any problems on the bus.**

1. Be on time at the designated school bus stop to help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus and wait for the bus to come to a complete stop before attempting to enter the bus.
4. Be careful in approaching the place where the bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Keep hands and head inside the bus at all time after entering and until leaving the bus.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Treat bus equipment as you would valuable furniture in your home.
10. Never tamper with the bus or any of its equipment.
11. Do not leave books, lunches or other articles on the bus.
12. Keep books, packages, coats and all other objects out of the aisles.

13. Help look after the safety and comfort of smaller children.
14. Do not throw anything out of bus windows.
15. Do not leave your seat while the bus is in motion.
16. Be courteous to fellow pupils, the bus driver and the patrol officers or driver's assistants.
17. Be absolutely quiet when approaching a railroad-crossing stop.
18. In case of road emergency, remain in the bus until instructions are given by the driver.
19. At a discharge point where it is necessary to cross the highway, accompany the pupil patrol to a point at least 10 feet in front of the bus where traffic in both directions may be observed, then wait for permission from the driver before crossing. When no pupil patrol is used, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
20. After leaving the bus, help look after the safety and comfort of smaller children.
21. Be alert to a danger signal from the driver.
22. Do not ask the driver to stop at places other than the regular bus stops. He is not permitted to do this except by proper authorization from a school official.
23. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
24. On other trips, respect the wishes of the chaperone appointed by the school.
25. Eating and drinking is not allowed on the bus.
26. While waiting for a departing bus after school, stay within the designated area for your bus.

**STUDENTS CAUSING ANY DISRUPTION ON THE BUS, DISREGARDING SAFETY RULES OR NOT RESPONDING TO DISCIPLINE BY THE DRIVER WILL BE BROUGHT TO THE BUILDING PRINCIPAL FOR DISCIPLINARY ACTION. A WRITTEN REPORT WILL BE SUBMITTED.**

**Disciplinary Action** -- Verbal warning is given to student by bus driver to cease the unacceptable behavior. Upon written bus driver referral the following action is taken:

- 1st offense - parents notified with 3 days suspension off the bus.
- 2nd offense - parents notified with 5 days suspension off the bus.
- 3rd offense - parents notified with 10 days suspension off the bus.
- 4th offense - removal from the bus for the rest of the school year; parents are responsible for student transportation for the rest of the school year.

Suspension of bus privileges includes **ALL** types of bus transportation (field trips, athletic trips, etc.) Parents will be responsible for transporting the student to and from school. Students who are absent from school due to bus suspension will be unexcused. Parents have the right to due process and appeal regarding a bus suspension; the same procedures for review of a school suspension apply. The first step in the appeal is to contact the school principal in writing.

### **FIELD TRIPS**

The classroom teacher rearranges field trips. At the time of registration, parents are asked to sign a permission form for field trips. The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip unless prior approval has been given. Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Participation in a field trip experience is a privilege extended to those students who have demonstrated effort in attendance, completing work to maintain grades, and exhibiting proper behavior and citizenship skills. Any student that has received an in-school or out-of school suspension during the school year must be accompanied by a parent/guardian. Except for transportation, the parent/guardian must chaperone that child through all field trip activities. All students will be transported by bus. If there are not any available seats on the bus, you may have to provide your own transportation. You will also have to provide for all of your own expenses. If you cannot arrange for your child to be chaperoned by a responsible adult, your child will not be allowed to attend all field trip activities. Alternate activities will be available at school for those who cannot attend. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. If the trip involves advance purchase of tickets, we will be unable to refund the cost of the ticket if your child is absent or unable to participate in the trip.

### **Chaperone Guidelines for Field Trips**

Prior to assisting a trip, all chaperones must complete the "Volunteer Check Form." Field trips are an extension of classroom learning. They offer a wide variety of experiences, which enhances the learning of our students. Providing a safe environment for our students during these trips is an added responsibility for teachers and chaperones. These guidelines are designed to help all chaperones provide a safe and educationally successful trip for our young learners. The classroom teacher and principal may provide additional guidelines.

1. Chaperones are responsible for the students the teacher has assigned to them. Chaperones are to know where their students are at all times and are never to leave students unattended.
2. Chaperones are to escort students to the restrooms and whenever possible, accompany them into restrooms. Male and female chaperones may need to assist each other at times.
3. Chaperones are to see that their students abide by the time schedule that is outlined for the field trip.
4. Chaperones must insure that all of their students follow the necessary and applicable safety rules on and off the bus.
5. If a student should become ill or injured, the chaperone is to notify the teacher immediately available. The chaperone gives the responsibility of the rest of the group to another chaperone and takes care of the child in need.
6. Chaperones are to direct their students to behave in a manner that allows them to best benefit from the trip. Students are to be respectful and courteous at all times. Any behavior problems are to be dealt with in a firm, consistent, and fair manner. The teacher should be informed of any behavior problems as soon as possible.
7. Chaperones are to assist the student in learning during the field trip. They are to help students understand displays, speakers, etc.
8. Chaperones are expected to follow all policies and guidelines. Smoking is not allowed.
9. Chaperones cannot bring other children on field trips.

### **DRESS CODE FOR GRADES K - 6**

At the Pawnee Schools we would like to eliminate as much controversy as possible on a very controversial subject - the dress code. We feel some sort of direction in dress is necessary so as to maintain a degree of discipline that will create the greatest amount of learning atmosphere. With the following rules we are trying to stay consistent with the Legal Department of the Illinois Office of Education who advise that student dress be restricted to "health and safety factors", and factors "that substantially and materially disrupt the educational process".

After much consideration, the superintendent, principal, teachers, and Board of Education have arrived at the following conclusions:

Boys and girls at Pawnee Grade School should be clean, neat and "appropriate" in their school dress. Dress is one example of an outward expression of a person's self-respect. Many boys and girls are sufficiently guided and given good examples to emulate by their families, teacher, and peer groups when it comes to choosing "appropriate" school apparel. However, for those who need rules for school attire, they appear below:

1. Girls and boys shall wear safe, adequate footwear.
2. Boys and girls shall not wear unclean, ragged, and/or frayed clothing. Clothing with rips and/or holes is not appropriate attire.
3. Girls and boys shall not display offensive words or advertise alcoholic beverages, tobacco products, drugs or expressions of a sexual or violent nature not conducive to education on their school attire or accessories.
4. Boys and girls shall not wear attire so long that it is apt to be hazardous on stairs, i.e. long skirts or long baggy pants. Pants, shorts, and skirts must be worn on the hips or above with undergarments fully covered.
5. Girls and boys shall be allowed to wear shorts throughout the complete school year.
6. Boys and girls in grades 3-6 shall not wear:
  - A. Any tank tops (Shirts with a minimum 3" width at top of shoulder are permitted.)
  - B. Any halter tops
  - C. Or any other tops that expose the chest, back, waist or sides below the underarm areas. Tanks can be worn

over or under other acceptable clothing. Hooded garments are to be worn only with the hood down.

D. Shorts, skirts and dresses that do not extend 5 inches from the top of the kneecap.

7. Hats, caps, scarves, sunglasses and coats are not to be worn in school at any time except upon entering or leaving the building or on designated days.
8. Athletic uniforms used for game play by Pawnee teams or co-op teams may not be worn as school attire without prior approval of the principal.
9. Chains attached to wallets, keys, or chains connecting pierced body parts, as well as neck or wrist chains suitable as weapons, are not allowed. The only pierced body parts allowed to be decorated with jewelry or adornments are the ears.
10. Pajama pants/shirts and slippers are to be worn only on designated days.
11. Possession of hygiene items including aerosol sprays, nail polish, nail polish remover, nail glue, hair dye, and body glitter is banned. Application of perfume, cologne, deodorant, and hairspray is restricted to locker rooms. All such items must be in non-aerosol containers.
- 12.. Any clothing, hair dye or jewelry deemed disruptive to the educational process by the faculty and administration shall not be worn.

### **Disciplinary Action for Dress Code Infractions**

#### **Grades K-6**

**1st offense** - A note will be sent home with the student at the end of the school day stating that the student's apparel does not conform to the school's dress code; also, an oral explanation will be given to the student. Documentation of the offense will be kept. If available, appropriate clothes will be given to the student to wear at school that day.

**2nd offense** - Parent will be notified, and the student must be removed from the school and returned in a reasonable length of time dressed in compliance with the dress code.

**NOTE: FAILURE TO COMPLY WITH THE DRESS CODE DIRECTIVES WILL BE VIEWED AS INSUBORDINATION AND DEALT WITH APPROPRIATELY.**

### **CONDUCT IN THE CAFETERIA DURING LUNCH PERIOD**

Sufficient time has been provided for everyone to obtain lunch and eat without undue haste. Those bringing lunch from home will also eat in the lunchroom.

The courtesy of precedence in the lines will be granted teachers and guests.

The cafeteria will be a pleasant place for everyone if each person respects the rights of others and observes the following regulations:

1. Take your time getting there and keep your place in line. Do not block the corridor; stay to the East Side. Early arrival not allowed.
2. Eat only in the cafeteria. Food must not be taken into the corridors, into the gym, or outside of the building. If you bring your lunch from home, it must be eaten in the cafeteria.
3. Deposit paper bags, milk cartons, sandwich wrappers, straws, etc. in refuse containers.
4. Return your trays, plates, and silverware to the soiled dish counter.
5. Avoid undue noise and confusion and undue movement. The first 10 minutes after being seated are reserved as "quiet time" to allow K-6 students to eat.
6. Help to keep the dining room clean and attractive.
7. Anyone guilty of throwing food, leaving a mess on the table, smashing milk cartons, etc., will be asked to remain in the lunchroom and clean up the room, plus other disciplinary action may be taken against the student.
8. The principal or "designated staff person" may rescind the privilege of eating in the lunchroom or may assign designated seating spots.
9. Students are not to be in the hallways during lunch period. In the elementary grades, the children do play outdoors daily except when wind chill ("feels like") temperatures are below zero. Please remember to dress your child for the cold weather with a coat, hat, mittens, extra socks, and boots.

### **SPECIAL EDUCATION PROGRAMS AND SERVICES**

State and Federal legislation requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, Pawnee School District in cooperation with the Sangamon Area Special Education District provides special education programs and services.

Programs and services are designed to meet the needs of students who have disabilities which adversely affect their success in a preschool or regular classroom setting.

Referrals may be made by parents, teachers, or other concerned individuals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and service. When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step.

Special Education referral forms may be obtained from your building principal. Also available upon request are the complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE Regulations governing special education.

The following is a brief description of special education programs and services:

- \* Supportive Resource Services (SRS) - Limited instruction for less than 50% of the school day.
- \* Supportive Resource Classroom (SRC) - Intensive instruction for more than 50% of the school day.
- \* Early Childhood Program (ECP) - for children ages 3-5.
- \* Community Based Education (CBE) - Classes for children with severe and profound disabilities.
- \* Behavior Needs Program - Self-contained classes and itinerant and consultative services for children whose behavior adversely affects school success.
- \* Visually Handicapped Program - Resource and consultative services.
- \* Hearing Handicapped Program - Resource and consultative services.
- \* Speech/Language Program

Additional services provided through Sangamon Area Special Education District include: Child Find Services, School Social Work Services, School Psychological Services, Psychiatric Diagnostic Services, Vocational Education Services, Physical and Occupational Therapy, Orientation and Mobility Training, and Audiological Services.

## **TITLE 1**

Title 1 money is provided through the Federal government to give individualized and small-group assistance to students who are experiencing difficulty in reading and writing. This extra help will be given to the students who have the greatest need based on reading achievement scores and teacher recommendation.

Parents are encouraged to be involved in the Title 1 program through helping plan, implement, and evaluate parent involvement activities.

## **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

It is the policy of Pawnee School District to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. Behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. Positive, nonadversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. We recognize that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

## **SCHOOL PSYCHOLOGIST/SCHOOL SOCIAL WORKER**

Pawnee Grade School will share the services of a school Psychologist and a school Social Worker. These people will visit our school on a regular basis to work with students in areas of testing, counseling, and problem solving. Parents may contact the school for appointments with either the school psychologist or social worker.

## TESTING

An achievement test, the Illinois Standards Achievement Test (ISAT) or Illinois Alternate Assessment (IAA) will be given according to times established by the state each year. Students are notified in advance when the tests will be administered. Each fall, students in grades 2-8 are given the IOWA achievement test.

### 2009 Test Dates

- **March 2-13, 2009 (Grades 3, 4, 5, 6, 7, and 8)**

2009 ISAT Grades and Subjects Tested				
	<u>Reading</u>	<u>Mathematics</u>	<u>Science</u>	<u>Writing</u>
Grade 3	•	•		•
Grade 4	•	•	•	
Grade 5	•	•		•
Grade 6	•	•		•
Grade 7	•	•	•	
Grade 8	•	•		•
• indicates that students are tested				

## HEALTH SERVICES

Parents should not send students to school when they are sick or hurt to ask the nurse to diagnose and/or treat a possible illness or injury. Any student becoming ill throughout the day should report the illness to his/her teacher who may then refer the student to the nurse.

A student with a temperature 100° or over or who has vomited **must** go home. It is the parent's responsibility to arrange for this to occur within an hour of being notified. The school has a responsibility to protect the health of remaining students. It is imperative that parents notify the school throughout the school year with any changes of phone numbers for home, work, or emergency contact persons.

Any student missing school for three consecutive days because of illness will have to show a doctor's excuse and/or release to return to class. This may be faxed within the day of the student's return from the doctor's office to the school office using fax number 217-625-2251.

We strongly discourage the practice of taking medication at school. However, there are exceptions for those students on long term medication for the student's health and well being. The school, with proper authorization from parents and physician, asks those students taking prescribed drugs to report to the nurse's office to turn over those drugs which will be dispensed by the nurse at the appropriate times. Complete medication guidelines are cited in board policy 7:270.

Only the nurse or her designee may decide to send a sick or injured student home. A student will not be allowed to go home sick unless a parent comes to pick up the student or other arrangements are made.

## SHARING OF MEDICAL INFORMATION WITH SCHOOL STAFF

It may be necessary to share a student's medical information with school staff in order to meet their health and safety needs. Medical condition and allergy lists are given to teachers and staff on a need-to-know basis. If you have any objection to this, please submit your objection in writing to the school nurse.

## MEDICAID REIMBURSEMENT

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Pawnee School District #11 will claim Medicaid/KidCare reimbursement for services provided. These claims will

have no impact on your ability to receive Medicaid funding either now or anytime in the future.

### PHYSICAL/IMMUNIZATION & DENTAL REQUIREMENTS

What is required?	Who is it required for?	What is the deadline for these requirements?
School physicals	All students entering: Pre-K-(1 <sup>st</sup> time entrance only) Early Childhood Kindergarten 6 <sup>th</sup> 9 <sup>th</sup>	1 <sup>st</sup> full day of school
Immunizations	Required to be up to date and current for all grade levels including: Pre-K and Early Childhood	1 <sup>st</sup> full day of school
Dental Exams	Students entering: Kindergarten 2 <sup>nd</sup> 6 <sup>th</sup>	May 15 <sup>th</sup> of the school year
Vision Exams	Required for entrance of all Kindergarten	October 15 <sup>th</sup>

A complete list of immunization requirements is available from the school nurse. Sport physicals are required prior to participating in all sports. All records must be on file with the school nurse by the first student attendance day.

### VISION SCREENING

Every year vision screening is done at Pawnee School District, as mandated by IL School Code, for students in all grades except 7<sup>th</sup>, including special education, new and transfer students, and teacher referrals. The screenings begin in August and continue throughout the school year as necessary. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening at school if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school.

### SELF ADMINISTRATION OF MEDICATION

On August 16, 2001, Public Act 92-0402 created in the School Code a new section entitled “Self-Administration of Asthma Medication.” The general requirement of the new law is that when certain conditions are met, a school must permit the self-administration of medication by a pupil with asthma. These conditions are as follows:

- The medication must pertain to the pupil’s asthma and have an individual prescription label.
- The medication must be prescribed by a physician, physician assistant, or advance practice nurse having authority to prescribe such medication.
- The parents or guardian must provide the school with written authorization for self-administration of the medication. **Self-administration means that the pupil has the discretion as to the use of his or her medication.**
- The parents or guardian must also provide the school with a written statement from the pupil’s physician stating the name and purpose of the medication, prescribed dosage, and time(s) at which special circumstances under which the medication is to be administered by pupil.

There are two options available for the child who needs to use an inhaler at school:

- Option #1                      The child will be allowed to carry his/her own inhaler and use it without supervision. To utilize this option, the Contract for Self-administration of Medication must be signed by student, parent, and physician and returned to the school to keep on file.
- Option #2                      The child comes to the health office where the inhaler is kept, and uses it under

supervision. To utilize this option, the Authorization for Administration of Medication at School must be signed by the parent and physician and returned to the school to keep on file.

The above requirements also apply to auto injectors for diagnosed medical conditions. Board policy governs all medication guidelines.

### **MEDICATIONS ON FIELD TRIPS**

Medications are not sent on field trips unless a specific written request is made by the parent and presented to the school 24 hours prior to the field trip. The parent must send the medication to school on the morning of the field trip and the teacher will keep it in a safe and secure place while on the field trip until such time the child requires the medication. The medications will be given to the child to self-administer. The medication must be in the original bottle from the pharmacy along with a note stating your request for your child to take the medication at the given time.

### **HEAD LICE**

According to the Illinois Department of Public Health, head lice do not transmit communicable disease. Persons from all socioeconomic levels without regard to age, race, sex, or standard of personal hygiene, can become infested with head lice. The psychological, social and economical impact of head lice infestations can create a problem in the home, school, and community. Head lice as a social problem far outweighs its significance as a health concern in most situations. It becomes a social concern because of the emotional reaction to its presence. Due to the continued concern and frustration in dealing with head lice in the school, the latest national recommendations for school guidelines have been reviewed and Pawnee School District will seek to achieve a consistent approach to head lice management within the school. The following information was obtained from the American Academy of Pediatrics, Center for Disease Control, Center for Health and Health Care in Schools, and the National Association of School Nurses.

- Head lice is not a serious medical condition, but rather a nuisance.
- Adult lice are 1-2 cm in length. Head lice crawl; they do not jump or fly and they are dependent on their host for nourishment (human blood). Lice that fall off a head or either injured or dying and incapable of causing an infestation on another person. Lice are very fragile and cannot live off of their human host for more than 24 hours. Transmission occurs by direct head to head contact. Indirect spread through contact with personal belongings (combs, hats, coats) is very unlikely due to the biology of the louse.
- Nits (eggs) are tiny white/yellowish oval shaped eggs that are attached to the hair shaft at an angle. Nits found more than 1 cm from the scalp along the hair shaft are considered non-viable. These are empty egg cases from the current infestation or a past infestation.
- Routine head checks of healthy students are not recommended. Entire classrooms should only be checked when head lice is present in 2 or more students.
- Head checks should be done on symptomatic students (i.e.: itching of the scalp).
- Exclusion from school with head lice disrupts the educational process and should not be viewed as a strategy in managing head lice. Exclusion policies are unjustified and discriminatory. Active infestation poses no risk to others and students should remain in class. There is little reason to immediately send the student home or isolate him/her from the rest of the school population. Transmission is much more likely to occur before the infestation is identified.
- Parents have the primary responsibility for the detection and treatment of head lice and schools should work in a cooperative and collaborative manner to assist all families.

#### **It is the expectation of the parents/caregivers and families attending this school that:**

1. Child's hair will be checked for head lice on a weekly basis at home.
2. Upon detecting head lice at home or school, parents will use a safe and recommended treatment for head lice and inform the school of finding head lice at home and/or treatment of such.
3. Encourage children with long hair to attend school with hair tied back.
4. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
5. Maintain a sympathetic attitude and avoid stigmatism/blaming families who are experiencing difficulty with control measures.
6. Act responsibly and respectfully when dealing with members of the school and community around head lice issues. Parents are asked to respect privacy issues and not call the school with reports of names of children other than their own who have or were known to have head lice. These reports will not be accepted by school personnel, nor will those children be checked by the school nurse for head lice under those circumstances.

#### **It is the expectation of the school to undertake the following:**

1. Distribute current and up-to-date information on the control of head lice to parents and staff at the beginning of the school year. Include updates throughout the year as needed.
2. Inform parents when there are 2 or more cases of head lice in the child's classroom.

3. Inspect the heads of children in a classroom that has 2 or more identified cases of head lice.
4. Once a child has been identified as having an active infestation of head lice at school, the parent will be notified and given information regarding standard treatment and follow-up procedures and encouraged to contact their physician/pharmacist for further questions or information. Ideally, the parent should pick the child up from school to allow the school nurse to show the parent the evidence of infestation, and at the same time, provide assurance and guidance. If the parent chooses, the child may return to the classroom for the remainder of the day and receive treatment after school.
5. Follow-up the day after treatment by checking the child's head to assure that proper practices were used for treatment of head lice. If it is determined that the child still has an active infestation, the parent will be contacted and asked to come to the school to pick up the child. Additional instruction will be given to the parent on standard head lice management, treatment, and follow-up. Continued follow-up and assurance will be given to the family.
6. Provide privacy and confidentiality when dealing with head lice issues.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take care of the school property and building. Any marking or damage done will certainly stand out in our building. Any student guilty of damage to school property shows no consideration for the rights or feelings of others. Damages inflicted willfully by students will necessitate restitution. Teachers are expected to report incidents of marking, defacing, or damaging of any school property. Parents are responsible for the cost of any vandalism or destruction of property committed by their child.

Theft of school property and vandalism are crimes and are punishable by law. The Pre-K playground is only for children 8 years and younger, with adult supervision. Children age 9 and over should not be on the equipment.

### **BOOK RENTAL**

All textbooks may be rented from the school or students may purchase their books if they so desire. The rental is currently \$80 for grades K-6. The purpose of rental is to make available textbooks to the student at the lowest possible cost. Each textbook varies in cost from about \$50 to \$85 when new and the price goes up every year. In certain instances, parents may request additional available textbooks for home/tutor use in which case a book deposit equal to the replacement cost of the book will be required.

Students, upon receiving their books, should write their names in the proper place inside the front cover. The student is then fully responsible for that book and its care. A charge will be made when students return books that have obviously been abused, and payment in full is required when a book is lost/ or severely damaged.

Pawnee does participate in the Illinois Textbook Loan Program in accordance with Public Act #79-961 of 1975, whereby the school receives rotating funds to assist in the purchase of texts and resources offered through the Illinois State Board of Education.

### **LIBRARY BOOK FINES**

To insure the timely return of library books and materials, a fine of \$1.00 per week will be assessed on overdue books and materials checked out of the school library. The following conditions will be met:

- An overdue list will be given to grade school homeroom teachers and to the high school office weekly at the close of each week.
- Students will be notified verbally by the grade school homeroom teachers and in the high school via the daily printed bulletin.
- After receiving the warning, students need to locate and return the overdue book or to renew it.
- Warning slips will be sent home with students on Monday to alert parents of the overdue book and possible fine if not located.
- If the book is submitted or renewed and this takes place during the warning week, there is no fine added.
- After the 8:15 a.m. bell which starts the **next** week, and each week thereafter, the fine of \$1 per week is assessed and is **payable to the adult librarian.**
- When the fine reaches \$3, a written letter will be mailed home.
- A fine will be no higher than the replacement cost of the book, but still must be paid.

## LOCKERS

Hall lockers are assigned to all students in grades 5-6 for their use during the year. The locker is the property of the school and is not the personal property of the student, therefore, they must be kept free of any signs, decals, or materials of questionable, illegal, or dangerous nature.

If students have any problems with their lockers, such as bolts coming loose etc, they should report this to the office.

Sometimes lockers will not close because they are too full of debris. Students must not force doors closed with their body since such action may damage the paint or break the hinges. If a locker is that jammed full, it needs to be cleaned

out. No food or drink should remain in lockers overnight. Students are not allowed to write on the lockers. (Replacement cost/locker is approximately \$275.)

## AFTER-SCHOOL HOURS USE OF THE BUILDING

At 3:30 p.m. each day the entire school building is closed to students. This means that the gymnasiums, auditorium, rooms, and corridors are to be clear of students at that time. The obvious exception to this will be that a student or group of students, **under the direct supervision of a teacher or staff member**, will be allowed in the building after 3:30 p.m. as long as they are actively pursuing the task which necessitates the use of after school time. A reasonable amount of time will be allowed after the practice, meeting, etc., for students to clear the building. A student may return to the building to retrieve study materials or other items until 4 p.m., at which time the doors shall be locked. Any student returning prior to 4 p.m. must check in at the office before going to a classroom or locker.

## USE OF THE TELEPHONE/CELLPHONES

Students may not use school phones without permission. Emergencies may arise where use of the office phone will be granted. Matters of school business may be transacted by club, class and organization officers and representatives if permission is granted in the office. Organizations and classes must record all long distance calls and pay for them. Parents are also reminded that, except in cases of emergency, phone calls are not an appropriate way to notify the school of changes in arrangements or schedules; written notes are accepted for this purpose.

Use of telecommunication devices is prohibited during the school day except in an emergency situation. Such items brought to school must be concealed, secure, turned off, and the responsibility of the owner. Failure to follow this directive will result in confiscation of the device for return to parents. Continued problems will result in disciplinary action. The school is not responsible for lost or damaged cell phones.

## 2008-2009 STUDENT FEE SCHEDULE

### Registration/Book Rental:

Kindergarten through Sixth	80.00
Technology User Fee (1 <sup>st</sup> – 6 <sup>th</sup> )	25.00

If a student withdraws from school during the first semester, a refund of one-half of the book rental/registration fee will be made, if he/she withdraws the second semester there will be no refund. If a student transfers to this school during the first semester, he/she will pay the full book rental/registration fee and if he/she transfers during the second semester, he/she pays one-half of the book rental/registration fee.

### Athletic Fees:

Participation Fees (G.S./ J.H.)	35.00 per sport or 100.00 for 3 or more sports
Athletic Uniform Annual Rental Fee	25.00

### Miscellaneous Fees:

P.E. Shorts	12.00 (\$2.00 extra for 2XL and larger)
Athletic Uniform Annual Rental Fee	25.00

### Hot Lunch Prices:

Breakfast – First through Sixth	5.00/week
First through Sixth	8.75/week
Extra Milk	.35/day or \$25.00 per semester or \$45.00 per year

Lost or damaged lunch ticket	Replacement Cost
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### LUNCH POLICY

The system works much like a bank checking account. It is **NOT** a charge account. This lunch procedure involves a computer scanner much like those used at stores. Each student has his/her own card with his/her own bar code. These cards, for most students, will be kept by the classroom teachers and only distributed at lunchtime. Money will be deducted from each child's account as he/she eats school lunches. Each student's lunch balance will be available via Edline on our school website. Our main goal is to offer your child/children a nutritious lunch at a reasonable price. At the end of the school year any credit balance will be refunded if your child will be leaving the district or remain in his/her account for the next school year.

Persons who feel that they qualify for free or reduced lunches due to financial circumstances should complete the application located at the back of this booklet and return it to the grade school office. There is additional non-lunch aid for those who qualify. The federal government sets standards for qualifications.

### LUNCH PROCEDURE IS AS FOLLOWS:

1. **Paying via RevTrak is preferred.** A minimum of \$35 for Grades 1-6 and \$40 for Grades 7-8 is needed to cover one month of hot lunches. In addition, those who eat breakfast need \$20 per month. These prices do not include extra milk (\$.35 per carton) and ala carte items. The RevTrak payment system is accessible through the school website, pawneeschools.com. If you pay by cash or check, enclose the check or cash in an envelope with your child's name, your child's teacher's name, and the amount enclosed written on the front. It is much easier for our collection procedure if a separate check/cash is sent with each child.
2. **There are overdue limits.** When their account balance is running low, students will be verbally notified as they check-out. When students in grades 1-6 reach a zero or negative balance, a written notice will be given to the student that day. He/she will only be allowed to charge 2 days. If no money is received by 9:00 a.m. the third day, the student will receive a peanut butter sandwich, and milk until the student's account has a positive balance. Checks returned for insufficient funds will be deducted from your child's account. Parental signature is required to allow the borrowing of money from sibling lunch accounts.
3. **Payment is expected for all students.** Those families eligible for free or reduced meals are responsible for paying meal costs until all appropriate paperwork is completed and approval is granted. This procedure must be done annually.
4. **An accurate lunch count is important.** If your student is planning on eating a school lunch but will need to arrive late to school (ex. Dr. appointment) and will miss morning attendance/lunch count, please phone 625-2231, extension 217 to reserve a lunch.

### INSURANCE

It is the responsibility of any student injured at any time within the limits (the limits are for that period from departure from home for school, while in school, and during the period of time while returning home from school) to notify the teacher or chaperone in charge of any injury, or suspected injury, within 24 hours. Medical attention will be provided by the school office where possible, or the case will be turned over to a doctor.

It is the responsibility of the injured, upon return to school, to request the insurance papers. These papers must be

properly completed and filed with the insurance company by the parent. Failure to properly report the accident, or to complete the forms, may result in the loss of the claim by student and/or parent.

Any injury that results from fooling around, horseplay, or a fight, is not the responsibility of the school or its insuring agent. Bills resulting from such activity are the burden of the party guilty of starting or provoking the violation of school rules.

**The district requires that all students participating in athletics be covered by insurance in case of injury.** Parents of students taking part in extra-curricular activities must file an Insurance Release Form with the school. These forms are available in the school office.

### **NON-DISCRIMINATION STATEMENT**

In accordance with Federal law, US. Department of Agriculture policy and Pursuant to Board of Education Policy Number 116.01, this school district does not discriminate against students on the basis of race, color, national origin, sex, age, or disability. Handicap as defined under the regulations of the Rehabilitation Act of 1973 as regards access to or the use of the District's programs, services, and activities. It is also this school district's policy to provide a free appropriate public education to all students with disabilities or handicaps in conformance with the provisions of the Individuals with Disabilities Education Act (hereinafter "IDEA"). Accommodations will be made available for parents/guardians with disabilities to attend school functions. Pawnee CUSD #11 does not discriminate on the basis of sex in its education programs, activities, or employment as required by Title IX. Inquiries or complaints regarding compliance with any component of this article may be directed to the superintendent.

### **SEX OFFENDER REGISTRATION (94-994)**

Parents may obtain information on registered sex offenders living within our school district through the Illinois State Police website: [www.isp.stateil.us/sor/](http://www.isp.stateil.us/sor/).

### **PUBLIC NOTIFICATION OF PESTICIDE TREATMENT**

A professional pesticide control company has been contracted to treat the school on the first Tuesday of each month. The treatments will always be conducted after school hours. This serves as notice of state law 225ILCS23/10.3. To be included in a registry of people who wish to be notified prior to treatment, please contact the Unit office.

### **PUBLIC NOTIFICATION OF ASBESTOS MANAGEMENT**

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following school buildings:

Pawnee Elementary School

Pawnee High School

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

This information was distributed to all building occupants by:

Asbestos Program Coordinator:

Superintendent

Pawnee CUSD #11

810 North Fourth Street

Pawnee, IL 62558

(217) 625-2471

## HAZARDOUS TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardian(s) who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the state to help offset some of the cost. For example, bus fares or mileage reimbursement for private automobiles will be paid at the current state rate per mile.

If you can answer **yes** to the following questions for the 2006-2007 school year, you may be eligible to receive reimbursements for providing such transportation.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full-time student in grade kindergarten through 12?
3. Did the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
4. Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2008, to complete a claim application. Claim forms should be available from February 2008 through June 30, 2008.

In addition, parent(s)/guardian(s) who had pupils living **less than 1 ½ miles** from the school attended must have verified that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live except Cook. (Cook County residents must receive and submit applications from Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777 by February 1, 2008.) The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days.

Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form.** Parents who have received verification of a safety hazard on or after the 2006-2007 school year and whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state during December, 2007 for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

## MANDATED REPORTERS OF CHILD ABUSE & NEGLECT

School personnel are required to report suspected child maltreatment immediately when they have “**reasonable cause to believe**” that a child known to them in their professional or official capacity may be an abused or neglected child. This is done by calling the DCFS Hotline at **1-800-252-2873** or **1-800-25ABUSE**.

## FIRE AND DISASTER PROCEDURES

Directions are posted in each room for both fire and disaster procedures. These procedures should be followed every time the fire alarm goes off or a dangerous storm announcement is made.

**FIRE ALARM** – A continuous blast or honk from the alarm horns.

**DISASTER ALARM** – An announcement will be made over the public address system informing students of the situation and the course of action to follow.

## **FIRE AND DISASTER DRILLS**

For a fire drill students should leave the immediate area of the building as directed by their teachers.

For emergency drills students must be sure to stay away from openings, doors, windows, and areas where shattered glass may be flying. In storms of this nature the smaller a target the student is, the better chances are of coming through unharmed.

## **PTO**

The Pawnee Parent Teacher Organization (PTO) includes all parents, teachers and staff who work to enhance our students' learning experiences. Some PTO sponsored activities include the fall merchandise and spring pizza sales.

The PTO meets the first Monday of each month that school is in session.

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