

# **Pawnee Grade School**



***2023-2024***  
***Parent/Student Handbook***

## **Pawnee Grade School**

810 North 4<sup>th</sup> Street

Pawnee, IL 62558

Phone: (217) 625-2231

Fax: (217) 625-2251

### **School Hours:**

8:15 a.m. – 3:15 p.m.

(Pre-Kindergarten/Kindergarten dismissal begins at 3:05 p.m.)

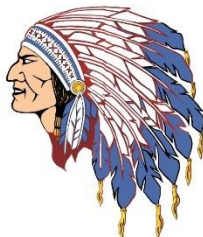
### **Pawnee School District Philosophy**

The school district, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The school district is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

### **Pawnee Grade School Vision/Mission Statement**

At Pawnee Grade School, our goal is to create a community of empowered learners in a safe, supportive, and healthy environment that inspires all learners to achieve and excel academically, socially, and technologically.

The staff at Pawnee Grade School believes that all students should be immersed in a positive atmosphere where mutual respect is modeled, collaboration is encouraged, and individuals are valued and supported. We shall strive every day to provide challenging opportunities that allow students to grow and reach their full potentials, while establishing a culture of universal achievement and promoting a love of lifelong learning.



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## **FOREWORD**

The purpose of this handbook is to provide information about Pawnee Grade School. Parents should become familiar with its contents and keep it available for future reference. Not all questions can be answered here, so do not be afraid to ask questions of teachers, counselors, or any school personnel.

While many specific and factual items can be covered in this handbook, much will be left unwritten. Complete Board of Education policies governing the operations of the school are in each office. You can also check our school website at [www.pawneeschools.com](http://www.pawneeschools.com) for more information.

## **HANDBOOK REVIEW**

This handbook was reviewed by the Handbook Review Committee, which meets annually each spring. The district-wide committee is made up of students, parents, teachers, board members, and administrators. The Handbook Review Committee recommendations are considered by Pawnee administration and are approved at the June school board meeting. The items in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. This handbook is a reflection of the current status of rules, practices, and procedures and is subject to change without prior notification. Input is welcomed as we continue to update and improve this document each year.

## **EDUCATIONAL PHILOSOPHY**

The Pawnee Community Unit District No. 11 Board of Education believes that the 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.

## **ORGANIZATION**

Pawnee Grade School encompasses Early Childhood through 6<sup>th</sup> grade and is the only 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. The Board determines the specific policies of the district. The superintendent is the administrative head of the district 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.

## **EQUAL EDUCATIONAL OPPORTUNITY & SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

## **DUTIES AND AUTHORITY OF PRINCIPAL**

The principal has the responsibility for discipline in his/her school and for setting proper climate for teaching and learning.

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:

- Deny certain privileges to students.
- Assign other appropriate measures to remedy the action.
- 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.
- Impose suspension of students for failure to comply with school regulations.
- 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.

#### **FAITH'S LAW NOTIFICATION**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

#### **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**

Parents may 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 (217) 625-2471.

State law requires the district to notify students and their parents/guardians that school officials may request or require a student or his parent/guardian to provide a password or other related account information to gain access to the student's account or profile on social networking website. Parents will be notified before the student request is made. This request may be made only if there is a reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or board policy.

**Surveys Requesting Personal Information:** School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district). The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercises this option.

**Student Biometric Information:** Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### **CHAIN OF COMMAND**

Parents should communicate any concerns in a timely manner. Parents should follow the district's chain of command when seeking to address concerns:

1. Contact the teacher/coach to discuss the issue.
2. If the issue is not resolved after contacting the teacher/coach, the parents may appeal by contacting the Building Principal.
3. If the issue is not resolved after contacting the building principal, the parents may appeal to the district superintendent.
4. If the issue is not resolved after contacting the superintendent, the parents may bring the issue to the school board (in closed session). Parents must inform the superintendent of their request to meet with the school board at least 48 hours before the next scheduled board meeting.

Regular board meetings are scheduled for the third Wednesday of each month (unless otherwise posted).

If parents/guardians feel that extenuating circumstances exist, they may contact the building administrator for further assistance.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Citizenship Responsibilities:**

- 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.
- Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. A student's conduct shall reflect consideration of the rights and privileges of others.
- 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.
- 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.

#### **Student Rights:**

1. To attend school.
2. To express his or her opinion verbally or in writing, in an appropriate manner.
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.
5. Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, or status as homeless.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to

educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should first contact the principal. If the concern is not adequately addressed, the parent should then contact the building principal. The final level of the chain of command, before the Board of Education is the superintendent. He/she is contacted prior to the Board of Education if a dispute is not solved at the school level.

#### **Student 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.

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

Questions concerning student records should be directed to the office. A copy of the board policy regarding access of student records may be obtained from the school office.

**Students new to Pawnee Grade School:** All students new to Pawnee Community Unit District 11 are required to present a certified birth certificate, proof of parent/guardian's name and address, and as required by state law, provide proof of medical and dental examinations completed by a doctor and a dentist certified in Illinois. Immunizations are required to be up to date and current for all grade levels. *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.*

#### **FERPA: FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the district receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will arrange for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the district may request an additional 5 business days in which to grant access. The district charges \$0.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. (These rights are denied to any person against whom an Order of Protection has been entered concerning the student.)
2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the

district to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the district decides not to amend the record, the district will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. **The right to prohibit the release of directory information.** Throughout the school year, the district may release directory information regarding students, limited to name, address, gender, grade, birth date, and place of birth, parent/guardian names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, honors, and/or information in relation to school-sponsored activities, organizations, and athletics, or major field of study period of attendance in school.



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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

#### **PARENT TEACHER ORGANIZATION**

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 sales, Santa's Secret Shop, Barnes & Noble Trip, and Play Day. The PTO will meet monthly except for July and December. More information is located on the school's website.

# ***Preschool Handbook***

## **Philosophy**

Children learn through play and hands-on experiences. We believe in providing a variety of opportunities for discovery by touching, tasting, smelling, feeling, and hearing. Making discoveries by themselves along with interaction and supervision of adults is the way children learn best. Each child is a unique and special individual deserving acceptance, love and the chance to grow and learn. By incorporating and using clear, consistent limits and expectations for behavior, the teachers will provide a secure environment for children. Positive verbal reinforcement or feedback nurtures self-esteem in children. Once children feel good about themselves and what they can do there's no stopping them! Self-sufficiency and independence are encouraged. Children who feel they have some control over their lives and can accept responsibility for themselves, their actions, and their environment are happier and more content than those children who don't. Each child is encouraged to communicate and verbally express their feelings and needs. Adults working with children need to model appropriate behaviors and show concerns and sensitivities to others' needs and encourage children to do the same. The teachers in the Pawnee Preschool Program believe that each child will learn through play to get along with others, express their feelings and feel good about school.

## **Preschool for All (PFA) Program**

The Pawnee preschool program is designed for children 3 to 5 years old. It is our goal to facilitate the development of children and to strengthen and support their families in their efforts to prepare their children for future school success. Your child will benefit from an enriched preschool environment and experience the joys of making new friends, the excitement of learning new skills, and the opportunity to develop independence.

## **Parent Participation**

We encourage parent participation at school and invite you to come into the classroom to work with the class, as often as you can. This participation could consist of volunteering in the classroom, reading to the class, attending classroom activities or field trips, attending education events, sending in family projects, attending holiday programs or other school events.

We host family events on days the district has 12:00 dismissals. These days are not a regular attendance day for Pre-K students but are days for parents to attend events planned in their classrooms. These events include games, art, science, STEM, cooking, snack and

parent education.

## **Home/School Communication**

Open communication between school and parents provides a strong foundation for building a positive relationship between the two. Please make use of our willingness to listen by sharing your needs and concerns with us.

Your child should carry a regular sized backpack with him/her to and from school every day. We will provide your child with a folder they will bring home and return to school each day. If you write a note, please put it in the folder to ensure it reaches your child's teacher.

Each week, your child's teacher will send home a newsletter that will have important upcoming dates and topics that your child is learning about in the classroom on a weekly basis. Teachers will also use a communication platform such as Remind to communicate with you. You are also able to email or call them with your questions, concerns or to learn more information.

## **Birth Certificates**

The purpose of requiring a certified copy of the child's birth certificate is to ensure that the student has not been listed as a missing child. Although it can be used to verify age and gender of a child, it is not a document designed to verify residency for school enrollment purposes. According to the Missing Children Records Act [325 ILCS 50/5], a pupil must provide a certified copy of his/her birth certificate to the school district within thirty (30) days of enrollment. If a birth certificate is unavailable, the parent may present other reliable proof of the child's identity and age, supported by a sworn statement explaining why the birth certificate is not available. Other reliable proof of the child's identity and age shall include a passport, visa, or other governmental documentation of the child's identity. If the student was not born in the United States, the school must accept birth certificates or other reliable proof from a foreign government.

Upon failure to comply, the school or other entity shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he has 10 additional days to comply [325ILCS 50/5]. There is no basis in law to exclude a student for failure to produce a birth certificate or other proof even if the parent fails to provide such proof after the 10 additional days.

### **Required Paperwork at Registration**

In order to attend, students must have a complete file which requires the following:

- Certified copy of the birth certificate
- Physical
- Immunization Records
- Proof of income (one of the following from all contributing members of the household):
  - Pay stubs (2 consecutive from both parents if working and living together)
  - Proof of public benefits with parent name (WIC, TANF, SNAP, SSI, CCAP, Medicaid)
  - Tax Return (most recent)
  - W-2 (most recent)
  - Verification/letter from employer
- Parent Interview form
- Online registration
- Health Information
- Enrollement
- Proof of Residency

### **Times and Early Release Days**

Regular school days have two sessions. The morning session meets 8:15 - 10:45 a.m. while the afternoon session meets 12:30 - 3:00 p.m.

On 2:00 p.m. dismissal days, preschool classes will run the same for the morning session, but the afternoon session will meet from 12:30 - 2:00 p.m.

Noon dismissal days: Neither the morning or the afternoon session will be held.

The district calendar will be observed for all school holidays and snow days. Our schedule may sometimes vary from the district's schedule. Please refer to the preschool calendar for our schedule.

### **Early Childhood Block Grant Attendance Guide**

Early Childhood Block Grant (ECBG) funding gives priority to the most at-risk children; therefore, children receiving services provided with ECBG funding should not be dropped from the program for poor attendance. If attendance is a concern, the program should utilize program staff, including administrators, teachers, social workers, family educator, and /or district attendance officer to call chronic absenteeism and promoting regular attendance. If after conduction outreach and working with the family to get the child to school, the child may be unenrolled IF the child has had six weeks of consecutive absences (no attendance for six weeks with no intermittent attendance days). This does not include planned, extended absences. The program should

document all attempts made to work with the family. The child's family should be notified of the disenrollment, and a child from the program's waitlist should be enrolled in the empty spot. If there is no waitlist, the student should remain enrolled in the program. This is not an expulsion for behavioral reasons.

### **Screening Process for English Language Learners**

Under 23 Illinois Administrative Code Part 228 Transitional Bilingual Education, public school districts must uniformly identify children who are English learners (ELs) by administering a home language survey to all children new to the district and conducting an English language proficiency screening process for children who come from a language background other than English. Preschool programs must offer a language instruction program for ELs consistent with the requirements of Part 228 to all preschool children identified as ELs.

At Pawnee Grade School, a comprehensive language evaluation occurs during the preschool developmental screening. Children identified as having language difficulty are further screened by the Speech and Language Pathologist. If identified as a student speaking English as a second language, he/she will also be screened using the World-class Instructional Design and Assessment (WIDA). Assessment data gathered through the WIDA results are used to develop intervention or support services to meet the unique needs of the learner. In addition to the preschool language screening, parents are asked to complete a Home Language Survey (HLS) as part of the enrollment process. Students not identified during the screening may be identified by the HLS.

The school strives to offer opportunities for English learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English learners will be (1) given the opportunity to provide input to the program, and (2) provided notification regarding their student's placement in, and information about, the district's English learners programs. For questions related to this program contact the principal.

### **Daily Snacks**

Pawnee Preschool is a participant of the Child and Adult Care Food Program (CACFP). This program provides for daily snack and milk at no cost to the family.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not

### **Transportation Policy**

To ensure the safety of your child when bringing them to school, you must wait with your child outside the classroom doors until the teacher opens the door to signal the day is ready to begin. When you bring your child to school, please **DO NOT** arrive until 5 minutes before the session begins. Please pick up your child **promptly** at the scheduled end of class.

If someone other than a parent is to pick up your child, you **must** notify us **in writing** or give us a call when there is no time for a note. We **cannot** legally send a child with anyone other than parents or those designated by the parents or guardians in writing.

Preschool parents/guests are asked to park behind the school on the old tennis court and enter through door W. Always use the gravel driveway to enter/exit the school grounds. **Do not ever go behind the Grade School where children may be playing or loading up on buses afterschool.**

In addition to the whole-school bus routes running before 8:00 a.m. and after 3:00 p.m., we also offer return transportation after the morning preschool class (leaving at 10:45) and before the afternoon session (arriving at 12:30) for parents who require it.

The location for pick up and drop off can be a home or daycare and needs to be a consistent schedule. **For student safety, a parent or other designated adult must meet the student at the bus stop. If an adult is not present, the student will be taken back to the school office to await parent/guardian pick-up. If we are unable to reach parent/guardians, we will contact law enforcement.**

### **Clothing**

Your child will need close-toed shoes every day for active play. We will play outside as often as possible. Please make sure your child is dressed to play outside in all-weather temperatures. Coats, hats, backpacks, etc. should be **labeled with your child's name**. Please send a complete set of extra clothes, including socks, to school with your child in a plastic bag marked with your child's name which will stay in their backpack. If your child needs to change clothes at school, we will send the soiled or wet clothes home with him or her. Please send extra clothes back the following day.

### **Preschool Behavior Management Policy**

We believe that the development of self-control and selfdiscipline is important for each child. We strive to teach both the children and the parents in our program how to achieve this. We feel self-control and acceptance of responsibility for themselves and their actions is a major goal.

Children do best when clear, consistent limits and expectations for their behavior are defined for them. By providing a carefully planned day, consistent adult attention to children's needs, lots of praising for good behavior, and accepting and discussing a child's feelings and needs, we find little need for punitive measures.

Behavior is typically managed by staff talking to the student about the behavior, problem solving with the student, and then helping the student either make a better choice, or assisting the student in his/her reconciliation with a peer, if needed. Teaching children how to "use their words" and how to problem solve is ongoing process and a priority in our program! Sometimes students need a break in the cool down area. This break allows the student an opportunity to deescalate or calm down. Typically, the student will rejoin his/her peers once he/she is ready. Adult assistance is provided as needed.

Individual behavior management plans will be created with the parent as needed.

### **Expulsion and Suspension**

The U.S. Departments of Health and Human Services and Education issued an **introduction letter** and **Policy Statement of Expulsion and Suspension Policies in Early Childhood Settings** to assist states and public and private early childhood programs in partnering to prevent and severely limit expulsions and suspensions in early learning settings. Recent data indicate that expulsions and suspensions occur at high rates in preschool settings. This is particularly troubling given that research suggests that school expulsion and suspension practices are associated with negative educational and life outcomes. Early suspension, expulsion, and other exclusionary discipline practices contribute to setting many young children's educational trajectories in a negative direction from the beginning. This has long term consequences for children, their families, and the schools that they will later attend. In addition, stark racial and gender disparities exist in these practices, with young boys of color being suspended and expelled much more frequently than other children. These disturbing trends warrant immediate attention from the early childhood and education fields to prevent, severely limit, and work toward eventually eliminating expulsion and suspension and ensuring the safety and well-being of young children in early learning settings.

## Public Act 100-105 Suspension – Expulsion of Children Birth to Five

Governor Rauner signed Public Act 100-105 on August 14, 2017. The law will take effect on January 1, 2018. Details related to enforcement/monitoring will be specific in the administrative rules currently being developed by the state agencies. The goal of Public Act 100-105 is to ensure that early childhood programs engage in best practices in their disciplinary actions by prohibiting the use of expulsions due to child behavior. Planned transitions, after documented attempts to address the child's needs, are not considered expulsions. The bill also puts in place a system to track transitions, providing data to better understand the issue and identify the need for additional resources.

## Parent/Teacher Conferences & Home Visits

Each student will receive one parent conference during parent/teacher conference days. Parent/teacher conferences are planned to follow the end of the first nine-week's grading period. Parents may request additional conferences at a mutually agreed upon time. Please do not hesitate to let us know if you would like to meet!

Home or school visits will be scheduled at the end of the school year or as needed.

## Field Trips

The classroom teacher arranges field trips. These trips may be walking trips to a local destination in Pawnee or outside of Pawnee and require a bus. The classroom teacher will notify parents about each field trip. All students are required to ride the bus or walk to and from the field trip unless prior approval has been given. Field trips are planned for educational purposes to meet classroom objectives. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students may be prohibited from attending field trips (including reward trips) for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher,
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

Please refer to page 29 to see Chaperone guidelines.

## Assessment and Grades

Your child will be assessed throughout the school year using Teaching Strategies Gold which is an observation based program. The teachers and paraprofessionals will observe and interact with your child and document the progress they have made throughout the school year. Reports about their progress will be sent home three (3) times a year.

## Pawnee's Tuition-based Preschool Program

**The monthly cost of the tuition program is \$50 per month or \$450 per year. The first deposit of \$100 is due before your child begins on August 17, 2023 which covers the cost of August and May. Payments are due on the 1<sup>st</sup> of each month.**

*Payments should be made by check and payable to Pawnee Preschool.*

If sending the payment to school, please place the payment in your child's backpack in an envelope labeled with your student's name.

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# Grade School Handbook

## INSTRUCTIONAL SCHOOL DAY

The school hours are 8:15 a.m. to 3:15\* p.m.  
(\*Kindergarten begins dismissal at 3:05 p.m.)

**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.
3. 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.
4. Students must be in the classroom after breakfast at 8:15 a.m.

Students may enter the building at 7:55 a.m. Students should enter through the Grade School's primary entryway. Students must report to the area designated by the principal (currently K-2 in the north gym and 3-6 in the varsity gym) no earlier than 7:55 a.m. where the students shall follow the rules until dismissed.

Students must be on time for every class and must always be prepared for class by the time class begins. Students must have the textbook, completed assignments, notebook paper, writing utensils, assignment book, and any other necessary class materials.

**Students 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 student to leave the grounds (i.e. field trip).
3. All students, except participants in extra-curricular activities, must be off campus by 3:30 p.m.

## ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the

child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school, are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, or have a religious reason requiring absence. A student who is absent or whose physician anticipates his or her absence from school for an extended period, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

The following guidelines clarify how various types of absences will be marked in the office upon a student's return. The principal determines whether a student is excused or unexcused, not the parent. Daily attendance records will be maintained by the school district. Verification of a student's absence is the responsibility of the parent/guardian.

The Illinois State Board of Education mandates that the school office calculate a student's daily attendance based on the following:

- Full day attendance = 300 minutes or more
- Half day attendance = 69-218 minutes
- Full day absence = 219 minutes or more
- Tardy = up to 9:00 a.m.

**NOTE:** Parents need to call the school office between 7:30 and 9:30 a.m. to inform the school if their child will not be in attendance that day. Phone messages may be left via voice mail before 7:30 a.m.

When parents/guardians call, they are to provide the following information:

- The name of the person calling and relationship to the student
- The student's name
- The reason for the absence
- 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 items:
  - Date
  - Student's name and grade
  - Parent/Guardian's name (if written note is sent upon student's return, parent should write entire note and sign it)
  - Reason for the absence

If a student is absent and no telephone or personal contact is made between the school and parent/guardian during the student's absence, the student must bring a written excuse from a parent/guardian stating the reason for the absence before class admission status is determined. If no contact is made, the absence is deemed unexcused. (See Absences Unexcused section for more information.)

### **ABSENCES EXCUSED**

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. After a student has missed 5 consecutive days of school, an excuse from the treating physician is required for illness. The written documentation must be received upon the student's return, unless other arrangements have been made in advance.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

In the event of any absence, the student's parent/guardian is required to call the school office before 9:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. The school may require documentation explaining the reason for the student's absence.

### **ABSENCE MEDICAL EXCUSED**

An excused medical absence will be limited to an absence for all or part of the school day verified in writing by a

representative of the medical office providing the medical care for the student. It should be noted that a medical excuse should be received in writing upon the student's return to school unless other arrangements have been made in advance. A medical note for ongoing conditions must be renewed each school year.

**NOTE:** Medical absences with a doctor's note will count toward the cumulative absences but will be indicated as excused.

### **PREPLANNED ABSENCE**

Pre-arranged excused absences must be approved by the building principal. If a parent/guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent/guardian is expected to inform the office of such absences 3 days in advance in writing by filling out the Preplanned Absence Form, which can be obtained on the school's website or from the Grade School office.

Note: If a student is leaving on a prearranged trip, the student may request assignments from teachers prior to leaving; however, teachers are not required to provide the homework prior to the trip. If a student requests homework before leaving on a prearranged trip, the student must turn in all assignments and take missed quizzes upon returning to school. Failure to turn in work upon return to school may result in a grade of 0.

### **ABSENCES AND AFTER SCHOOL FUNCTIONS**

If a student is not in attendance by 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.

### **PERFECT ATTENDANCE POLICY**

Students must be in attendance for a full day (300 minutes) of instruction each day of the school year to be eligible for perfect attendance awards. Students who need to attend a documented medical appointment may still be eligible for the perfect attendance awards if the student is in attendance for a minimum of 300 minutes of instruction on the day of the appointment.

### **ABSENCES UNEXCUSED**

Automatic unexcused absences are any absences for which the parent does not call to verify the whereabouts of their child *or* any absence which exceeds the ten (10) days per school year allowable limit and is not excused by a doctor's note. In addition, family trips/prearranged absences will not be excused during the state's mandated testing dates. (See the district's calendar and/or website

for additional information.)

Students are required to produce written confirmation from doctor, counselor, dentist, or orthodontist visits. This written confirmation must have a date and time of appointment or visit, and include the student's name on office letterhead/script within five (5) school days upon the student's return.

\*Students receiving out-of-school suspensions will be given credit for homework, (which is due the day after the suspension ends). The student will be given up to 100% on completed quizzes or tests (to be taken on the day after the suspension ends).

### **CHRONIC ABSENCE**

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. Of the 10 excused absences, 5 of them are mandated mental health days. After ten (10) days of excused absences, a doctor's note (with the date, time of appointment and when completed, and student's name) will be required to verify the student's absence for all additional days the student is ill. 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.

### **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 at 8:15 a.m. A student who 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. At the elementary level, students will be considered tardy if they arrive after 8:15 a.m.

Students who are tardy after 8:15 a.m. for a second time (and any additional tardies) will be given a recess detention on the day he/she is tardy. A letter is sent to parents after five (5) tardies. Students will receive a one (1) hour detention after receiving three (3) tardies, and a two (2) hour detention after receiving five (5) tardies. These detentions will be after-school to make up for the time lost at the beginning of the day. Not serving a detention may result in the student being placed in an in-school suspension. After school detentions shall be assigned with a 24-hour notice.

### **CHRONIC TRUANCY**

A "truant" is defined as a child subject to compulsory

school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

The school has the right and responsibility 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. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled

### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who "skip" or who miss all or any part of a school day without parent or school consent will make up the truancy from school in the following manner:

1. First offense will result in 1 day in-school suspension
2. Second offense will result in a 2 day in-school suspension
3. Third offense will result in a 2 day in-school suspension and referral for school related services and/or outside agency.



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

### **LINCOLN'S BIRTHDAY WAIVER**

The Pawnee Board of Education adopted a waiver for Lincoln's birthday at a public hearing held on April 19, 2012. (Public Act 96-640) The district sought the waiver to allow student attendance on Abraham Lincoln's birthday, allowing the district to meet the intent of the mandate in a more effective and efficient manner by scheduling special activities and programs on this day.

### **HOMEWORK**

Homework is 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, and practicing math facts are examples of homework. Homework helps 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 encouraging their child to seek the teacher's assistance if/when it is necessary. Homework must be completed in the student's handwriting.

Third and fourth grade homework assignments, which are due on day 1, will be accepted one day late for 25% off. If turned in two days late 50% will be taken off. Homework assignments turned in late after three (3) days will result in a grade of 0%.

Grades 5 and 6 homework assignments must be turned in to the appropriate teacher at the specified time on the due date. Assignments turned in one day late will result in 25% off and two days late will result in 50% off. Homework assignments turned in late after three (3) days will result in a grade of 0%.

### **HOMEWORK AFTER ABSENCES**

Students will be allowed to make up work missed for *excused* absences. Students will be given up to 50% credit for missed class work or homework from an unexcused absence. 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 work. **One day per day absence will be given to a student to complete makeup work.** When a student is given an assignment prior to his/her absence, that assignment is due upon return to school.

Parents of 4<sup>th</sup>-6<sup>th</sup> grade students may request homework when parents call in to report the student's absence or before the teacher's lunch time. Homework may be picked up in the office between 3:15 and 4:00 p.m. It is the responsibility of the parents/family members to either make arrangements or pick up the requested work.

Students should see their teachers before and after school or during homeroom the first day back to gather missed work or to take missed tests. Long term assignments such as research papers and projects are due upon return to school. 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 to get missed assignments, make up tests, etc.

If a student is leaving on an excused absence, the student may request assignments from teachers prior to leaving. If a student requests homework before leaving on a pre-arranged trip, the student must turn in all assignments and take missed quizzes or tests upon returning to school. (Homebound instruction is available via School Board Policy 6:150.)

### **HOMEWORK AFTER OUT OF SCHOOL SUSPENSIONS**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### **GRADES**

The Board of Education has adopted a nine-week grading period for our students. Each semester is comprised of two nine-week grading periods. The semester grade, which is the grade placed on the student's permanent record, is an average of the two nine week grades.

|  |
|--|
| Kindergarteners will receive grade indicators of 1, 2, or 3. First grade will receive grade indicators of 1, 2, 3, 4:<br>4 – Exceeding Standards<br>3 – Meeting Standards<br>2 – Slightly Below Standards<br>1 – Not Meeting Standards |
|--|

The numerical pattern for letter grades in 2<sup>nd</sup>- 6<sup>th</sup> grade is as follows:

|           |              |                         |
|-----------|--------------|-------------------------|
| <b>A+</b> | <b>100</b>   | <b><i>Superior</i></b>  |
| <b>A</b>  | <b>90-99</b> | <b><i>Excellent</i></b> |
| <b>B</b>  | <b>80-89</b> | <b><i>Good</i></b>      |
| <b>C</b>  | <b>70-79</b> | <b><i>Average</i></b>   |
| <b>D</b>  | <b>60-69</b> | <b><i>Poor</i></b>      |
| <b>F</b>  | <b>0-59</b>  | <b><i>Failure</i></b>   |

Incomplete work becomes an "F" if not completed in the time allotted by the instructor.

Point loss/grade reduction due to truancy, overdue/missing work, effort and/or participation may be included in a teacher's classroom plan and distributed to students and parents. In case of grade disputes, the student is responsible for proving the discrepancy with the student's original (paper) work.

### **ELIGIBILITY**

Students must be academically eligible to participate in any extra-curricular activities. All classes are included in eligibility. Fifth and sixth grade students involved in sports or any extracurricular activity must follow the school or sport's requirements set forth in the extra-curricular handbook or individual coach's rules. Students involved in speech, music (Treble Makers) and other extra-curricular activities must follow the eligibility requirements set forth in the "extra-curricular" handbook or the sponsor's rules.

### **CLASS PLACEMENT**

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, the effect on the instructional setting, and 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 transfers from a non-recognized or non-accredited school 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. Students may receive assistance in core academic subjects when their classmates are receiving instruction in music, art, other special classes, or at recess. Note: 5<sup>th</sup> and 6<sup>th</sup> grade students may not drop band

prior to the end of a semester.

### **ACCELERATED PLACEMENT POLICY**

In accordance with the Accelerated Placement Act (Public Act 100-0421) and the Pawnee Board of Education #11 an accelerated placement policy has been adopted by the district. The entirety of the policy can be provided in writing upon written request from a member of the administration.

### **PROMOTION AND RETENTION PRACTICES**

Grades K-1

- According to the Illinois School Code (105ILCS 5/10-20.9a), schools cannot promote students to the next grade level based upon age or any other social reasons not related to the academic performance of the students. The decision to promote or retain a student is made with the consideration of the child's unique educational needs, as well as successful completion of the curriculum, attendance, performance on standardized tests, and other testing. General criteria for retention include academic achievement, maturity, previous retentions, and parental support. Students in grades K-1 who are not passing math and/or are more than one year below grade level in reading may be considered for retention. Students who are considered for retention must successfully complete a Pawnee district operated summer school program or, if unavailable, an out-of-district program approved by the principal in order to be placed in the next grade.

Grades 2-6

- According to the Illinois School Code (105ILCS 5/10-20.9a), schools cannot promote students to the next grade level based upon age or any other social reasons not related to the academic performance of the students. The decision to promote or retain a student is made with the consideration of the child's unique educational needs, as well as successful completion of the curriculum, attendance, performance on standardized tests, and other testing. General criteria for retention include academic achievement, maturity, previous retentions, and parental support. Students in grades 2-6 must receive a passing grade in both reading and math. Any student who fails reading or math may be retained. Students may fail only one of the other academic core courses (social studies, science, or English). Students who fail two of the other academic core courses (social studies, science, or

English) will be subject to retention. A student who does not meet these criteria must successfully complete a Pawnee district operated summer school program or, if unavailable, an out-of-district program approved by the principal in order to be placed in the next grade.

### **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners (ELL) to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the district's ELL programs.

For questions related to this program or to express input in the school's ELL program, contact the principal at (217) 625-2231.

### **PARENT TEACHER CONFERENCES**

Each student will receive one parent conference during parent-teacher conference days. Parent-teacher conferences are planned to follow the end of the first nine-week's grading period. Parents may request additional conferences at a mutually agreed upon time.

### **PROGRESS REPORTS**

Midterm progress reports are designed to provide grade information of current course status. Students receiving a D or F will take their reports home to parents. Parents of students in grades 2-6 may also access their student's grades online by visiting the Teacherease Parent Portal. Pawnee CUSD #11 uses Teacherease for its online gradebook. The Teacherease Parent Portal will allow you to view your child's performance on his/her classroom assessments and view previous progress reports and report cards. This can be done anytime on any Internet-connected device (e.g., computer, smartphone, tablet).

Login information for the Teacherease Parent Portal is emailed to parents with email addresses on file with the District. The email includes a link to set up your account and set your own password. If you do not yet have an email address on file with your school, please contact the grade school office to get it added and to request login credentials for the Teacherease Parent Portal. Parents/guardians without Internet access may use the public library or make arrangements at the appropriate

school office.

### **HONORS & AWARDS**

Once a month, some students from grades K-6 will be selected by homeroom teachers as citizenship award recipients. In addition, once a quarter, students in grades 4-6 will 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 for 4<sup>th</sup> grade or 2 A's and 2 B's for 5<sup>th</sup>/6<sup>th</sup> grade) in the core subjects with no other grade a C or below. In addition, improvement roll 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 a +2, but dropping down A to B in science would be a -1. If other grades stay constant, the net gain of +1 for that quarter will not be sufficient to qualify for improvement roll.

### **ACADEMIC INTEGRITY**

Pawnee Grade School students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students who are academically dishonest should expect serious consequences. At a minimum, students will receive an automatic zero as a grade for the assignment with the possibility of a lower or failing course grade. Students may be referred to the principal for further disciplinary action. Cheating, plagiarism, and inappropriate collaboration are examples of academic dishonesty. The teacher will exercise professional judgment in determining instances of academic dishonesty which may include the use of electronic plagiarism.

Cheating includes copying another person's work and representing it as your own; allowing your work to be copied by someone else either by placing it in the view of another student or by making it available in any way to another student; use of notes on a test. Plagiarism is to make it appear as if another's writing is your own. Any violation of the Computer User Agreement will be considered an incidence of cheating.

In many cases, collaboration is to be encouraged, depending on the nature of the assignment. Collaborative learning is, in general, highly consistent with Pawnee School District beliefs. Inappropriate collaboration is working with others in ways contrary to the teacher's instructions. If your teacher has instructed a student not to collaborate and the student does so, it is considered cheating.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the

State and District require students to take certain standardized tests. The assessment selected in Illinois is an achievement test called the IAR (Illinois Assessment of Readiness). Students in grades third through sixth will take assessments in reading/language arts and math. In addition, fifth grade students will take the ISA (Illinois Science Assessment). These assessments will be given according to times established by the state each year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **SCHOOL VISITORS**

The school doors will be locked after 8:15 a.m. each day and remain locked throughout the school day. To enter the building, visitors must buzz in at the doors located outside the office. Visitors will be monitored on an audio/video screen and may be allowed to enter after responding to a staff member. All visitors will report to the grade school office upon entrance through the outside door. If dropping off an item or waiting for a student one will be asked to remain in the hallway. If it is necessary to enter the building visitors must sign in and receive a visitor's badge to be worn throughout your stay. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Relatives of current students are welcome to visit during the lunch period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Visitors may not attend classes without permission from the Principal and may not go into a classroom to visit the

teacher without a scheduled appointment.

### **LEAVING THE CAMPUS**

Students are restricted to school grounds from the time they arrive until the time school is dismissed. Students must follow the sign-out procedure for appointments, emergencies, etc. Home-schooled students must sign in when arriving at school and must sign out before leaving.

### **SIGN-OUT PROCEDURE**

Students who must leave the school during the day (after having once arrived on the grounds) must notify the office. The reason for leaving must be verified by a parent or guardian. Students or parent/guardian must sign the "sign-out sheet" located in the Grade School office.

Students who are 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 be taken home. All students who become ill must have a signed hall pass to be admitted to the Nurse's office.

### **DISCIPLINARY CODE & BEHAVIORAL EXPECTATIONS**

One goal of Pawnee Grade 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. Everyone 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 use disciplinary actions. 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. (Our school-wide management plan is depicted in the following Behavior Chart found on pages 18-19 of this Handbook.)

These predefined expectations offer consistency in approach and expectations from classrooms to other areas of the building. Within our system, appropriate behaviors are taught, positive behaviors are acknowledged, and problem behaviors have clear consequences, which include consistent communication to the home.

Ideally, discipline is handled in the classroom. However, when acts of misconduct warrant additional corrective measures, the student will be sent to the principal 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.

### Pawnee Grade School-wide Behavioral Expectations Chart

|  | <b>Be Respectful</b>   | <b>Be Responsible</b>   | <b>Be Safe</b>  |
|--|--|---|---|
| <b>All Settings</b>                    | <ul style="list-style-type: none"> <li>Address all adults with appropriate titles; Mr., Ms., Mrs.</li> <li>Use appropriate language</li> <li>Respect individual differences</li> <li>Use a level one voice, unless otherwise specified</li> <li>Use encouraging, polite and kind words</li> <li>Treat others the way you would like to be treated</li> </ul> | <ul style="list-style-type: none"> <li>Be responsible for your actions. Use self control.</li> <li>Follow directions the first time given</li> </ul>  | <ul style="list-style-type: none"> <li>Stay in supervised areas</li> <li>Keep hands, feet and objects to yourself</li> </ul>  |
| <b>Classroom, Art Room, Music Room</b> | <ul style="list-style-type: none"> <li>Use encouraging, polite and kind words</li> <li>Ask permission to use things</li> <li>Listen politely when others are speaking</li> <li>Follow directions the first time given</li> <li>Treat supplies and equipment properly</li> </ul>  | <ul style="list-style-type: none"> <li>Be on time and prepared</li> <li>Participate in class activities</li> <li>Complete your work and do your best</li> <li>Accept consequences for choices made</li> </ul>                                   | <ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Sit in chairs properly</li> <li>Use supplies and equipment properly</li> <li>Walk and move carefully</li> </ul>  |
| <b>Hallways</b>                        | <ul style="list-style-type: none"> <li>Keep your voice at a level zero, unless given permission to use a level one voice</li> <li>Keep hands, feet and objects to yourself</li> </ul>  | <ul style="list-style-type: none"> <li>Keep your eyes on the line leader</li> <li>Accept consequences for choices made</li> </ul>   | <ul style="list-style-type: none"> <li>Walk in a line and face forward</li> <li>Walk on one side of the hallway</li> <li>Stay with your class during passing periods</li> </ul>   |
| <b>Cafeteria</b>                       | <ul style="list-style-type: none"> <li>Use good manners</li> <li>Clean up your mess, throwing all trash away</li> <li>Wait to be dismissed</li> </ul>  | <ul style="list-style-type: none"> <li>Follow directions the first time given</li> <li>Accept consequences for choices made</li> <li>Carry your tray to the designated area</li> </ul>  | <ul style="list-style-type: none"> <li>Walk in an orderly manner</li> <li>Turn voices to a level two, unless directed otherwise</li> <li>Stay in your assigned area</li> <li>Raise your hand if you need assistance</li> </ul>  |
| <b>Office</b>                          | <ul style="list-style-type: none"> <li>Be polite</li> <li>Speak clearly</li> <li>Patiently wait your turn</li> </ul>   | <ul style="list-style-type: none"> <li>Have a pass from your teacher</li> <li>Follow directions the first time given</li> <li>Accept consequences for choices made</li> </ul>   | <ul style="list-style-type: none"> <li>Walk quietly</li> <li>Be aware of personal space</li> </ul>  |
| <b>Library/Multimedia</b>              | <ul style="list-style-type: none"> <li>Listen and work quietly</li> <li>Use a level one voice if talking is allowed</li> <li>Treat books and equipment carefully</li> </ul>  | <ul style="list-style-type: none"> <li>Follow directions first time given</li> <li>Return items in a timely manner</li> <li>Accept consequences for choices made</li> </ul>   | <ul style="list-style-type: none"> <li>Walk quietly</li> <li>Be aware of personal space</li> <li>Keep hands, feet and objects to yourself</li> </ul>  |
| <b>Playground</b>                      | <ul style="list-style-type: none"> <li>Use kind words to solve problems</li> <li>Speak respectfully to playground supervisors</li> <li>Take turns and play cooperatively</li> <li>Be kind and include others</li> <li>Apologize for accidents</li> <li>Treat equipment properly</li> </ul>   | <ul style="list-style-type: none"> <li>Follow directions first time given</li> <li>Line up when signaled</li> <li>Help pick up equipment</li> <li>Accept consequences for choices made</li> <li>Do not bring items from home outside</li> </ul> | <ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Stay in designed areas</li> <li>Use hands and feet appropriately</li> <li>Dress appropriately for weather conditions</li> <li>Turn voices to a level zero <u>UPON</u> entering the building</li> </ul> |
| <b>Inside Recess</b>                   | <ul style="list-style-type: none"> <li>Use a level two voice</li> <li>Use kind words to solve problems</li> <li>Take turns and play cooperatively</li> <li>Be kind and include others</li> <li>Apologize for accidents</li> </ul>  | <ul style="list-style-type: none"> <li>Use only materials allowed</li> <li>Put materials away in correct spot</li> <li>Treat all materials with care</li> <li>Accept consequences for choices made</li> </ul>                                   | <ul style="list-style-type: none"> <li>No student computer use where direct adult supervision is not provided</li> <li>Ask permission to leave the classroom</li> </ul>   |

|   | • Speak respectfully to playground supervisors   |  |   |
|---|--|--|---|
|   | <b>Be Respectful</b>   | <b>Be Responsible</b>  | <b>Be Safe</b>  |
| <b>Assemblies</b>                       | <ul style="list-style-type: none"> <li>• Listen, watch and learn</li> <li>• Use appropriate audience skills</li> <li>• Sit quietly and face forward</li> </ul>   | <ul style="list-style-type: none"> <li>• Follow directions the first time given</li> <li>• Raise your hand if you need assistance</li> <li>• Accept consequences for choices made</li> <li>•</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Stay in assigned area</li> <li>• Stay in the listening position</li> <li>• Be aware of personal space</li> <li>• Keep hands, feet and objects to yourself</li> </ul> |
| <b>Nurse</b>                            | <ul style="list-style-type: none"> <li>• Wait patiently for the Nurse</li> <li>• Greet the Nurse</li> <li>• Say thank you</li> </ul>   | <ul style="list-style-type: none"> <li>• Bring a Nurse Pass</li> <li>• Follow directions the first time given</li> <li>• Accept consequences for choices made</li> </ul>   | <ul style="list-style-type: none"> <li>• Do not touch the Nurse's supplies</li> <li>• Walk at a level zero and carefully to the Nurse's office</li> <li>• Return directly to class</li> </ul>                 |
| <b>Restrooms</b>                        | <ul style="list-style-type: none"> <li>• Use level one voices</li> <li>• Respect privacy</li> <li>• Keep restroom clean</li> </ul>   | <ul style="list-style-type: none"> <li>• Flush and throw away used paper towel in trash can</li> <li>• Follow directions first time given</li> <li>• Accept consequences for choices made</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Flush the toilet and then wash and dry hands</li> <li>• Walk carefully</li> <li>• Respect personal space</li> </ul>  |
| <b>Physical Education</b>               | <ul style="list-style-type: none"> <li>• Show good sportsmanship</li> <li>• Use encouraging, polite and kind words</li> <li>• Ask permission to use things</li> <li>• Listen politely when others are speaking</li> <li>• Follow directions the first time given</li> <li>• Treat supplies and equipment properly</li> </ul> | <ul style="list-style-type: none"> <li>• Participate in all activities</li> <li>• Do your best</li> <li>• Follow directions the first time given</li> <li>• Accept consequences for choices made</li> </ul>                              | <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Use equipment properly</li> <li>• Move in safe patterns</li> <li>• Be aware of personal space</li> </ul>                  |
| <b>Bus</b>                              | <ul style="list-style-type: none"> <li>• Listen to the bus driver and monitor</li> <li>• Use level two voices</li> </ul>   | <ul style="list-style-type: none"> <li>• Be on time</li> <li>• Take care of the seats on the bus</li> <li>• Keep the bus clean</li> <li>• Accept consequences for choices made</li> </ul>  | <ul style="list-style-type: none"> <li>• Keep hands, feet and objects out of the aisles and inside the bus</li> <li>• Sit appropriately</li> <li>• Line up correctly at bus stop</li> </ul>                   |
| <b>Arrival and Dismissal Procedures</b> | <ul style="list-style-type: none"> <li>• Be on time! Morning announcements start at 8:20.</li> <li>• Walk into school with a positive attitude</li> <li>• Allow for personal space</li> <li>• Use a level two voice in hallway and gym</li> </ul>  | <ul style="list-style-type: none"> <li>• Go immediately to your pick up location</li> <li>• Do not remain on school grounds</li> <li>• Follow directions the first time given</li> <li>• Accept consequences for choices made</li> </ul> | <ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Wear or carry book bag properly</li> <li>• Walk in designated areas only</li> </ul>                              |

### PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish,

and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).

- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in

a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school

functions and are treated as though they have the prohibited substance, as applicable, in their possession.

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

humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

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

building principal.

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

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

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

#### **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

#### **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 judgment 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.

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

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to

avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **DISCIPLINE OF STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining students who receive special education services. No students who receive special education services shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **WEAPONS PROHIBITION**

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

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

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

## **GANG AND GANG ACTIVITY**

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

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

## **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, reentry without administrative permission is prohibited.

## **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 a.m. shall result in further discipline action. Failure to show up for the detention may result in an in-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.**

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

An alternate educational setting may be provided within the school day, when a student’s conduct requires removal from the classroom, this may be considered an in-school suspension. Any in-school suspension of more than one hour requires phone notification of parents. Less than one hour requires a note about the suspension at the end of the day. The student is able to receive credit for work completed but is not able to participate in recess, lunch with classmates, special classes, and other privileges, (including extracurricular activities/functions for that day and on Saturday or Sunday for a last day of the week suspension).

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.

## **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/she 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.

### **SEARCH AND SEIZURE**

To maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be asked to share the content that is reported in order to allow school officials to make a factual determination. Parents will be consulted in these instances. The school may ask for the parent/guardian's permission to access student social networking passwords and websites if the information would be helpful in the school's investigation.

### **HAZING**

Unauthorized initiation or hazing of students is prohibited by an act of the State Legislature (Chap. 720, Act 120, Section 5 of the Ill. Compiled Statute) and is punishable in the Courts of Illinois with a fine of \$500, 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, requires performance of an act for the purpose of induction or admission to any group, or an act which results in bodily harm.

### **AGGRESSIVE BEHAVIOR**

Aggressive Behavior is defined as using any form of 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.

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The school board policy prohibits a student while at school from engaging in aggressive behavior that causes 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. This early notification is intended to help all of us work together to avoid repetition of the behavior.

### **STUDENT-TO-STUDENT HARASSMENT**

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.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated

school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also

accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>1</sup>

### **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - Substantially interfering with a student's educational environment
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services, or treatment; or
  - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

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<sup>1</sup> References are to the Illinois Association of School Board's PRESS service.

different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

**Making a Complaint:** Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### **Nondiscrimination Coordinator & Complaint Managers:**

W. Christopher Hennemann  
810 N. 4<sup>th</sup> Street, Pawnee, IL 62558  
Ph: (217) 625-2231

Nikki Goodall  
810 N. 4<sup>th</sup> Street, Pawnee, IL 62558  
Ph: (217) 625-2471

### **AWARENESS & PREVENTION OF CHILD SEXUAL ABUSE, GROOMING & BOUNDARY VIOLATIONS**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **1. Warning Signs of Child Sexual Abuse**

##### a. Physical signs:

Sexually transmitted infections (STIs) or other genital infections, Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing, Unusual weight gain or loss

##### b. Behavioral signs:

Excessive talk about or knowledge of sexual topics, keeping secrets, Not talking as much as

usual, Not wanting to be left alone with certain people or being afraid to be away from primary caregivers, Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting, Overly compliant behavior, Sexual behavior that is inappropriate for the child's age, Spending an unusual amount of time alone, Trying to avoid removing clothing to change or bathe

##### c. Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating, Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities,
- or feeling "down", Change in mood or personality, such as increased aggression, Decrease in confidence or self-image, Anxiety, excessive worry, or fearfulness, Increase in unexplained health problems such as stomach aches and headaches, Loss or decrease in interest in school, activities, and friends, Nightmares or fear of being alone at night, Self-harming behaviors or expressing thoughts of suicide or suicidal behavior,

Failing grades, Drug or alcohol use.

#### **2. Warning Signs of Grooming Behaviors**

- School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.
- Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student, Dating or soliciting a date from a student, engaging in sexualized or romantic dialog with a student, making sexually suggestive comments that are directed toward or with a student, Self-disclosure or physical exposure of a sexual, romantic, or erotic nature, Sexual, indecent, romantic, or erotic contact with a student, Failing to

respect boundaries or listening when a student says “no”, Engaging in touching that a student or student’s parents/guardians have indicated as unwanted, trying to be a student’s friend rather than filling an adult role in the student’s life, Failing to maintain age-appropriate relationships with students, Talking with students about personal problems or relationships

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district’s policy, is posted on the school district website. Information can also be obtained from the school office. Students or parent/guardian can contact the school counselor or administration.

### **CORRIDORS/STAIRS**

Students should practice simple courtesy in moving through the halls. Students who spend excessive time passing in the halls may receive a detention. Students need to stay in line, keep hands, feet and body to themselves and walk silently in 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. Wastebaskets are available to students wanting to get rid of litter. No running, scuffling, 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**

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. In addition to serving the students, traffic in front of the school is minimized, thus creating a safer atmosphere.

**Transportation Arrangements:** We want to make certain that our students are safe and arrive at their after-school destination. We encourage you to keep the same plans each day. Children rely on routine and become easily panicked if their plans are altered in any way. If at any time students are to go home with someone other than the “usual transportation” (i.e., parent, relative, car pool), or they are to ride a different bus, the following procedures must be followed.

**To make any change in plans for a student’s transportation, parents need to send a note to school with the parent’s signature, student’s name, the address where the student should ride the bus, or the person’s name that will be picking the student up. The date of the change must be on the note. If the student will be riding a different bus, the note 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.**

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| <p><b>PLEASE HELP OUR OFFICE STAFF WHEN MAKING LAST-MINUTE TRANSPORTATION CHANGES BY CALLING THE OFFICE BEFORE 2:00 P.M.</b></p> |
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**Parking:** Parents/guardians are to park in front of the school on the right side of 4<sup>th</sup> Street when students are dropped off before school and picked up after school. Cars must be attended, headed north, and leave the left lane open for traffic. No vehicles are allowed in the back of the school during school hours. Vehicles should not block the handicapped parking spots in front of the school.

**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.
3. Be careful in approaching the place where the bus stops.
4. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
5. Keep hands, feet, and head inside the bus at all times after entering and until leaving the bus.
6. Assist in keeping the bus safe and sanitary at all times.
7. Use of a cellular telephone, smart phone, video recording device, iPod (or other musical device) laser pointer, and/or similar electronic device that disrupts the safety of others or violates the rights of others is prohibited.
8. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Parents will be liable for any defacing or damage their students do to the bus.
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 and do not open windows without permission.
15. Do not leave your seat while the bus is in motion and do not stand up or kneel on the seats.
16. Do not move from one seat to another while on the bus.
17. Be courteous to fellow students, the bus driver, and the patrol officers or driver's assistants.
18. Be absolutely quiet when approaching a railroad-crossing stop.
19. In case of road emergency, remain in the bus until instructions are given by the driver.
20. At a discharge point where it is necessary to cross the highway, 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.
21. After leaving the bus, help look after the safety and comfort of smaller children.
22. Be alert to a danger signal from the driver.

23. 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.
24. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
25. On other trips, respect the wishes of the chaperone appointed by the school.
26. Eating and drinking is not allowed on the bus.
27. Balloons are not allowed on the bus.
28. 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 of student's disruption/student given written warning.
- **2nd offense:** Parents notified with 3 days suspension off the bus.
- **3rd offense:** Parents notified with 5 days suspension off the bus.
- **4th offense:** The School Board may suspend the student from riding the school bus for a period of more than 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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.



## VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## TECHNOLOGY PRIVILEGES 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. Students will no longer be allowed to use a personal device in place of a chromebook at school. This includes laptops, Surface, iPad, etc.

**Internet Acceptable Use** - All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- Downloading of copyrighted material for other than personal use;

- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

#### **NON-SCHOOL SPONSORED PUBLICATIONS AND/OR WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through sixth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.
6. The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

#### **CARE OF CHROMEBOOKS**

Students may be allowed to check out a Chromebook for use at home. Any student wanting to check out a Chromebook must have a signed Chromebook Agreement sheet before receiving the device. A student who damages the Chromebook issued to him or her will be financially responsible for repairing the damages to the device. The replacement cost of a Chromebook is \$250. In addition, the student will also lose the opportunity to check out a "loaner" for a period of time to be determined by administrators on a case-by-case basis ranging from one quarter up to a year. No device will be re-issued until restitution for the repair or replacement of the initial device has been paid in full. Alternate assignments not requiring the use of a Chromebook will be given to students by staff for the duration of the restriction.

#### **TECHNOLOGY VIOLATION CONSEQUENCES**

A student who engages in any of the prohibited acts listed shall be subject to discipline, which may include: (1) suspension or revocation of computer privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse by a student may be considered gross misconduct as that term is defined by the District Student Discipline

Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her privileges have been wrongfully limited may request a meeting with the principal to review the limitation. The decision of the principal shall be final.

(Before school begins each August, students and parents must sign the AUTHORIZATION FOR ACCESS TO DISTRICT TECHNOLOGY SYSTEM BY STUDENTS form. This form is to be signed and returned to the grade school office.)

### **FIELD TRIPS**

The classroom teacher arranges 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. Field trips are a privilege for students who have demonstrated effort in attendance, completing work to maintain grades, and exhibiting proper behavior and citizenship skills. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips (including reward trips) for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

All students will be transported by bus. 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, the school will be unable to refund the cost of the ticket if a child is absent or unable to participate in the trip.

### **CHAPERONE GUIDELINES FOR FIELD TRIPS**

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. All chaperones need to be approved by the classroom teacher. 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 ensure 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.

### **MEDICATIONS ON FIELD TRIPS**

Medications are not sent on field trips unless a specific written request (school form) 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 parental request for the child to take the medication at the given time.

### **ATTENDANCE AT SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-

sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code

### **BOOK BAGS, HANDBAGS, AND PURSES**

Book bags, hand bags, and purses are to be used to carry books and belongings to and from school. Book bags, hand bags, and purses are to be left in the student hall lockers during the school day. On a case by case basis, the Principal may approve student use of a book bag, hand bag, or purse during the school day (examples: injury, disability, or IEP).

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

At Pawnee Schools, some sort of direction in dress is necessary to maintain a degree of discipline that will create the best possible 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 code rules 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:

Students 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. The following rules also apply to school sponsored dances. However, for those who need rules for school attire, they appear below:

1. Students shall wear safe, adequate footwear. P.E. shoes must be tied or Velcro and not street shoes. No flip flops will be allowed at recess, PE, and Play Day.
2. Students shall not wear unclean, ragged, and/or frayed clothing. Clothing may not have any holes, rips, tears. Distressed jeans with holes are acceptable as long as the holes are not middle fingertips from the student's waist (same length as shorts, skirts, and dresses).
3. Students shall not display offensive words or advertise alcoholic beverages, tobacco products, drugs or expressions of sexual or violent nature not conducive to education on their school attire or accessories.
4. Students 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. Students shall be allowed to wear shorts throughout the complete school year.
6. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
7. Students in grades 3-6 shall not wear:
  - a. Any tank tops (Shirts with a minimum 2" width at top of shoulder are permitted.)
  - b. Any halter tops/crop 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. Tanks should be worn under off-the-shoulder shirts. Hooded garments are to be worn only with the hood down.
  - d. Shorts, skirts, and dresses that do not extend past middle fingertip from the student's waist to the end of the garment.
  - e. Appropriate upper body clothing is required at all times. Shirts must be worn at all times at all athletic practices.
8. Hats, caps, bandanas, sunglasses and coats are not to be worn in school at any time except upon entering or leaving the building or on designated days. Coats or jackets may not be worn to class.
9. 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.
10. 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. No clear studs are allowed. No tape or bandages covering piercings are allowed.
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 restrooms. All such items must be in non-aerosol containers.
12. Any attire deemed disruptive to the educational process by the faculty and administration shall not be worn.
13. Teachers must be able to see a student's eyes; hair must be tied securely back or above the eyebrows.
14. Students must wear appropriate clothing (including coats, hats, and or gloves) when playing outside during recess to keep the student safe from harsh weather conditions. The

appropriate clothing may be determined by the teacher, recess supervisors, or the principal. Students may not be allowed to go outside without appropriate clothing.

### **DISCIPLINARY ACTION FOR DRESS CODE INFRACTIONS**

**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.

**3rd offense** – Detention

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

### **CAFETERIA EXPECTATIONS**

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. Please see the School-wide Expectations Chart on pages 18-19 of this Handbook for more information.

### **SCHOOL MICROWAVES DURING LUNCH**

The cafeteria microwaves are not available for Grade School student use. Please ensure your student's cold lunch does not require heating at school. If your student prefers a warm lunch, please take advantage of the school lunch program.

### **TREATS AND SNACKS**

Pawnee Grade School encourages alternative treats for birthday and classroom celebrations. Classrooms at Pawnee Grade School are considered "peanut and nut allergy aware," and extra precautions will be taken to help keep students who have peanut and/or other nut allergies safe. Products that indicate they are made in a facility that processes peanuts or tree nuts are not safe for students who have peanut or nut allergies.

**Birthday/Classroom Party Treats:** Homemade treats and/or snacks are not allowed at Pawnee Grade School. Birthday and classroom treats/drinks to be distributed to students **MUST** be ordered and purchased through the school's cafeteria by calling (217) 625-2231, extension 217. Please call to order and prepay at least two weeks

prior to your student's birthday or classroom party. Selections to choose from include the following:

### **TREAT OPTIONS**

- Rice Krispie Treats - \$3.00 per dozen
- Confetti cookies - \$6.00 per dozen
- Popcorn - \$6.00 per dozen
- Ice cream cups (chocolate or vanilla) - \$6.00 per dozen
- 100% frozen fruit - \$6.00 per dozen

### **DRINK OPTIONS**

- Water - \$3.00 per dozen
- 100% apple juice - \$3.00 per dozen

**Ideas for non-food celebrations:** Consider the following in place of food treats:

1. Donate one of your child's favorite books to the library. You can write their name and birthday on the inside cover, so the book will always be a representation of that special day. For example: *This book was donated to Pawnee #11 Library (or Mrs. Smith's classroom) in honor of John Jones's 8<sup>th</sup> birthday.*
2. Make a small gift to the classroom. Be sure to check with the teacher for anything that might be especially needed.
3. Bubbles, sidewalk chalk, glow sticks, pencils, stickers, note pads, Ferris wheel tokens for Scheels, etc.
4. Discuss with your child's teacher the possibility of an additional recess/game time to celebrate.

### **VENDING MACHINES**

The school's vending machines are not available for student use during the school day. Students attending after school functions may utilize the machines after 3:15 p.m.

### **SPECIAL EDUCATION**

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 (SASED) provides special education programs and services. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational service, and the education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school.

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.

Students need to receive a minimum of 18 weeks of intervention through Response to Intervention (RtI) services prior to an IEP referral. (See Response to Intervention section for further details.)

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:

1. Supportive Resource Services (SRS) - Limited instruction for less than 50% of the school day.
2. Supportive Resource Classroom (SRC) - Intensive instruction for more than 50% of the school day.
3. Early Childhood Program (ECP) - for children ages 3-5
4. Community Based Education (CBE) - Classes for children with severe and profound disabilities.
5. 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.

#### **EXEMPTION FROM PHYSICAL EDUCATION**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based

on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the school district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

#### **ACCOMODATING INDIVIDUALS WITH DISABILITIES IN SCHOOL ACTIVITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

#### **TITLE I**

Title I money is provided through the Federal government to give individualized and small-group assistance to students who are experiencing difficulty in literacy or mathematics. This extra help will be given to the students who have the greatest need based on reading/math

achievement scores and teacher recommendation.

Parents are encouraged to be involved in the Title I program through helping to plan, implement, and evaluate parent involvement activities, along with actively participating in their student's intervention plan. Title I schools must allow parents to ask for and receive 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.

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

MTSS is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of MTSS is to provide students with the help they need to be successful as early as possible in their school career, both academically and behaviorally.

When a child begins to have some area of concern affecting his/her school progress the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress. The child's progress is measured over time. If he/she makes acceptable progress, the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle, then more intensive interventions may be tried. Students may be taken out of "specials" classes (music, computer, art, and library) and recess to receive the MTSS interventions. Parents will be notified by a letter indicating if their child is placed in MTSS. It is not required that parents agree to the MTSS plan. The MTSS team members contribute in different ways to the MTSS process: offering suggestions, gathering data, and communicating with other staff and/or parents. The MTSS team meets to discuss and monitor student concerns.

### **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, non-aversive 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. The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **PSYCHOLOGIST & SOCIAL WORKER**

Pawnee Grade School will share the services of a school Psychologist and a Social Worker who will visit on a regular basis to work with students who have an IEP in areas of testing, counseling, and problem solving for SASSED.

### **GRADE SCHOOL COUNSELOR**

The school counselor supports the positive growth and development of every student including academic, social and emotional well-being within the school and community. To meet this goal, counseling services are provided through classroom guidance lessons and activities, individual counseling, small group counseling, as well as consultation with parents, school personnel, and outside service agencies. The school counselor is able to see any student for 5 sessions (a session lasting not more than 45 minutes) until the consent of the minor's parent or guardian is obtained. A parent permission form will be provided during registration.

### **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 degrees or more or who has vomited **must** go home. It is the parent's responsibility to make arrangements 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. Students may return to school after showing no signs of fever and/or vomiting.

Any student missing school for more than 5 consecutive days must show a doctor's excuse and/or release to return to class. This may be faxed within five (5) school days of the student's return from the doctor's office to the school office using fax number (217) 625-2251. If a student will miss PE due to health issues, the parent must send in a note with the date and injury for one day only. The student must have the note on the date she/he will miss PE. A student must bring in a note from the doctor for any additional days of not participating in PE, with the dates listed for no PE participation. If a student does not participate in PE, he/she will not receive recess.

The school does not provide or administer over the counter medication or prescription medication without written authorization from the physician and the parent. Those students who have met these requirements must report to the nurse's office to turn over these medications which will be dispensed by the nurse. Complete medication guidelines are cited in Board Policy 7:270.

The school does have Narcan that could be administered by a trained professional in case of an emergency.

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.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate

treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

NOTE: If a student is sent home because it has been determined by the nurse or administration it is medically indicated, the student's absence for that day and any consecutive days will be counted as a medically excused absence for up to 3 days.

Asthma Action Plans and Seizure Action Plans should be communicated to the school nurse for implementation.

### **FOOD ALLERGY & DIABETIC MANAGEMENT PLAN**

Pawnee School District has implemented a Food Allergy Management Plan in accordance with the Illinois School Code. The plan serves to provide education to school staff and promote prevention and management of life-threatening food allergic reactions. Pawnee #11 classrooms are peanut and nut allergy aware. The district's food allergy management plan is available upon written request to the school.

A child who has diabetes or a food allergy must submit to the school principal a Diabetes Care Plan or a Food Allergy Action Plan. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan or Food Allergy Action Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan or Food Allergy Action Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan or Food Allergy Action Plan.
5. For further information, please contact the Building Principal.

### **SHARING OF MEDICAL INFORMATION WITH SCHOOL STAFF**

It may be necessary to share a student's medical information with school staff to meet their health and safety needs. Medical condition and allergy lists are



given to teachers and staff on a need-to-know basis. Any objections should be submitted 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.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **PHYSICAL/IMMUNIZATION, VISION & DENTAL REQUIREMENTS**

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

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

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

Failure to comply with the above requirements by October 15<sup>th</sup> of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a

medical reason prevents a student from receiving a required immunization by the first day of the current school year, the student must present, by the first day of the current school year, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

A complete list of immunization requirements is available from the school nurse. Sport physicals are required in all sports for grades 6-12, and are due prior to the first practice. All records must be on file with the school nurse

by the first full student attendance day.

### **SCHOOL BASED VISION SCREENING**

Vision screening is done at Pawnee School District as mandated by the IL School Code including special education, new and transfer student, 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.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." (This Form can be obtained from the school Nurse or from the school's website.)

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication<sup>2</sup>**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any

medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **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 economic 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.

1. Head lice is not a serious medical condition, but rather a nuisance.
2. 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 are either injured or dying and incapable of causing an infestation on another person. Lice are very fragile and cannot live off 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.
3. 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.
4. 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.
5. Head checks should be done on symptomatic students (i.e.: itching of the scalp).
6. 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, 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. Upon detecting active head lice at school, the student **must** go home. It is the parent's responsibility to arrange for this to occur within an hour of being notified. 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. Parents will send a note verifying the student has been treated. The student may return to school after receiving treatment.
4. Active lice are defined as live nymphs or adult lice. The presence of nits does not necessarily mean there is an active lice infestation.
5. Encourage children with long hair to attend school with hair tied back.
6. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
7. Maintain a sympathetic attitude and avoid stigmatism/blaming families who are experiencing difficulty with control measures.
8. 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:**

- 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.
- Inform parents when there is 1 or more cases of head lice in the child's classroom.
- Inspect the heads of children in a classroom that has 2 or more identified cases of head lice.
- 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. The parent must 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. The child will be sent home.

- 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.
- 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.

### **USE OF THE TELEPHONE/CELL PHONES**

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 turned off, stored securely in lockers and/or backpacks, and are the responsibility of the owner. This includes Smart Watches; those with Bluetooth capabilities should not be worn in class. Students may not use their phone upon

entering the building before school until dismissal for the day. Failure to follow this directive the first time will result in confiscation of the device for return to the student after school, a call to parents, and a lunch recess detention. A second offense will result in confiscation of the device to be picked up by parents, a phone call to parents and an after-school detention. The school is not responsible for lost or damaged cell phones.

Students using a camera phone in an inappropriate way or in private areas (e.g.: restrooms, locker rooms) may be subject to suspension for up to 10 days, a possible recommendation for expulsion, and police may be contacted.

### **BOOK RENTAL**

All textbooks may be rented from the school or students may purchase their books if they so desire. The purpose of rental is to make textbooks available to the student at the lowest possible cost. In certain instances, parents may request additional available textbooks for home/tutor use in which case a non-refundable book rental 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 (when available) 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 BOOKS**

To ensure the timely return of library books and materials, the following conditions will be met:

1. An overdue list will be given to the grade school homeroom teachers, and to the high school office weekly at the close of each week.
2. Students will be notified verbally by the grade school homeroom teachers.
3. After receiving the warning, students need to locate and return the overdue book or to renew it. The student may not check out any other books from the library until the late books are returned.
4. If the book is not submitted after a month of being overdue, a written letter will be mailed home requesting the book or payment of a fine (this fine will be the cost of replacing the book).

### **LOCKERS**

Hall lockers are assigned to all students in grades 5 and 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. Locks will be provided by the school during registration and are considered school property. Replacement locks may be purchased for \$5.00.

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 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.)

Pawnee Grade School does not permit decorations to be added onto the outside of lockers for birthdays or other personal celebrations. Locker decorations will only be permitted for school sanctioned activities.

### **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS**

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication

is endorsed by the School District. A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior
2. approval of the material is required.
3. The material may be distributed at times and locations selected by the building principal, such as before the beginning or after the ending of classes at a central location inside the building.
4. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
5. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
6. The distribution must be conducted in a manner that

does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

7. Students must not distribute material that:

a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook.

d. Is reasonably viewed as promoting illegal drug use;

e. Is distributed in kindergarten through 8th grade and is primarily prepared by non-students, unless it is being used for school purposes.

f. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

9. Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

10. Non-School Sponsored Publications Accessed or Distributed off-Campus: A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### **STUDENT DELIVERIES**

Pawnee Grade School does not permit outside deliveries for students, such as flower arrangements, balloon bouquets, etc.

### **SPIRIT TRIBE**

Any Pawnee student who purchases a Spirit Tribe T-shirt

and wears it to the game will be allowed into any home sports event for free, excluding IHSA sponsored tournaments. Spirit Tribe T-shirts will be sold at registration.

### **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.

### **2023-2024 STUDENT FEE SCHEDULE**

#### **Registration/Book Rental:**

Kindergarten through sixth grade: \$130.00

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 during 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 will pay one-half of the book rental/registration fee.

#### **Athletic Fees:**

Participation fees for students: \$50.00 per sport or \$100.00 for 2 or more sports. There will be a per family maximum of \$200.

#### **Miscellaneous Fees:**

Snack Fee for K-1: \$8.00

Assignment books (grades 3-6): \$3.00

Scholastic/Time for Kids (grades K-6): \$8.00

**Replacement cost for a lunch card: \$5.00**

| <b>Hot Lunch &amp; Breakfast Prices - Grade School Only</b> |                                |
|---|--------------------------------|
|   | <b>Regular</b>                 |
| Breakfast   | \$9.00 /week (\$1.80 per day)  |
| Lunch   | \$13.75 /week (\$2.75 per day) |
| Extra Milk  | \$.40/carton                   |

### LUNCH POLICY

The system works much like a bank checking account. It is **NOT** a charge account. The 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 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 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 may be refunded if your child will be leaving the district or may 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 Free and Reduced Lunch Application located in the school's office. This form can also be obtained on the District's website. The application should be returned to the grade school office.

Note: Students who qualify for Free Lunch also receive a fee waiver for school registration fees. A fee waiver does not exempt a student from charges for lost and damaged books, lock, materials, supplies and/or equipment.

### LUNCH PAYMENT PROCEDURES:

**Paying via Teacherease is preferred.** A minimum of \$57 for Grades K-6 is needed to cover one month of hot lunches. In addition, those who eat breakfast need an additional \$37 per month. These prices do not include extra milk (\$.40 per carton). The Teacherease payment system is accessible through the Teacherease Parent Portal.

**Cash/Check Payment:** If a family pays by cash or check, enclose the check or cash in an envelope with child's name, 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.

**Overdue Limits:** When an account balance is running low, students will be verbally notified at check-out. When students in grades K-6 reach a zero or negative balance, a written notice will be given to the student that day.

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.

- **Lost or stolen lunch cards.** Replacement fees will be charged after the third replacement card.
- **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.
- **An accurate lunch count is important.** If a student is planning to eat a school lunch but will need to arrive late to school (ex. Dr. appointment) and will miss morning attendance/lunch count, please phone (217) 625-2231, extension 217 to reserve a lunch.
- Students are required to have lunch ID cards or will be required to go to the end of the line.

### INSURANCE

Student accident insurance is provided for the students of District #11. Student accident insurance will pay 100% of any out of pocket expenses incurred by parents/guardians for medical expenses for any accidents that occur during a school sponsored activity. This is not health insurance; rather this is insurance coverage to pay any claims that may arise from an accident during school sponsored activities. Parents must request an accident form from the school office personnel at the time of the accident.

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 required 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.

#### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

#### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for

any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **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.stateil.us/sor/](http://www.stateil.us/sor/)

#### **VIOLENT OFFENDER NOTIFICATION**

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

#### **PUBLIC NOTIFICATIONS**

**PESTICIDE TREATMENT:** A professional pesticide control company has been contracted to treat the school on the second 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.

**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 Grade School and 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 2022-2023 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, 2023, to complete a claim application. Claim forms should be available from February 2023 through June 30, 2023.

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, 2020.) 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 2022-2013 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 2019 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.

### MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. This is done by calling the DCFS Hotline at **1-800-252-2873** or **1-800-25ABUSE**.

### EMERGENCIES

Pawnee CUSD #11 will use E-learning days in place of emergency days. A copy of the district #-learning plan is posted on the school website.

**Weather:** On days when school will not be in session or closed early due to weather conditions, parents/guardians will receive a phone call from the school's automated, School Reach system. **Parents /guardians need to have a current phone number in the grade school office.** The school will notify the local radio and TV stations regarding school closings.

**Fire/Disaster/Evacuation:** Students will follow the school's safety plan and follow their teacher's directions. Students will not be allowed to leave during a disaster.

*Note: The school will practice required drills each year for fire, tornado, and bus evacuation.*

### 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**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus

evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. During fire drill students should leave the immediate area of the building as directed by their teachers. During severe weather 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.

