

PBL Eastlawn School

Student Handbook

2016-2017

341 East Center
P.O. Box 50
Paxton, IL 60957
Phone: 379-2000 or 379-2009
Fax: 379-2055

<http://www.pblunit10.com>

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

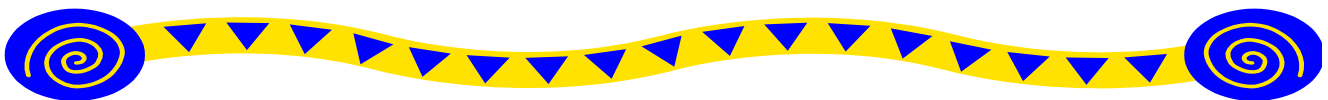


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WELCOME TO PBL EASTLAWN ELEMENTARY SCHOOL

Welcome to PBL Eastlawn Elementary School. This Parent/Student Handbook has been prepared for you, the parents and students of PBL Eastlawn Elementary School. We hope that the information in this booklet will give you a better understanding of the school's policies, programs, and procedures. We ask you to familiarize yourself with this handbook and refer to it when you have questions regarding PBL Eastlawn Elementary.

The entire staff at PBL Eastlawn looks forward to working with you during the 2016-2017 school year in a common effort to provide the finest educational opportunities possible. If you have questions or concerns, please call the appropriate personnel as listed in this handbook. I am looking forward to a productive, challenging, and rewarding school year.

Barry Wright
PBL Eastlawn Principal

PBL VISION AND MISSION STATEMENTS PBL Unit #10 Vision Statement

“Excellence through Rigor, Relevance, & Relationships”

Definition & Expectations

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

Due to a rigorous curriculum:

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

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

My educational experiences are relevant to me because:

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

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

To build positive relationships:

- I can be tolerant and accepting of individual differences.
- I can demonstrate responsibility through good decision making.
- I can display good citizenship by representing myself, my school, my community, and my country with pride.
- I can achieve my goals through self-motivation and by encouraging and working with others.

Mission Statement

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

FACULTY AND STAFF PBL EASTLAWN SCHOOL 2016-2017

Superintendent:	Cliff McClure
Principal:	Barry Wright
Secretary:	Jaime Smith
Grade 3-1	Michele Coe
Grade 3-2	Tiffany Linton
Grade 3-3	Rachel Dewey
Grade 3-4	Sharla Waugh
Grade 4-1:	Jake LeClair
Grade 4-2:	Lisa Niewold
Grade 4-3:	Amy Swan
Grade 4-4:	Emilie Ross
Grade 5-1:	Kathy Dowling
Grade 5-2:	Brad Pickens
Grade 5-3:	Jessica Browne
Grade 5-4:	Gina Kearby
Spec. Needs:	Jaleigh Foster Michelle Rolon Allison Didier
Hearing Impaired	Theresa Carley
Librarian:	Susan Skonberg
Title 1:	Peggy Seibring
Reading Interventionist:	Katie Grice
Math Interventionist:	Kelly Rust
Speech:	Annette Fairchild
Vocal Music:	Ruth Davis
Band:	Jeremy Loui / Tim Hess
Physical Education:	Becky Flessner
Cooks:	Kim Brown Susan Bailey
Servers:	Jessie Condor Melinda Olson
Custodians:	Scott Swanson Art Nelson
Lunch Clerk:	Alice Houtzel
School Social Worker:	Nicole Shields
School Psychologist:	Deb Cook
Aides:	Lisa Brocato Lisa Buhs

School Nurse: Shawn Fairchild
Donna Howe
Brett Trefren
Debi Meents

PBL UNIT #10 ADMINISTRATION

Unit District 379-3314
Cliff McClure, Superintendent 379-4212

PBL High School 379-4331
Travis Duley, Principal

PBL Junior High School 379-9202
Josh Didier, Principal

PBL Eastlawn School 379-2000
Barry Wright, Principal

Clara Peterson Elementary 379-2531
Amanda Wetherell, Principal

SCHOOL BOARD

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

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

DISCLAIMER

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.

As new policies or regulations are developed by the school board, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

A complete copy of the PBL CUSD#10 School Board policy 7:190 which pertains to student discipline may be obtained by contacting the Superintendent of School's office in writing at P.O. Box 50, Paxton, IL 60957.

Barry Wright, Principal

SCHOOL HOURS

8:00 A.M. Students enter classroom & prepare for day
8:10 A.M. Tardy Bell
11:10 A.M. Grade 4 dismissed for lunch
11:35 A.M. Grade 3 dismissed for lunch
12:00 P.M. Grade 5 dismissed for lunch
3:02 P.M. Students are dismissed (Mon/Wed/Thu/Fri)
Students will dismiss at 2:20 P.M. every Tuesday.

BUILDING AND GROUNDS

The school building will be opened from 7:45 A.M. to 3:30 P.M. for normal school activities. Many times personnel are present earlier and later to accomplish their work. Arrangements can and will be made to meet the needs of our students.

WEB PAGE

The PBL web page is located on the Internet at www.pblunit10.com. At that site you can view PBL Eastlawn's monthly breakfast and lunch menu and activity calendar.

SKYWARD FAMILY AND STUDENT ACCESS

Family Access provides parents and students access to our education administration system for secure access to messages, lunch information, student schedules, progress reports, grades, and attendance. A secure web-based application, this "real time" information can aid parents in helping children enjoy greater success in school. We hope you find these services helpful and easy to use. Your data connection is secured by a unique username and password to ensure security and privacy. Please contact your child's school to receive your username and password. In case your username and/or password is lost or forgotten, go to the PBL website (www.pblunit10.com), scroll to the bottom of the page, click on Family Access, then click on the link, "Forget your login or password?" Insert your email and within minutes the username and password will be sent.

SCHOOL MESSENGER

School Messenger is a parent/guardian communication service that your child's school will utilize during the year that will provide information in a timely manner regarding school and extra-curricular cancellations, early dismissals, special announcements, and information pertaining to the Districts' crisis management plan. Information will be handed out each year to sign up for this valuable school-to-home communication tool. We strongly encourage you to participate in this initiative so you can receive accurate and timely information about your child's school.

GENERAL INFORMATION

1. Attend school regularly and punctually except when ill.
2. Notify the office of changes in phone numbers and address.
3. If you are moving from the district, let us know several days in advance, so that transfer information and personal material can be gathered to take along on the last day.
4. Feel free to talk with your teacher and principal as often as needed to be successful.
5. Label all articles of clothing, school supplies, and items brought to school.
6. Wear clothing appropriate for the weather conditions. We will play outside except when weather is extreme.
7. Keep belongings in your locker or desk.

LOST AND FOUND

Articles of value found at school will be turned in to the school office. Items will be discarded or given to the

finder if not claimed within a reasonable time by the owner.

SAFETY

1. Know your name, address, telephone number, and the name of your parents and family emergency plan.
2. Stay on the sidewalks.
3. Cross streets only at corner or designated crosswalk areas.
4. Never run out from behind parked cars.
5. Refuse to talk to or ride with strangers.
6. Parents who are bringing or picking up their child should stop in the designated drop-off zone.
7. Any child who rides a bus must have a note from his/her parents if going home by any other means, or if riding another bus to visit a friend, or if taking a friend home on their bus.
8. A child must have a note from his/her parents if he/she plans to go home with another child or is staying in town after school.

VISITING SCHOOL

A parent/guardian's visit to their child's classroom is always welcomed and encouraged. By state law, all visitors must check in at the office first. Visitors will be asked to sign in and given a visitor badge to wear while visiting the school. These badges must be visible at all times. When leaving, visitors should sign out and return the badge. Even though visits are welcomed, please consider the following recommendations.

1. Call the school office to make arrangements.
2. Visiting during the first and last month of school is discouraged.
3. Talk with the teacher and discuss the purpose of your visit.
4. Inform the lunch clerk if you wish to stay for lunch.

PETS AT SCHOOL

Due to various liability and health concerns, we ask that no pets be brought to school without prior approval from teacher/principal.

STUDENT RECORDS

Student records will be kept by the school to comply with the Illinois School Code paragraph 50-1 through 50-10. The following is a summation of the major provision of laws and regulations regarding student records.

1. Permanent Records consist of: basic identifying information, academic transcripts, attendance record, accident reports and health reports, record of release of permanent information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. Temporary Records consist of: all information not required to be in the student's permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdote, and disciplinary information. The temporary file will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - i) Review and inspect substantially all of their student's records maintained by PBL.
 - ii) Prevent disclosure of educational records to third parties with certain limited exceptions.
 - iii) Seek to have corrected any part of the student's educational records which they may believe to be inaccurate, misleading, or otherwise in violation of their rights.
 - iv) Challenge the contents of the records, by notifying the Principal or custodian of any objection to information contained in the record. An information conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - v) Request and receive copies of records proposed to be destroyed.
 - vi) Inspect and challenge information proposed to be transferred to another school district in the

event of a move to another school district.

4. Other General Information:

- i) Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released, without parental consent, pursuant to a court order in connection with an emergency, where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of the release of records because of a court order. All other releases of information require the informed written consent of the parent or eligible student.
- ii) A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege, or benefit, including employment, credit, or insurance.
- iii) Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the superintendent of the district.
- iv) There is a right to complain to FERPA office: Hubert H. Humphrey Building, Room 526F, Washington, D.C. 20201.
- v) There is a right to obtain a copy of the policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or be mailed from: Office of the Building Principal, PBL Eastlawn School, 341 East Central Street, Paxton, IL 60957.
- vi) There is a right to obtain a copy of the notification to parents and students of their rights concerning a student's school records. (Policy 7:340-e-i) A copy may be obtained in person or be mailed from: Office of the Building Principal, PBL Eastlawn School, 341 East Center Street, Paxton, IL 60957.

BIRTH CERTIFICATE

When registering for school for the first time, an official certificate of birth is required. Hospital certificates are not legal documents.

BREAKFAST/LUNCH

Breakfast is available to students at Eastlawn for \$1.50 or a reduced price of \$.30. An adult breakfast is \$2.00. Breakfast will be served daily from 7:45 A.M. to 8:10 A.M. Student lunches are \$ 2.05 and \$.40 for a reduced lunch. Adult lunches are \$2.90. Extra milk or a carton of milk to supplement a sack lunch may be purchased for \$.35. Students are issued a PIN number to purchase breakfast and/or lunch. Parents may put any amount on their child's account. The amount will carry over from year to year and transfer from building to building with the student. Students will be allowed to charge no more than 10 times. After 10 charges they will not be allowed to charge lunch, but will be offered a cheese sandwich and milk, free of charge, until payment is received. The monthly menu for breakfast and lunch will be handed out and is also online at the beginning of each month.

Lunchroom practices:

- Wash hands before going to lunch.
- Talk quietly with others at your table.
- Keep your area of the table and floor free of food and papers.
- Enter and leave the lunchroom quietly.
- Obey the supervisor's rules.

ONLINE PAYMENTS

For your convenience, Paxton-Buckley-Loda School District has contracted with RevTrak, a national credit card payment processor, to provide you the simple security and convenience of making online food service payments! Online payments can be made into food service accounts through the familiar Skyward Family

Access portal, found on the front page of the PBL website, www.pblunit10.com. If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA, or MasterCard (credit/debit). There is no transaction fee charged for using this service.

WAIVER OF FEES POLICY

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

1. ELIGIBILITY:

- A. All students who are eligible to receive free lunches under the Community School Lunch Program.
- B. Unusual circumstances that cause a significant loss of income that would cause the student to become eligible to receive free lunches under the Community Lunch Program.

2. FEES SUBJECT TO WAIVER:

- A. Textbooks and workbooks needed for the instructional program of the school curriculum.

3. FEES NOT SUBJECT TO WAIVER:

- A. Extra milk, field trips, athletic fees, graduation fees, school pictures, etc. Any fee that is not required for the regular instructional program of the school district.

4. PROCEDURE FOR APPLICATION:

- A. Complete the appropriate application form.
- B. Turn the completed application form into the PBL Eastlawn School office.
- C. Barry Wright, Principal will approve or deny the request within thirty (30) days of the receipt of the request.
- D. Written notification will be given to all requests. If the request is denied, the reason(s) will be sent to the applicant.
- E. If the request is denied, the notice will include a statement indicating the procedure for the right to appeal the decision.

5. APPEAL PROCEDURE:

- A. If the waiver of fees is denied, the appeal must be in writing to Barry Wright, Principal within ten (10) days of the date the request was denied.
- B. The PBL Board of Education will be the appeal board.
- C. The time of the appeal will be scheduled in executive session at a board of education meeting with the applicant having the right to attend the meeting and provide information to the appeal board at the time of the hearing.
- D. The decision of the appeal board will be reduced to writing and a copy of the decision will be mailed to the applicant.

6. AMENDMENTS TO THE WAIVER OF FEES POLICY:

- A. If there are any changes in the policy or procedures of the policy, parents will receive written notice within thirty calendar days following the adoption of the amendment or change.

7. CONFIDENTIALITY:

- A. Information on applications is protected by the Illinois School Records Act (IL Rev. Statute 1989, Ch. 122, par. 50-1 et seq.). Disclosure of these applications is confidential and may only be disclosed as provided in the act.

8. NON-DISCRIMINATION:

- A. No discrimination or punishment of any kind may take place upon any student if parents or guardians are unable to purchase the required textbook or instructional material.

9. VERIFICATION:

- A. Eligibility may be checked by school officials at any time during the school year. Parents or guardians may be asked to provide information to prove their children qualify for the school fee waiver.

10. REPORTING CHANGES:

- A. If a waiver is granted and income and/or family size changes during the school year, corrected information must be supplied to the school.
- B. If you no longer qualify for free lunches, you are no longer eligible for the waiver of fees program.

CLASSROOM PROCEDURES

Nothing in any school is any more important than the work of students in the classroom. For a student to get the most from classroom experiences he/she must give his/her best at all times. Teachers are employed to convey knowledge, motivate students to learn, furnish guidance, and to control the behavioral environment. Students are expected to conform to all reasonable demands of the faculty. Our goal is to provide a positive learning environment for all students with few interruptions from those who will not conform to rules. Talking back, impudence, swearing, and other negative behavior will not be tolerated.

Proper classroom behavior:

- Be on time.
- Take your seat promptly.
- Be ready for class when the bell rings.
- Complete all assignments and be ready for class.
- Speak clearly and distinctly.
- Volunteer information and share opportunities.
- Be respectful to your teacher and your classmates.
- Keep your surroundings neat, in good condition, and as clean as possible.

CONTENT SPECIALIZATION

Fourth and fifth grade teachers utilize an instructional model called content specialization. This allows teachers to focus their preparation, planning, teaching, and professional development on two rather than all four core content areas. Fourth and fifth grade students will therefore have two teachers, one that teaches math and science and another one that teaches ELA and social studies.

GRADING POLICY

- 4- Exceeding Standard
- 3- Meeting Standard
- 2- Developing Standard
- 1- Not meeting Standard

GRADE CHANGE POLICY

DEFINITION:

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

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

APPEALING A GRADE

The procedure for appeal of a grade is on file in the principal's office. To appeal a grade, contact the principal.

PROMOTION/RETENTION POLICY

Promotion policy—Section 10-20.9a of the Illinois School Code has been amended through H. B. 452 to require districts to adopt a “no social promotion” policy by September 1, 1998. All students in grades K-8 must meet or exceed the standards in 3 of the 4 criteria;

1. attendance – state’s truant standard
2. passing average in core subjects (math, reading, English, spelling, social science, and science)
3. local standardized test results – 35th percentile composite score

4. teacher recommendation

HOMEWORK

Homework is an important part of every child's education. It is expected that each child will be responsible for doing his/her homework and returning it to school the next school day or on a specific date set by the teacher.

REPORTS

A report of student progress will be available each quarter. Mid-term reports will be sent home when teachers determine student progress is not acceptable. If a student is having difficulty with his work or personal adjustments and relationships, he/she and his/her parents may be asked to come in for a conference with the teacher. Parents should also feel free to request a conference. Once a year, the school will declare a Parent-Teacher Conference Day. Parents will be notified well in advance and will be assigned a time for their conference. Efforts will be made to consider individual schedules.

ATTENDANCE

Punctual and regular attendance is of great importance. If a child does good work in school it can usually be linked with good attendance records. Listed are some practices that must be followed after an absence or tardiness.

1. If a student is absent from school, parents are expected to call the school by 9:00 A.M. to report the absence. If the school is not notified, we will make every effort to locate the parent to verify the security of the student. Please give the reason for the absence to help us maintain and track health problems.
2. Students who are tardy are expected to give reasons. Parents will be contacted when tardiness is frequent.
3. Extended absences may require a doctor's note of explanation.
4. Excused absences are for:
 - Illness
 - Doctor's appointments
 - Family vacations (arrangements must be made with the teacher in advance)
 - Observance of Religious holidays
 - Other absences will be evaluated on an individual basis
5. Unexcused absences are:
 - Shopping
 - Truancy
 - Appointments that can be made at times other than school hours
 - Other absences will be evaluated on an individual basis
6. Excused tardiness:
 - Illness
 - Mechanical problems with transportation
7. Unexcused tardiness:
 - Overslept
 - Didn't know the time
 - Hair appointments
 - Other cases will be evaluated on an individual basis
8. A student is considered tardy until 9:15 A.M. except on Tuesdays which is 8:35 A.M. He/she will then be counted absent for either a half or a whole day. A student will be counted present the whole day if he/she arrives on time and attends until 1:45 P.M.
9. Students are considered tardy when they are not in their assigned area and ready to work at 8:10 A.M. Bells are set to help students be on time.

No attendance will be counted for less than two and one-half hours of attendance. At least one day will be

allowed to make up work for each day the student is absent. To receive an excused absence, the student's parent must contact the school office or send a signed note to confirm that the absence meets one of the criteria. Absence for any other reason will be considered unexcused. Students receiving an excused absence will be allowed to make up schoolwork missed. Chronic absences for illness or injuries may require a doctor note to be excused. Disciplinary action for **unexcused absences or tardies** may require the time to be made up accordingly in detention or at noon recess.

PHYSICAL EDUCATION

All students are expected to participate in P.E. activities and classes unless a current letter from a doctor is provided that exempts them from such activities for a specified period of time. They are also expected to wear appropriate shoes and clothes for active P.E.

LIBRARY

The library enriches the educational program by providing resource materials to students and teachers. Resource materials are loaned to all students for a period of one week. Resource materials are the responsibility of the student and must be returned promptly and in good condition. Students with overdue resource materials or who have damaged resource materials and have not paid for them may be restricted from borrowing more resource materials. Students may use the library at times when the librarian or the classroom teacher is there for proper supervision.

GIFTED

PBL Eastlawn and PBL Jr. High utilize the Schoolwide Cluster Grouping Model (SCGM) for gifted services. In the SCGM, all gifted children at each grade level are clustered together into an otherwise mixed-ability classroom with a designated gifted-cluster teacher. Gifted-cluster teachers provide individualized instruction or extended and accelerated learning opportunities as determined by the needs of the student.

In order to be screened to receive gifted services, students will be evaluated on a number of factors including NWEA (MAP) test scores, classroom performance, and teacher/parent recommendation. Students who pass the initial screener, and who have parental permission, will be given an ability test to assess their reasoning, quantitative, and nonverbal reasoning skills. Students who qualify based on those test results will receive gifted services at PBL Eastlawn and PBL Jr. High.

RESPONSE TO INTERVENTION (RTI)

RTI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RTI process is used by school personnel to adapt instruction and to make decisions regarding the student's educational program. The core features of PBL's RTI program include:

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

SPECIAL EDUCATION

Provision of a Free Appropriate Public Education

Paxton-Buckley-Loda (PBL) CUSD #10 provides and maintains appropriate and effective educational programs in order to afford every eligible child with a disability who is between the ages of 3 and 21 (inclusive), is enrolled in PBL, and requires special education and related services to address the adverse effect of the disability on his/her education, a free appropriate public education (FAPE). As part of this effort, PBL shall make available to all eligible children who are residents of PBL a comprehensive program of special education.

If any parent/guardian in the district would like a copy of § 226.50 of the ISBE regulations, please contact the Ford County Special Education Cooperative at 217-784-5470. Additional information is available on the PBL web site by selecting “Special Education” under the “District” menu on the left. The district’s web site is: <http://www.pblunit10.com/>

ENGLISH LANGUAGE LEARNERS (ELL)

“Instruction of English Language Learners”

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

STEPS TO RESPECT

PBL Eastlawn School participates in the Steps to Respect Program. Steps to Respect is a character education program that focuses on teaching social/emotional skills and bullying prevention. Steps to Respect lessons are provided twice a month at Eastlawn throughout the academic year.

PBIS

The purpose of PBIS (Positive Behavior Interventions and Supports) is to provide schools with the capacity for systematic planning and problem solving when preventing and responding to problem behavior. Activities focus on:

- Enhancing communications.
- Increasing implementation consistency.
- Collecting and disseminating information.
- Identifying, implementing, and sustaining effective practices.
- Influencing & operationalizing policy, reforms, and initiatives.
- Increase efficiency and effectiveness of efforts.
- Formalize problem solving.

PROBLEM SOLVING TEAM (PST)

PBL Eastlawn School has a building PST Team composed of teachers and the principal. The PST Team continues to study results of recent test scores and surveys of parents and faculty members to determine the areas in which to focus school improvement activities. The Problem Solving Team is in place to make recommendations for ongoing implementations. The building PST continues to meet and will use test results and surveys to create additional design teams. Through our work we hope to move PBL Eastlawn School from a high performing school to a truly great school which meets the needs of its students.

HOMELESSNESS

Getting your child into school if you:

- Live in a shelter or motel

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

You have the right to:

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

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

PARTIES

Parents may send treats for their child's birthday and other parties during the year. At the recommendation of the Illinois Public Health Department, for the purpose of preventing the spread of illness and disease, only wrapped, peanut free, store bought treats are allowed to be distributed at school. A list of approved peanut free snacks can be found on the district website under Eastlawn or at the school office. **Please do not distribute invitations at school to a party that does not include the entire class.**

SOCIAL MEDIA

There will be many times during the school year that your student may be photographed for classroom activities, school pictures, and school wide events. In order to ensure the safety and privacy of all of our students, please do not post photographs taken at school of students on social media such as Facebook.

STUDENT DRESS

Students are to dress in a manner that does not cause a disturbance or distract from classroom work, school activities, or create a danger to the health and safety of others. Any clothing promoting or displaying alcohol, cigarettes, drugs, or foul language will not be permitted. Based upon prior history of students concealing items in outside apparel, no coats or outside apparel shall be worn in the school building during the school day. *Due to safety concerns, no "Heelies" or "Skate Shoes" will be allowed on school grounds.*

BUS CONDUCT

Bus conduct for all times students ride a bus:

- Be on time for the bus to help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the bus stop.
- Stay seated while the bus is in motion.
- Be alert to danger signals from the driver.
- Remain on the bus in the event of a road emergency until instructions are given by the driver.
- Keep your hands and head inside the bus at all times and do not throw anything out of the window.
- Speak in a manner that is not distracting to the driver.
- Be absolutely quiet at railroad crossings.
- Be careful not to damage the bus seat or any other equipment.
- Help keep the bus clean and sanitary by discarding waste in the proper place (no eating is allowed on the bus).
- Animals are not allowed on the bus.
- Keep aisles cleared of personal items (keep them in your seat).

- Take all of your belongings with you when you leave the bus.
- Be courteous to everyone.
- Help look out for the safety of smaller children.
- Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus and wait for the driver to signal that it is safe to cross.
- Observe these same rules and guidelines for all bus trips (including field trips).
- Please call the driver or the bus garage if your child(ren) will not be riding the bus.

Drivers may not let students off at places other than their regular bus stop without specific instructions from the principal.

Students who fail to comply with bus rules will first receive a warning from the driver and an explanation of the problem. Future misconduct will result in a bus conduct report and a visit to the principal. A copy of the report will be given to the student's parents. Students may receive up to three formal bus conduct reports before they are suspended from bus privileges unless behavior is severe enough to warrant an immediate suspension. Parents will receive a copy of each report and will be called in for a conference before a student will be allowed to return to the bus.

PLAYGROUND RULES

Failure to follow the rules and instructions of the playground supervisor will lead to a loss of playtime and may lead to a visit with the principal. The playground rules are:

- Go down the slides seated with legs in front on the slide. Do not walk up or down the slide.
- Keep your hands to yourself.
- Only one person on a slide at a time.
- Hang onto the bars securely.
- Return all equipment after recess.
- Objects may not be thrown unless it's part of proper games.
- Stay on school property.
- Use appropriate language.
- Tag is not allowed on the equipment.

SCHOOL PROPERTY

School property should be used for its intended purpose. Students who intentionally misuse and damage school property, will be charged for the repair or replacement of it.

TELEPHONES/CELL PHONES/ELECTRONIC DEVICES

Use of the telephones is restricted to school business and personal use is very limited. Students may only use the telephone after getting permission from their teacher. Parents are urged to limit calls to their child. In most cases messages can be relayed by the secretary or the principal at an appropriate time.

Students may bring their cell phone or electronic device with them to school but the devices must be turned off and out of sight during instructional time. Students may use their cell phones or electronic devices during arrival time in the gym until they are dismissed to class, during lunch recess if recess is held inside, and during instructional time only if the principal/teacher/supervisor has given them permission to do so. If a student is found in violation of this policy, the cell phone or electronic device will be confiscated and brought to the office. The student can pick-up the device at the end of the school day. For multiple offenses, guardians will be contacted and will have to pick-up the device at the school for the student. Additional consequences may be issued to the student by administration.

AUTHORIZATION FOR INTERNET ACCESS

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

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

A complete copy of the **Authorization for Internet Access** is posted in each district computer lab and reviewed by teachers, with their students, at the beginning of the school year. A complete copy of the Authorization for Internet Access is also posted at [http://www. Pblunit10.com/aup.html](http://www.Pblunit10.com/aup.html). A copy will be provided to parents/ guardians by calling the principal's office.

STUDENT FUND-RAISING ACTIVITIES

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

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

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities, programs, district policies or nutritional guidelines.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.
7. Any fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement of any message's content by the District."

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

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

ADOPTED: January 12, 2011

STUDENT BEHAVIOR

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the 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.
 - f. "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.
 - g. 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.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights

of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school

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

The administration at PBL Eastlawn School sincerely believes that our students should have a safe and orderly learning environment, free of psychological and/or physical threat. When any one student infringes on those rights of others, he/she will be disciplined accordingly. Discipline will be of a progressive nature based on the particular student's discipline record.

SEARCHES

The school reserves the right to search a student's locker, desk, or person when they have a reasonable basis to believe that a search will result in the finding of evidence dealing with gross disobedience or misconduct.

INTERVIEWS BY POLICE AT SCHOOL FOR LAW ENFORCEMENT PURPOSES

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

INTERVIEWS BY THE ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)

1. The building principal or designee will check the agent's credentials and any papers pertaining to a legal

process. If DCFS presents a court order, an interview must be allowed. If no court order is presented by DCFS, the building principal or designee will allow reasonable access to interview the student who is suspected victim of child abuse or neglect.

2. The building principal or designee shall immediately coordinate the timing of any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement when contacting or attempting to contact the student's parents/guardians to inform them that the student is subject to an interview.
3. If the DCFS agent does not want parents/guardians to be notified or present during the interview, this stipulation should be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If a parent/guardian is absent, the building principal or designee will condition the interview upon his or her presence along with one other adult witness, a member of the district staff.
5. If circumstances warrant, the student may be removed from school by the DCFS agent pursuant to the Juvenile Court Act, or if the police officer, or a DCFS agent assume temporary protective custody pursuant to the Illinois Abused and Neglected Child Reporting Act. The building principal or designee will request that the DCFS employee/agent or police officer: (1) sign an appropriate document memorializing that fact before assuming custody; or (2) provide permission for the building principal or designee to create a copy of the documentation presented authorizing the temporary custody of the student. The person taking or retaining a student in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the student's welfare and shall immediately notify DCFS.
6. No district employee may act as a DCFS agent.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex that has the purpose or effect of
 - A. substantially interfering with a student's educational environment;
 - B. creating an intimidating, hostile, or offensive educational environment;
 - C. depriving a student of educational aid, benefits, services, or treatment; or
 - D. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, or Building Principal. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

RECOGNIZING AND AVOIDING SEXUAL ABUSE

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

STUDENT TO STUDENT HARASSMENT

At PBL, we respect individual differences that exist among us. Students are not to harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally. Actions

such as name calling, unwelcome physical contact, and insults are detrimental to a positive school environment, and will not be tolerated. Students are expected to treat each other with courtesy and respect at all times.

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

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

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach

students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

BULLYING PREVENTION AND RESPONSE PLAN

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

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

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

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate

whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

REGISTERED SEX OFFENDERS

Public Act 94-994, mandates that all schools notify parents where they can obtain information regarding registered sex offenders living within the school district. Two websites containing these details are linked at the bottom of the PBL District Information page, <http://www.pblunit10.com/districtinfo.html>. By scrolling to the bottom of the page, you can link directly to the National Sex Offender Registry (www.familywatchdog.us) and/or Illinois Sex Offender Information (www.isp.state.il.us/sor). Both locations provide similar information. If you can't access this information via the World Wide Web, please contact the school office for this information.

IMMUNIZATIONS, HEALTH, EYE, AND DENTAL EXAMS

Required Health Examinations and Immunizations

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

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

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

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written

verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

VISION/HEARING SCREENING

Vision screening will be done, as mandated for the following children, special needs students, transfer students, and students referred by their teacher. 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 *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 that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group, will be screened. Hearing screening will be done, as mandated for the following children as well, all 3rd grade students, special needs students, transfer students, and students referred by their teacher.

DENTAL SCREENING

Dental screening will be offered to all students during the fall. A form will be sent home and must be returned in order to take advantage of this screening.

MEDICAID POLICY

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

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

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

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence

of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an EPSDT Medicaid Provider, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

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

Please contact the Director of Special Education at the Ford County Special Education Cooperative (217-784-5470) if you have any questions concerning this School District Policy Information.

MEDICATION ADMINISTRATION POLICY

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

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

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

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

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

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

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

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

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

EMERGENCY MEDICATION SELF ADMINISTRATION POLICY

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

CHRONIC ILLNESS

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

All information regarding student identification, healthcare management, and emergency care shall be safeguarded as personally identifiable information and will be shared on a need to know basis in the coordination of the student's medical and health care management by the school staff. An Individualized Action Care Plan will be developed specific to the student's condition and in coordination with the instructions provided by the Primary Care Provider. The development of the Individualized Care Plan is in accordance with specific protocols to prevent exposure/episodic reactions; awareness and training for school staff on acute and routine management of the student's chronic health condition, information on signs and symptoms of the student's chronic health condition, medication and administration if needed, and emergency protocol for dealing with reactions should they occur.

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

FOOD ALLERGY POLICY

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

VOMITING/DIARRHEA

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

FEVER

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

HEAD LICE

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

PINK EYE

If a student exhibits one or more symptoms of pink eye, (including redness of one or more eye, drainage from eye, complaint by the student of itching or pain in eye), parents will be contacted and the student will be sent home from school. Students may return to school: - 24 hours after they are started on antibiotics, with proof of a doctor's note. - They are symptom free for more than 24 hours (this includes no redness or drainage).

INJURY POLICY

During school hours, if a student sustains an injury while on school grounds a staff member will assess the extent of the injury. If the injury requires treatment measures beyond ice or a simple bandage the school nurse will be contacted to assess the student. If there is an injury sustained to the head, in which the mechanism of injury could result in a concussion, the nurse will assess the student and enact the concussion protocol. If it is deemed that the student's discomfort or injury can be reasonably managed with ice, splinting, rest, burn cream, bandage, etc., proper care will be administered and the student will be returned to class. If the student requires additional measures of care, the student's parent/guardian will be contacted to come get the student for additional treatment. If the student is allowed to return to class, but has sustained an injury that may require additional follow up, the parent/guardian will be contacted through phone call or note home advising them of the type of injury sustained, and the recommended follow up per the school nurse.

INSURANCE

Student accident insurance is available for purchase through the school if needed. It is wise to have insurance coverage for the unforeseen accidents and illnesses. Even with close supervision accidents still happen. If an accident does occur at school causing an injury, it must be reported to the school office immediately.

Information for properly filing a claim will be recorded.

ASBESTOS

It shall be the policy of School District #10 to remove asbestos containing material that creates an immediate health hazard to occupants and workers and to maintain all other asbestos containing material in an undamaged nonfriable condition. The Management Plan is not intended to be a static document but it is anticipated that the plan will be adjusted, if necessary, if conditions change or new information becomes available. The Management Plan is available in the building administrator's office.

INTEGRATED PEST MANAGEMENT PLAN

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

NOTICE OF NON-DISCRIMINATION

Equal Educational Opportunity

The PBL Unit 10 Schools insure that equal educational opportunities are offered to students regardless of race, color, national origin, age, gender, religion, or handicap. Questions in reference to educational opportunities may be directed to Barry Wright at the PBL Eastlawn School office or to Cliff McClure at the Unit Office in Paxton.

Section 504 of the Rehabilitation Act of 1973

It is the policy of the Paxton-Buckley-Loda C.U.S.D. #10 not to discriminate against any otherwise qualified individual with disabilities, solely for reason of his/her disability, in admission or access to, treatment or employment in, any program or activity sponsored by this school district. Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D. #10, P.O. Box 50, Paxton, IL 60957.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measure to inform staff members and students of this policy and grievance procedure.

PBL EASTLAWN SCHOOL BEHAVIOR EXPECTATIONS

SETTING

		SETTING										
		All Settings	Hallways	Gym Before School	Bathroom	Playground	Cafeteria	Library and Computer Lab	Assembly	Bus	Classroom	
EXPECTATIONS	Respect Yourself	Give your best effort. Be prepared.	Walk quietly.	Arrive 8:00 AM. Go directly to gym – no students in hallways without permission.	Wash your hands.	Walk to and from the playground. Use appropriate language.	Eat a healthy lunch.	Be a good listener.	Sit and listen quietly.	Take all of your belongings. Sit safely. Stay seated.	Be on task. Be on time. Be prepared – books, pencils, and paper.	
	Respect Others	Be kind. Hands/feet to self. Use appropriate language. Listen/follow directions.	Use a quiet voice. Walk to the right.	Hands/feet to self. Sit quietly. Become silent when bell rings.	Respect privacy. Use soft voices.	Play safe. Include others. Share. Line up quietly at the bell/whistle.	Show respect to cafeteria people. Use good manners. Follow the rules. Be considerate. Speak in quiet voices.	Come and go quietly. Keep hands/feet to self. Use good manners. Touch only your book/computer.	Enter/exit quietly. Be polite. Be a good audience.	Use a quiet voice. Listen to driver. Hands/feet to self.	Do your own work. Listen and follow directions.	
	Respect Property	Clean up after self.	Water fountain – clean up spills. Admire artwork/displays without touching.	Keep personal property to yourself.	Flush toilet. Throw away paper towels.	Use equipment properly.	Clean up after self and neighbors. Throw away your trash.	Treat books/computers carefully. Keep area neat.	Touch things only when you have permission.	Don't damage the bus. Keep the bus clean.	Keep area clean. Take proper care of books and desk.	

Eastlawn Elementary School is committed to helping your child reach his/her potential by:

- Provide prompt feedback on child's progress - email, phone, conferences
- Provide a safe, caring, challenging learning environment
- Provide interventions based on data
- Encourage students to strive for excellence
- Promote effective problem solving skills
- Provide open lines of communication
- Provide families with opportunities and resources to be an active part of the school's activities and decisions
- Participate in professional development to strengthen teaching skills and accommodate for needs of all learners
- Foster lifelong learning among staff and students

As a parent/guardian I will support my child's learning by:

- Discuss with my child the importance of working hard and striving for success
- Discuss with my child and holding him/her accountable for appropriate school behavior
- Making sure my child attends school regularly and arrives on time each day
- Allowing the school to provide interventions when necessary
- Monitoring my child's progress at school
- Attend and participate in parent/teacher conferences
- Supporting my child to complete homework
- Reading to my child daily and encourage opportunities for writing
- Communicating regularly with the Eastlawn staff in regards to what my child is learning and accomplishing at school

As a student I will be an active learner by:

- Respecting myself, other students, faculty, and the property of the school
- Working hard to do my best at school each day
- Doing my homework every day and asking for help when I need it
- Following directions at school the first time they are given
- Communicating honestly and respectfully with my teachers and my principal
- Talking with my family about what I'm learning at school
- Reading or having someone at home read to me everyday