

Prairie
Central
Upper
Elementary

2019-
2020



Student
Handbook

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SCHOOL PAGES

Prairie Central Upper Elementary

Keri Jancek, Principal

312 North Center

Forrest, IL

815.657-8238

www.prairiecentral.org

TEACHING STAFF

Fifth Grade: Paula Bachtold, Erica Dehm, Cherlyn McBride, Suanne Medina, Hannah Miller, Tammy Pollard

Sixth Grade: Becky Bounds, Amber Edwards, Becky Hansen, Carly Hendricks, Emily Soto, Katie Taylor

Special Education: Carrie Golden, Taylor Langel, Jenny Quinn, Mary Anne Harper

Art: Karen Fehr, Ashley

Band: Eric Hall, Megan Lackaff

Music: Todd Cheek, Melissa Nagel

Physical Education, Kirsten Smith

Interventionist: Emily Wenger

Technology/Media Center: Chastity Pick

SUPPORT STAFF

Cafeteria: Karie Edelman, JaNae Steidinger, Susan Cavazos

Custodians: Angie Maubach, Chick Harrell (PM)

Paraprofessionals: Darla Kaisner, Kim Kovach, Kay Shols, Dawn Steidinger, Emery Wenger

Secretary: Rhonda McClellan

DAILY PROCEDURES

WELCOME

We at Prairie Central schools believe that all children can learn, all children must be served, and that the primary purpose of the school improvement process is to improve student performance. With these basic assumptions as a point of reference, the following points are deemed necessary to ensure that all students have an opportunity to be successful students and ultimately productive members of our society:

1. To be responsible for their actions.
2. To use the skills necessary for successful problem solving.
3. To communicate effectively through the written and spoken word.
4. To be able to build basic skills from each grade level to the next.
5. To be able to foster and to work toward achieving goals.
6. To be aware and accepting of others.
7. To understand cooperative learning to achieve harmony.
8. To be a good listener.
9. To express their thoughts without fear.

10. To develop the whole child: academically, physically, emotionally, socially, and creatively.
11. To show respect for those in authority.

CHAIN OF COMMAND

If parents have a concern, they should first go to the teacher. If not satisfied, they should then go to the principal. If not satisfied, then go to the superintendent, and last to the Board of Education.

BOARD OF EDUCATION

Mark Slagel - President
 Lori Schahrer - Vice President
 John Wilken - Secretary
 Ted Bachtold
 Dana Kafer
 Tim McGreal
 Brian Plenert

ADMINISTRATIVE STAFF

Paula Crane, Superintendent
 605 N. Seventh Street
 Fairbury, IL 61739
 815-692-2504
www.prairiecentral.org

Daniel Groce, Principal
 Prairie Central Primary East
 700 S. Division Street
 Chenoa, IL 61726
 815-945-2971

Shannon McGuckin, Principal
 Prairie Central Primary West
 407 S Fourth Street
 Chatsworth, IL 60921
 815-635-3561

Codi Conway, Principal
 Prairie Central Elementary
 600 S First Street
 Fairbury, IL 61739
 815-692-2623

Keri Jancek, Principal
 Prairie Central Upper Elementary
 312 N Center Street
 Forrest, IL 61741
 815-657-8238

PRAIRIE CENTRAL SCHOOL CALENDAR 2019-2020

<p>Monday/Tuesday Monday</p>	<p>August 19 & 20 August 19</p>	<p>Teacher Institute Meet the Teacher Night 5-7:30 (PreK/ECSE-4th grade) Primary East/West 5:00-5:30 Morning PreK/ECSE 5:30-6:00 Morning PreK/ECSE 6:00 – 6:30 All K-1 5:00 – 6:30 PCE - Grades 2-4 6:00 – 7:30 PCHS Freshman Cookout/New Student Orientation 6-7:30</p>	<p>No School</p>
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Tuesday	August 20	PCJH and PCE - Grades 5-8 5-6:30	
Wednesday hour early	August 21	First Day of Attendance K-12	Dismissal 1
Thursday	August 22	All ECE, Pre-K classes begin	
Monday - Friday hour early	Aug. 21-30	Early Dismissals	Dismissals 1
Monday	September 2	Labor Day	No School
Thursday hour early	September 26	P/T Conferences (7-12)	Dismissal 1
Friday hours early	October 4	Homecoming	Dismissal 2
Thursday hour early	October 10	P/T Conferences (K-6)	Dismissal 1
Monday	October 14	3:00 PM-6:30 PM Columbus Day	No School
Tuesday hour early	October 15	P/T Conferences (K-6)	Dismissal 1
Friday	November 8	3:00 PM-6:30 PM End of 1 st Trimester	
Tuesday hour early	November 26	Early Dismissal	Dismissal 1
Wednesday- Friday	November 27-29	Thanksgiving Break	No School
Friday hour early	December 20	Early Dismissal	Dismissal 1
Monday-Friday	Dec. 23-Jan.3	Winter Break	No School
Monday	January 7	School Resumes	
Monday	January 20	M.L. King Day	No School
Tuesday hour early	February 4	P/T Conferences (7-12)	Dismissal 1
Friday	February 14	Teacher's Institute	No School
Monday	February 17	Presidents' Day	No School
Friday	February 21	End of 2 nd Trimester	
Friday hour early	March 20	Early Dismissal	Dismissal 1
Monday	March 23-March 27	Spring Break	No School
Monday	March 31	School Resumes	
Monday	May 25	Memorial Day	No School
Wednesday hours early	June 3	Last day of student attendance	Dismissal 2
Thursday	June 4	End of 3 rd Trimester Teacher's Institute	No School

*The last day of school may be earlier if Emergency days are not used. Deduct one day for each emergency day not used. (five emergency days are built in)

This handbook shall not be interpreted as a contract of any kind and may be changed by the Board of Education at any time.

ATTENDANCE

ATTENDANCE PROCEDURES/ EXCUSED/UNEXCUSED ABSENCES

Parents are to call the school for their son or daughter by 8:30 a.m. whenever the student is going to be absent (unless a prearranged absence has been made with the teacher or office). State law requires students to attend school unless there is valid cause for the student's absence. Valid causes include:

1. Illness (specified - elevated temp, vomiting, etc.)
2. Observance of religious holidays - A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit
3. Death in the immediate family
4. Circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health/safety, attending a military honor's funeral to sound TAPS, or other reason as approved by the building principal.
5. Family emergency.
6. Except under extenuating circumstances, doctor appointments (i.e., orthodontist, dentist, eye, and medical) will be considered as 1/2 day excused, not a full day.

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

All other absences are considered unexcused. Pre-arranged, excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

LEAVING DURING THE DAY

Students will check in at the office upon arriving during the day. Students will check out in the school office before leaving during the day. NO student is permitted to leave without permission from the office. Parents coming into the building to pick up students must also check in at the office. Appointments: Students leaving during the day for appointments that cannot be scheduled for after school must have a note from their parents prior to leaving (if prior contact with the office was not made by the parent). Student Illness: If a student becomes ill, he/she is to report to the office. The office will contact the parents if it is necessary for the student to go home. Students will not be sent home without consent of the parent or other responsible adult designated by the parent. Students may not go out to a restaurant for lunch unless the parent comes to pick them up.

STUDENT ATTENDANCE

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

In the interest of providing a quality education for all eligible students in Prairie Central District #8, it is our responsibility to provide a system by which students are encouraged to attend classes regularly. Students are expected to attend school regularly and are bound by the Illinois School Code, Chapter 122, Article 26.1 and 2 to do so. **Should a student miss six days of school, physician verification of illness may be required. This physician documentation must state the cause of the absence and recommend that the school excuse the absence. It must also state that the student should not attend school due to illness. The physician verification requirement may carry over to the next school year.** Students are to be on time for all classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The District shall not be made liable for the educational progress of students who fail to maintain regular attendance habits. The District will not be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational procedure. At each report card period, written notification will be included in the report card of students who have missed 5% or more of school attendance days.

HOMELESS

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

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

For assistance or support and a list of local supporting agencies, please contact the building principal at your child's school.

TARDY TO SCHOOL

A student will be marked tardy if they are not in their classroom by the second bell (see individual School Pages for exact times). A student shall be considered tardy at anytime during the school day if he/she is not in his/her assigned classroom at the assigned hour. Any student tardy to school must report to the office. Excuses such as: oversleeping, alarm didn't go off, parent didn't wake me up, and etc will NOT be excused and may result in disciplinary action. After three incidents of tardiness, the student may receive an after-school detention. Students who are tardy ten percent (10%) of the previous 40 days will be turned into the truant office as required by school code.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are

chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

UNEXCUSED ABSENCES

Unexcused absences are those which could not be approved by the administrator for various reasons. The student will be responsible to make up work missed. Effort will be made to provide the support services necessary to remedy any attendance concern which inhibit the student's chance of success. **UPON THREE TARDIES, WITH NO VALID EXCUSE, STUDENTS WILL RECEIVE 1/2 DAY UNEXCUSED ABSENCE.** The school discourages students from leaving school for family vacations and similar reasons. When necessary to be absent, however, a student should bring a written request at least two days prior to being away. This will enable a student to arrange for some assignments. All tests and some work may still need to be made up upon return to school. Requests may be denied (at the administration's discretion) because of a poor attendance record, poor disciplinary record, and/or a poor academic record. Students who are absent five percent (5%) of the previous 180 days will be turned over to the truant office as required by the school code.

STUDENT CODE OF CONDUCT

BUS CONDUCT

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year during student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation director (see "Transportation Changes").

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Illinois law states that a student must behave in such a manner so as not to endanger the safety of the operation of the bus. Students may be denied the right to ride if behavior warrants. All school rules apply to students on the bus, those waiting to get on the bus, and those exiting the bus. Additional rules:

1. Sit in your seat immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.

9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows without permission from the driver.
11. Keep the bus neat and clean.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating and/or drinking are not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.
18. Be absolutely quiet at railroad crossings.
19. No sprays of any kind are to be used on the bus.
20. No animals are allowed on the bus (with exception of approved service animals per “animals on school property” section of this handbook).

When a Bus Driver has written a conduct slip on a student, the following procedure will *usually* be followed: **1) First offense** - Principal will talk to student, and a bus conduct report may be sent to the parent. **2) Second offense** - Parents will be notified by phone (if possible) or letter. A bus conduct report will be sent to parents. Student may be removed from the bus for one day. **3) Continued offenses** - Student could be removed from the bus for a number of days (1-3 days, 5 days, 7 days, 10 days). Upon 10 days, the Board of Education shall be notified of recommendation for permanent removal from the bus for the remainder of the current school term. **4) Serious misconduct** - Could warrant a student being removed from the bus immediately after informing the parents.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the transportation director or school principal.

CAFETERIA

The cafeteria is maintained as a vital part of the health program of our schools. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunch room personnel and your fellow students will appreciate your cooperation in making the cafeteria a pleasant place by:

- a) observing good table manners,
- b) leaving the table and floor around your place in a clean condition for others,
- c) depositing all lunch litter in waste containers,
- d) returning all trays and utensils to the dish washing area as soon as you have been dismissed from your table,
- e) talking quietly.

The following guidelines should be observed:

- a) food should not be taken out of the cafeteria,
- b) students who bring lunches will not be allowed to bring pop in bottles or cans,
- c) students may not leave until dismissed, and
- d) food cannot be shared.

For students leaving campus for lunch, parents must personally escort students off school grounds in these situations. Students on the Free and Reduced Lunch Program are responsible for any additional purchases not included in the student meal.

“DRESS FOR SUCCESS” DRESS CODE

Student behavior is greatly improved, leading to a more productive working environment when students are dressed

appropriately for school. Everyone is expected to dress and be groomed in accordance with acceptable standards of cleanliness, good taste, and appropriateness. Current trends seem to favor certain modes of dress which are inappropriate for school, causing distractions to the learning environment and sometimes putting the students in situations not best for them. The established standard has been set to discourage clothing that may be a distraction to the learning environment and possible safety of students. The dress for success code supports workplace norms for appropriate attire.

Students are to observe the following guidelines regarding student attire:

- Shorts, dresses, skirts and skorts must be of sufficient length to cover the upper half of the thigh.
- Students may go outside for recess; therefore, appropriate clothing is to be worn during cold weather. Students are to wear appropriate clothing on days of physical education classes.
- Tank tops that are revealing, plastic straps, narrow straps, tie straps, spaghetti straps, tube tops, halters, low cut, backless, strapless or see-through tops are not to be worn.
- Items of clothing, which expose the areas of the stomach, side, or back are not permitted. All articles of clothing must provide appropriate body coverage in positions of standing, walking, running, sitting, leaning, and “arms up”, so as not to revealing.
- Pants must be hemmed to shoe length and not “baggy” so as to create a safety concern. Pants must be worn at an appropriate waistline level at all times.
- No student should dress in such a way that his/her underwear is partially or totally exposed. The waist and top portions of boxer shorts and briefs, bra straps and bra sides should not show.
- Clothing that is purposely cut up and/or mutilated is not acceptable.
- Hats, caps, stocking caps, hoods, bandanas and or sunglasses are not permitted.
- Shoes must be worn at all times. Students **MUST** have a pair of closed-toed, athletic shoes at school **daily** to wear for physical education classes and/or recess. **Flip-flops are NOT recommended and will not be allowed on the playground.**
- No student may wear clothing, jewelry, tattoos, accessories, or carry book bags, which display or suggest anything inflammatory or degrading to a particular race, creed or culture.
- No student may wear clothing, jewelry, tattoos, accessories, or carry book bags which display or suggest alcohol, drugs, tobacco, weaponry, gangs, profanity, vulgarity, sex, death, destruction, obscenities or promote violence/anarchy or that which may have double meaning.
- Chains of any type are not permitted as jewelry, belts, or to secure wallets to pants, etc.

Anything in the opinion of the principal or teacher that causes a distraction/disruption to the learning environment will not be permitted. In cases of questionable dress, the principal or teacher will make the final decision. Students may be removed from the learning environment and held in the office until proper attire is attained. A parent/guardian may be called to pick up the student who is violating the dress code.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

HARASSMENT & BULLYING

Students have the legal right to come to school and be left alone. Verbal, physical, sexual, and other forms of harassment are not acceptable behavior, and students engaging in such behavior will be disciplined. This applies at the bus stop, on the bus, and at school. Students are expected to show respect for each other.

BULLYING

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 school 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 by phone call or in writing.

Complaint Managers:

Paula Crane

605 N. Seventh Street Fairbury
(815) 692-2504
pcrane@prairiecentral.org

Dan Groce

700 S. Division Chenoa
(815) 945-2971
dgroce@prairiecentral.org

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

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

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

One complaint manager should be male, and one complaint manager should be female.

HOMEWORK

Students are expected to have daily assignments completed on time. Students who are absent from class are responsible for contacting teachers to get missed assignments and/or make-up work. For absent students, make-up work deadlines are at the discretion of the teacher. The date will be dependent upon the number of days absent and the amount of work missed. Requests for homework should be made by 8:30 a.m. with pick-up times and procedures needing to be arranged on an individual basis.

OUTDOOR RECESS

At K-4 elementary schools, recess will be outdoors whenever possible. Exceptions to this are as follows: a) rain, b) heavy snowfall, and/or c) temperature or wind chill factor below 15 degrees. **Please dress your children appropriately** as all are expected to go outside if weather permits. This means boots, hats, gloves, coats, etc. Time children spend outdoors, even if brief, is beneficial. A student who returns from an illness, upon written parental request, may be kept indoors for a period of up to three days. Students that need to stay in longer than three days will need a written doctor's excuse. During recess, children are expected to adhere to all playground rules:

1. Once on the playground, students are not permitted to enter the building without direct consent from the playground supervisor.
2. No pushing, shoving, punching, pulling, or hitting of other students will be permitted.
3. Students must stay in the designated areas only.
4. Students may not run through an organized game.
5. Jump ropes may only be used as such. They cannot be used for tug-of-war, etc.
6. Play ceases when the supervisor blows the whistle.
7. Snowballs are not allowed.
8. No climbing trees.
9. Contact sports are not permitted.
10. Students on swings must sit in an upright position, no twirling or jumping off the swings. Students should not run in front of the swings. No underdogs.
11. Students are expected to share playground equipment.
12. All equipment must be turned in at the end of each recess.
13. No throwing rocks or wood chips.
14. No continuous twirling on the monkey bars.

Playground rules are made to keep students safe. They may change as needed for student safety as seen by the playground supervisor.

WINTER WEATHER CLOTHING GUIDELINES

Outdoor Recess in Cold Temperatures

- The students will go outside for recess in temperatures where the wind chill is 15 degrees and above (district-wide).
- Please make sure your child has a coat, gloves, hat, scarf, etc., to wear during outdoor recess. If you are unable to provide those items, please contact the school, and we will work with you to provide them.

Outdoor Recess in Snow

- **If there is snow on the ground, your child must have snow boots to change into if he/she wants to play in the snow.** This is so your child does not have to go through the rest of the day with wet, cold shoes. We would suggest leaving a pair of boots at school. This has to be a separate pair of boots, not a pair that your child wears to school that day (to avoid tracking a bunch of water into the school). If your child does not have boots, he/she will have to stay on areas of the blacktop where snow has been plowed.
- **If the snow is deep, and your child wants to play in the snow, he/she will need to bring waterproof snow pants to put on over his/her pants.** This is so your child does not have to go through the rest of the day with cold, wet pants from playing in the snow during recess. If your child does not have snow pants, he/she will not be able to play in the snow.

RESPONSIBILITIES

Students have the responsibility to obey school rules as follows:

- Talk quietly and keep unnecessary noise to a minimum.
- No running in halls at any time.
- Do not bring candy to school except with teacher's permission.
- Do not chew gum in school or on school grounds during school time.
- Behave in the restroom.
- Do not play on school grounds before the first bell.
- Do not play any tackle-type games.
- Do not climb the fences, backstops, or trees
- Do not fight at anytime during the school day. (This will warrant an immediate suspension of playground privileges.)
- Do not leave school property during school hours.
- Do not bring baseballs, toys (including fidget spinners), radios, etc. to school.
- Leave all personal property in your book bag.
- Once on the playground, do not enter the building without permission.
- Students are not to throw rocks or snowballs.
- No riding scooters on school property.
- Possession of tobacco/alcohol or drug products is not permitted and will result in immediate communication with parent(s)/guardian(s) to address the situation cooperatively.
- Contact the playground supervisor immediately if a problem occurs.
- Students will show respect, at all times, for those in authority.
- No pagers or laser pointer devices.
- No weapons.
- Roller skates/roller shoes, skateboards, etc. are not to be brought to school or the playground during the school

day.

- Cell phones must be kept off and in the book bag.

The classroom teacher will handle all minor discipline problems or infractions. If verbal reprimand will not solve the problem, the teacher will decide on the appropriate punishment.

STUDENT DISCIPLINE

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - e. 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.
 - f. 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. Aerosol cans are prohibited in the school building, on busses, and on school grounds.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing a cellular telephone, video recording device, or any electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or video of others without permission, to cheat, or otherwise violate student conduct rules, is prohibited. Prohibited conduct specifically includes, without limitation: creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of computer, electronic communication device, 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 individual education plan (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals; (d) it is used during the student's lunch period. These items are brought to school under your own risk. The school is not responsible for lost, damaged, or stolen personal items. The term "electronic devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation: cell phones, emailing devices (e.g. smart watches), radios, tape players, CD players, DVD players, video cameras, iPods, MP3 players, laser pointers, video game players, personal digital assistants (PDAs), cameras, laptop computers, and any device that provides a wireless, unfiltered connection to the Internet or is capable of transmitting or

receiving audio-video data or text messaging. Taking photographs or video in a locker room or bathroom is strictly prohibited and carries a serious consequence.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff

directives include refusing a District Staff Member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any kind of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that: a) poses a threat or danger to the safety of other students, staff, or school property, b) constitutes an interference with school purposes or an educational function, or c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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 or backpack; c) in the school's student locker, desk, or other school property; or d) at any location on school property or at a school sponsored event.

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 psycho-stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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 other time when the school is being used by a school group;
2. On a school bus or at a school bus stop;
3. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
4. Traveling to or from school or a school activity, function, or event; or
5. Anywhere, if: a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Removal from classroom.
2. Seizure of contraband.

3. Disciplinary conference.
4. Withholding of privileges.
5. Notifying parents/guardians.
6. Suspension from school social activities.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes”, alcohol, or weapons.
8. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
9. After-school study or Saturday study, provided the student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
10. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on all Prairie Central CUSD #8 school grounds.
11. Suspension of bus riding privileges, provided that appropriate procedures are followed.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on all Prairie Central CUSD #8 school grounds.
13. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may not be eligible for a transfer to an alternative school program. If such student is deemed eligible for an alternative school program, the parent(s)/guardian(s) will be responsible for transportation to and from the alternative school, with the exception of parents(s)/guardian(s) of students with an IEP (Individualized Education Program).

Corporal punishment shall 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

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least 1 calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of 1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; 2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or 3) “look-alikes” of any weapon as defined above. Any items, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, are considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: 1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, 2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or 3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student’s parent(s)/guardian(s). “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself. Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else.

The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

School Behavior Plan: Based on three premises: **Respectful, Responsible, and Safe.** 1) Follow directions the first time given; 2) Be respectful of peers, authority, and property; 3) Be prepared for class; 4) Keep hands, feet and objects to yourself; and 5) Follow all school rules as stated in the handbook.

ALTERNATIVE CLASS

The building principal as a means of student discipline may assign alternative class. The student is assigned to a specific room for the entire day. While in alternative class, the student will be given a list of assignments that were missed from his/her regular classes that day. These assignments are to be completed and handed in at the end of the day.

DETENTION

After school detention may be assigned to students as a corrective disciplinary measure. When a student is to be detained after school, the parent or guardian shall be responsible for the student's transportation home. Parents will be notified in advance of a student's detention. All detentions will be served at the scheduled times. Students who work or have other obligations will be expected to serve the detention at the scheduled time.

Detentions will be immediately after school for 45 minutes.

Detentions will be assigned for the following reasons:

1. Minor infractions or discipline problems that persist in the classroom.
2. Failure to complete assigned discipline from the teacher.
3. Swearing/vulgar/inappropriate language.
4. Insubordination.
5. Disruptive behavior

Failure to serve a detention will result in an additional detention. Failure to serve the missed detention and the additional detention will result in being assigned an alternative class.

SUSPENSION

According to state and federal law, the superintendent or designee shall be authorized to suspend a student from school for a period of up to ten days for acts that would pose a threat to school safety or a disruption to other student's learning opportunities as determined by school officials.

Gross disobedience or misconduct providing just cause for suspension shall include:

1. Possession or use of drugs, alcohol, or tobacco. The use, distribution, or possession of the above is not permitted on a school bus, school grounds, in school buildings, or at any school sponsored activities.
2. Willful injury or threat of injury to a staff member or another student.
3. Possession of a dangerous or potentially dangerous weapon or device that may be used as such (guns, knives, etc.).
4. Release of a fire alarm without permission or proper cause.
5. Possession or setting off of fireworks or explosive devices on school grounds.
6. Tampering with fire extinguishers or removal of fire extinguishers from their designated locations without proper cause
7. All acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel and students.
8. All acts which cause a disruption to other student's leaning opportunities

Short term suspensions (1-3 days)

School officials shall provide details of the specific act of gross disobedience or misconduct, and also the rationale for the duration of the suspension. School officials will make all reasonable efforts to resolve the threat or disruption and to minimize the length of the suspension.

Long Term Suspensions, Expulsions & Removals to Alternative Schools

School officials must 1) provide detail of the specific act of gross disobedience or misconduct. 2) Document specific reasons why removal is in the best interest of the school. 3) Provide rationale as to the specific duration of removal. Long term suspensions, expulsions and removals to alternative schools may only be used if other appropriate and available disciplinary interventions have been exhausted and the student's continuing presence in the school would either pose a threat to the safety of other students, staff or the school community; or substantially disrupts, impedes, or interferes with the operation of the school. School officials shall determine, on a case by case basis, the availability of interventions and the meaning of threat or disruption. School officials will make all reasonable efforts to resolve the threat or disruption and to minimize the length of the exclusion. In addition, school officials must document in writing whether interventions were attempted or whether there were no appropriate and available interventions. Students who are excluded for longer than 4 days must be provided appropriate and available support services, as determined by school officials. Support services, or the fact that services were not appropriate or not available shall be documented in writing.

OUT-OF-SCHOOL SUSPENSION

An out of school suspension will be assigned for the following reasons: 1) the student poses a threat to the safety of other students, staff, or the school community. 2) The student's attendance substantially disrupts, impedes, or interferes with the operation of the school. 3) When mandated by law (weapon or drug violations). School officials shall determine, on a case by case basis: (1) the availability and use of interventions; and (2) the meaning of threat or disruption. Students are required to make up work they missed while on suspension. These absences are unexcused absences. Assignments, which were made prior to the suspension, are due during the suspension and must be turned into the teacher on the first day back to class. Parents of a suspended student may request homework by contacting the school office. Generally, one day will be allowed per day of suspension to make up work.

RE-ENGAGEMENT

The parents and the student will be required to meet with the administration prior to returning to school for the purpose of a smooth transition back into the school environment.

STUDENT EXPULSION

Section 10:22.6 of the Illinois State Code empowers the school board to expel students guilty of gross misconduct or gross disobedience.

STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure

ACADEMIC PROGRESS

K-5 Grading Scale

Grades K-6 have gone to Standard's Based Grading. The grading scale is below. If you have any specific questions about this grading scale, please contact your child's teacher or the building principal.

- 3 – Meets the Standard (Developing Appropriately)
- 2 – Approaches the Standard (Beginning to Develop)
- 1 – Does not yet meet the Standard (Needs to Develop)
- NE – Not Evaluated at this Time

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

EDUCATION OF ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet academic achievement standards that all children are expected to attain. For questions or to express input in the school's English Language Learner's program, contact Keri Jancek at 815-657-8238.

RESPONSE TO INTERVENTION AND UNIVERSAL SCREENERS

Social Emotional Learning

Schools in Illinois are now teaching children how to manage their feelings, get along with others, and make good decisions. Funding from the Illinois Children's Healthcare Foundation is being used to purchase local materials to teach these skills as part of the classroom routine. One way we can measure the impact of this instruction is to screen all students for their growth in these skills. During the month of September, teachers will complete a questionnaire about each child's behavior in the classroom. If the questionnaire ratings suggest that your student could benefit from extra instruction on these skills, we will contact you by phone or letter

If you have any questions or concerns about this process, please don't hesitate to contact your child's building principal.

HOMEWORK

Students are expected to have daily assignments completed on time. Students who are absent from class are responsible for contacting teachers to get missed assignments and/or make-up work. For absent students, make-up work deadlines are at the discretion of the teacher. The date will be dependent on the number of days absent and the amount of work missed. Requests for homework should be made by 8:30 a.m. and may be picked up after 3:00 p.m. the same day.

PARENT CONFERENCES

Parent conferences are scheduled during the first grading period. The value of parental participation in these conferences is immeasurable. Subsequent conferences may be scheduled later in the school year.

PROGRESS & DEFICIENCY NOTICES

At midterm of each grading period or at the discretion of the teacher, progress or deficiency notices will be sent to parents. The progress report is to recognize students for improvement in study habits and achievements. The deficiency notice is to inform parents of areas of concern where the student is not achieving up to ability and expectations in both academic and non-academic subjects. **Each child will receive a progress report at midterm the first trimester (K-6) and may get others during each of the next two trimesters (K-6) at the discretion of the teacher.**

PROMOTION & RETENTION

Students may be retained at any grade. The principal is to be informed as soon as it appears the student will be retained in grades kindergarten through sixth. When a classroom teacher is considering retention of a student for the coming year, he/she involves the parents of the child and any other staff member who works with the student. The following information is gathered, evaluated and a recommendation made relative to the best interest of the student being considered:

- | | |
|-----------------------------------|---------------------|
| 1) Specific academic deficiencies | 7) Physical history |
| 2) Previous retention | 8) Attendance |
| 3) Educational potential | |
| 4) School history | |
| 5) Home background | |

6) Number of previous parent/teacher contacts

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

REPORT CARDS

The purpose of the report card is to report to the parents, student progress in academic growth and effort. The K-6 classroom teachers will issue report cards at the end of each twelve-week grading period. Parents should sign the card and return it to their child's teacher within a week of issuance. Report cards for Art, Music, Physical Education and Technology will be issued at each trimester.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

MEDICAL

ACCIDENTS

In spite of our caution, accidents sometimes happen at school. If the accident is serious, the parent will be notified. A minor accident will be handled at school. If parents cannot be contacted, the person designated on the Emergency/Medical Information section of the student information (registration) sheet will be notified. **Please be sure your information is up to date.** All staff is asked to fill out an Accident Report on any accidents that they feel are reportable. These are filed in the principal's office.

EXEMPTION FROM PE

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. **After three days, a doctor's excuse must be presented.** The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30¹.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

STUDENT ILLNESS

Please keep the following guidelines in mind when deciding whether or not to send your child to school. This will help to control the spread of illnesses at school and allow your child to be available for learning. Students should remain home for the following reasons:

- Students should not come to school with temperatures above 100 degrees. Children should be **fever free for 24 hours without taking fever reducing medications** to control symptoms before returning to school
- If diagnosed with a strep infection, students need to be on an **antibiotic for a minimum of 24 hours and fever free** before returning to school.
- If your child has vomited, has had persistent diarrhea, or flu-like symptoms (body aches, stomach pain, nausea, headache) during the night or in the morning before school, he/she should not be sent to school.
- If your child has pinkeye (conjunctivitis), he/she needs to have **completed 24 hours** of medication and have no visible redness or discharge before returning to school.

It is important to follow these guidelines for your child's health and the health of his/her classmates. Please continue to remind your child of the importance of frequent hand washing and healthy eating. When notifying the school of your child's absence, please give us the reason for the absence so that we can take the necessary extra precautions to prevent spreading of the illness.

APPROVED SNACK/BIRTHDAY TREAT LIST

Due to health risks, homemade snacks are not allowed in any classroom. All snacks must be pre-packaged (i.e. professionally prepared, with ingredients listed). Any snack delivered for student consumption, **including birthday treats**, should be selected for its nutritional value. A parent should consult with a classroom teacher before purchasing/sending a snack to the classroom. The following is a list of traditionally acceptable snacks:

Fruit (Fresh or Canned)	Stauffers Animal Crackers
Vegetables (Carrots, Celery, etc.)	Great Value Animal Crackers
Applesauce	Teddy Grahams
Pretzels	Sunshine Cheez-It Crackers (Original, White Cheddar or Cheddar Jack)
Yogurt or Yoplait Go-Gurt	Pepperidge Farm Goldfish (Original, Cheddar, Colors, Pizza, Parmesan or Pretzel)
String Cheese	Kellogg's Nutri Grain Cereal Bars (Strawberry, Mixed Berry or Cherry)
Raisins	Kellogg's Cereal and Milk Bars-Frosted Flakes or Fruit Loop Flavors ONLY
Popcorn	Kellogg's Fruit and Oatmeal Bites (Strawberry or Vanilla)
Keebler Original Club Crackers	Quaker Fruit and Oatmeal Bars (Strawberry, Very Berry or Iced Strawberry)
Nabisco Wheat Thins (Original or Honey)	Great Value Fruit and Grain Bars (Strawberry, Mixed Berry, Apple Cinnamon, or Blueberry)
Kraft Cheese Nips	Rice Krispie Treats
General Mills Kix Cereal	
Post Honey Comb Cereal	
Great Value Graham Crackers (Honey or Cinnamon)	
Keebler Graham Crackers (Honey or Cinnamon)	
Nabisco Honey Maid Gram Crackers (Honey, Chocolate or Cinnamon)	
Nabisco Honey Maid Gram Sticks (Honey, Chocolate or Cinnamon)	
Fruit Snacks	Popsicles
Pudding	Fruit Rolls

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. School health personnel will assist the parent or guardian in seeking appropriate treatment for a communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

DENTAL REQUIREMENTS

Illinois law now requires all students in kindergarten, 2nd grade, and 6th grade to show proof of a completed dental exam. The required forms to be completed by dental personnel are located in each school office.

HEAD LICE POLICY

According to the American Academy of Pediatrics, head lice do not cause serious illness or carry any diseases. Head lice is usually spread from close, prolonged, head-to-head contact; **head lice cannot jump, hop, or fly**. According to the Center for Disease Control and Prevention, between 6 and 12 million children between the ages of 3 and 11 are affected by head lice each year. The CDC also emphasizes that getting head lice is not related to the cleanliness of a person or his/her environment.

Our school nurse is prepared to advise parents on treating suspected or actual head lice manifestation. However, in order to reduce the number of head lice cases, **it is imperative that parents complete head checks on a regular basis at home**. Per our school handbook, our district will observe the recommendations of the Illinois Department of Public Health regarding head lice. Our policies and procedures are outlined below.

Administrative Procedures

1. Screenings can be scheduled twice a year at the K-4 buildings. Suggested times could be in September, prior to winter break or prior to spring break. School employees, contracted service providers, or other health agencies may be utilized.
2. Screening teams are to review procedures including location, notification of screenings, process if nits/lice are discovered, and record keeping.
3. If lice/nits discovered:
The child's siblings will be examined, and the child's entire class **may be examined**. Please Note:
Parents/guardians will only be contacted and asked to come pick up the child if *their* child has head lice or nits (eggs). In order to protect student privacy, we will not inform the entire class or school of the head lice case. The school will provide written instructions to parents/guardians regarding appropriate treatment for infestation (upon request).
4. Return to school:

- Parents are required to bring their child to school and accompany him or her to the office.
 - **A student excluded because of head lice is prohibited from riding the bus to school to be rechecked for head lice.**
 - Students will only be permitted to return to school when the parent/guardian brings the child to school to be checked by the school nurse or building principal, and the child is determined to be free of head lice and eggs (nits).
 - If lice or nits are discovered, same as #3.
- 5. Information to parents:
- More information on head lice, how to complete a head check, and proper treatment can be found under the “Health Issues” page on our district website.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school for an extended period of time, because of a medical condition may be eligible for instruction in the student’s home or hospital.

LEAD TESTING REQUIREMENTS

Illinois state law requires that all children entering school for the first time must show evidence of having completed a lead screening test. A test result or physician’s verification are both acceptable documentation.

MEDICATIONS

Parents have the primary responsibility for the administration of medication to their children. The Board, therefore, requests that medications be administered at home before or after school. It is the intention of the Prairie Central School Board to comply with the laws of the State of Illinois and the guidelines of the State Board of Education and to address the health needs of students who require the administration of medications during the normal school day. The school district medication guidelines are:

1. All medication will be personally delivered to the school office by the child’s parent or guardian. **Under no circumstances will a child be allowed to transport medication to and from school.**
2. When a child requires daily or regular prescription medication during the entire school year, such as insulin shots or a medication for diseases that are kept under control by such medications, the responsibility of administering such a medication will be worked out between the home and the school.
3. Prescription medication of short duration that is necessary for the comfort and convenience of the child (such as allergies colds, etc.) may be self-administered according to the following guidelines:
 - Written instructions signed by parent and physician will be required and will have the child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication.
4. All non-prescription (over the counter) medications such as Tylenol, Extra Strength Tylenol, Advil, and Ibuprofen will require a medication form signed by both physician and parent. The medication will then be self-administered by the student and monitored closely by school personnel.
5. School personnel will not, under any circumstance, administer aspirin or any products containing aspirin. Pamprin, Pepto Bismol, Doan’s and Dristan are among a few that will not be administered.
6. Prescription and nonprescription medication must be brought to school in the original container. Medications arriving school in baggies, envelopes, etc. WILL NOT BE GIVEN.
7. A record will be maintained for each student of the administration of all medications.
8. The school retains the discretion to reject request for administering medication.
9. No herbal supplements will be administered.

10. A Student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the Student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Additionally, students must complete a demonstration to the school nurse for proper technique in using these devices.
11. Due to certain physical conditions of our students please check with your child's teacher before sending a snack. Snacks must be packaged (professionally prepared, ingredients included).
12. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

PHYSICAL EXAMINATION & IMMUNIZATION REQUIREMENTS

Illinois law requires that students entering school for the first time receive and present evidence of physical examination and immunization requirements **prior to entering school**. First grade students without a kindergarten physical, sixth grade and ninth grade students will need to have current physicals and updated immunization records. Additionally, all students are required to receive and provide proof of a Tdap immunization before entering 6th grade. This is regardless of the interval since the last DTaP, DT, or Td immunization. Out-of-state students must have an Illinois physical. Physical exams for Pre-K and ECSE, if dated within a year of the start of school, may be used to meet the requirement.

Beginning with school year **2014-2015**, any child entering **kindergarten or sixth grade** for the first time shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.

Beginning with the school year 2014-2015, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine AND two doses of live mumps virus vaccine, the first doses on or after the first birthday and the second doses no less than four weeks (28 days) after the first dose, or other proof of immunity described in Section 665.250(c). Students entering sixth grade must also have proof of three doses of Hepatitis B vaccine.

SCHOOL INSURANCE & CLAIM PROCEDURE

Accident insurance is made available to all students who wish to take advantage of this protection. The information concerning the insurance will be distributed to the students at registration

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Parents/guardians are required to have the student's doctor complete an emergency action plan, the form for which will be provided by the school.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

VISION EXAMINATION

Vision Examinations: Public Act 95-671, effective Tuesday, January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

* Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (ii) the child presents proof that any eye examination will take place within 60 days after October 15.

* This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians who object to eye examinations on religious grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

* Each public, private and parochial school is required to give notice of this eye examination requirement to the parents and guardians of students. Every school shall report to the State Board of Education by June 30 the number of children who have received the required eye examination, indicating, of those who have not received the required eye examination, the number of children who are exempt from the eye examination on religious grounds, the number of children who have received a waiver, and the total number of children in noncompliance with the eye examination requirement.

* It is our understanding that IDPH expects very shortly to issue an emergence rule that will further define the documentation required as proof of having received an eye examination, the criteria for a child to receive a waiver, and the type of notice schools must provide to parents and guardians. Notwithstanding the forthcoming rule, ISBE is attaching a proof of examination and a waiver form that can be used for this coming school year.

ADMINISTRATION

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In order to comply with Federal Law our school buildings have been inspected for all forms of asbestos containing building materials. As a result of these inspections, our buildings have been found to contain some asbestos containing building materials. A Management Plan has been prepared that identifies all asbestos material in our buildings and provides a strategy for managing the

material. In addition, the law requires that the school district conduct surveillance to determine "any change in condition" of asbestos containing material every six months. Also a complete re-inspection is required to be conducted every three years. By complying with the Asbestos Hazard Emergency Response Act (AHERA), the school district feels that it is taking appropriate steps to protect all occupants of our buildings from possible problems with this material. The Management Plan is available for public review. If you want any information on asbestos containing material, please contact our asbestos program manager at 815-692-2504.

BICYCLES

Bicycles are to be parked in the bicycle racks provided. Please do not ride your bicycle on the grass. Students who ride a bicycle to school should follow the safety rules as set forth in "Bicycle Rules for the Road" published by the State of Illinois. Bicycles may be removed from the racks during the day only to ride home for lunch and after school is dismissed.

CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, apparatus or equipment furnished them by the Board of Education. Students who deface, damage, or lose school property shall be required to pay for the damage or loss. Parents shall be notified of any materials lost or damaged by the student and shall pay reasonable replacement costs on or before report cards are distributed.

CIVIL RIGHTS STATUTE

Prairie Central Elementary Schools do not discriminate on the basis of race, color, national origin, sexual orientation and gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies and Title IX: (UE: Keri Jancek, Principal; Prairie Central Primary East: Shannon McGuckin, Principal; Prairie Central Primary West: Daniel Groce, Principal; Prairie Central Elementary: Codi Conway, Principal).

DELIVERIES

Parents, friends, and relatives are requested to not have balloons and flowers delivered to school on special occasions such as birthdays and Valentine's Day. Efforts to make a positive occasion are noted, but this practice has created safety problems on buses and has caused distraction to students and adults during the school day.

EMERGENCY SCHOOL CLOSING

Should the school need to be closed due to weather conditions or emergencies, a reasonable attempt will be made to contact parents/guardians and/or emergency contacts through the district's mass calling system. In order to receive this notification, it is imperative that the school has current phone numbers at all times. It is the responsibility of the parent/guardian to contact the school when necessary with this updated information. In addition, the following stations will be notified:

Champaign	T.V. Station WCIA	Channel 3
Peoria	T.V. Station WHOI	Channel 4
Peoria	T.V. Station WEEK	Channel 5
Peoria	Radio Station WMBD	93.3FM
Dwight	Radio Station WLDC	98.9FM
Pontiac	Radio Station WTRX	93.7FM
Bloomington	Radio Station WJBC	1230AM
Bloomington	Radio Station WBNQ	101.5FM

The decision to close early will usually be made with enough time prior to dismissal for parents to make arrangements for their children. It is extremely important that parents instruct their children as to what to do when they arrive home early. Please make sure your children know how to get in and out of your home, or have a friend, neighbor, or relative readily available to take them into their home. Be prepared by having plans made in advance to prevent undue stress on your child.

HOME SCHOOLING AND ATHLETICS

Students who are being home schooled may not participate in any extra curricular activities.

INVITATIONS

If children bring invitations to school to give to their classmates, invitations must be given to: a) everyone in the class, b) all boys in the class, or c) all girls in the class. Class lists, mailing addresses, phone numbers, and email addresses will not be provided by the school.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

PEST MANAGEMENT

The school district does have a limited spraying program for pest control. Should a parent/guardian of a student or employee wish to receive written notification prior to application of pesticides to school property, a pesticide notification needs to be completed and on file in the building principal's office. Those on the notification list will be notified of the spraying at least two (2) business days prior to the application. This requirement does not include an antimicrobial agent such as disinfectant, sanitizer or deodorizer, or insecticide baits or rodenticide baits.

POLICE INTERROGATION

A juvenile officer may interview a student in school providing he or she presents proper identification to the principal prior to the interview. The parents or guardian shall be notified before the student is interviewed. If the parents object, the interview will not be conducted. The interview shall be conducted in the presence of a teacher, counselor, or principal, and the parents or guardian if the parents or guardian desire to be present for the interview. A representative from the Department of Children and Family Services may interview a student without parent permission. A representative from a state or county agency may, with a court order, interview a student without parent permission.

SAFETY, FIRE & STORM DRILLS

Safety, fire, and storm warning drills will be held periodically throughout the year. Students are to follow the directions of their teacher as outlined for each room.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

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

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

Students

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

Seizure of Property

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

SEX OFFENDER INFORMATION

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

STUDENT RECORDS

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

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

TELEPHONE CALLS BY STUDENTS

Students may use the telephone to call parents at the school's discretion. Students may not use the telephone for personal reasons (such as asking permission to go to another child's home). If the home number is long distance, the classroom teacher or secretary will place the call. In case of illness, the classroom teacher or secretary will call the parent(s)/guardian(s).

TRANSPORTATION CHANGES

In the interest of safety, it is required that a transportation change be communicated to a student's school or the transportation office no later than 2:00 pm, or one (1) hour prior to an early dismissal time.

VISITORS & GUESTS

We encourage parents to visit the school. To provide a safe environment for students and staff, all visitors are required to check in at the school office for instructions and a visitor's badge. Video cameras are located in the building at the entrance.

Parents/visitors must contact teachers **ONE DAY in advance** when requesting a classroom visitation or parent/teacher conference.

Parents/visitors must contact the school no later than 9:00am (via note or phone) on the day they are planning to come eat lunch with a child. When informing us of the visit, please include who will be eating lunch with the child (include all visitor's names and relationship to child).

FEES, FINES, and CHARGES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:²

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.³