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Lincoln Elementary School

Parent-Student Handbook

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Building Independent Thinkers and Problem Solvers, One Student at a Time!

This 2020-2021 Handbook Belongs To:

Name(print) _____ Teacher _____

Grade _____ Address _____

City _____ State _____

*I understand that by signing this, I am stating that I have read and understand the Lincoln Elementary Handbook and that I agree to follow the rules and guidelines set forth by the administration of Pana CUSD #8. I will do my part to show self control, take responsibility, always be safe, respect everyone and choose kind.

Signature of Agreement _____

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August

	Meet the Teacher Night TBD
Friday, 17th	No School-Teacher Institute
Monday, 17th	1 st Student Attendance Day (Regular Attendance Day) Start at 8:15 a.m. Dismissing <i>Cross Town Bus 3:00 p.m.</i> <i>Walkers/Cars 3:05 p.m.</i> <i>Country Bus: 3:10 p.m.</i>
August 30th (Friday)	45 Minute Early Dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>

September

Monday, 2nd	No School – Labor Day
Wednesday, 11th	3 Hour Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>

October

Thursday, 10th	No School – Parent-Teacher Conferences: 12-4 pm: 5-8 p.m.
Friday, 11th	No School: Teacher Institute
Monday, 14th	No School: Columbus Day

November

Monday, 11th	No School: Veterans Day
Wednesday, 13th	3 Hour Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Wednesday, 27th	45 Minute Early Dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>
Thursday, 28th	No School Thanksgiving Day
Friday, 29th	No School T-giving Vacation

December

Friday, 20th	45 Minute Early Dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>
Monday, 23rd -Tuesday, 31st	No School – Christmas Break

January

Wednesday, 1st	No School – Christmas Break
Thursday, 2nd	No School – Christmas Break
Friday, 3rd	No School – Christmas Break
Monday, 6 th	No School – Teacher Institute
Tuesday, 7th	School Resumes
Monday, 20th	No School Martin Luther King, Jr. Day

February

Monday, 17 th	No School Presidents Day
Wednesday, 26th	3 Hour Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>

March

Wednesday, 18th	3-hour early dismissal Parent/Teacher Conferences 12:45 – 3:30 pm <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Wednesday, 25th	3 Hour Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>

April

Wednesday, 8th	45 Minute Early Dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>
Thursday, 9 th thru Monday 13th	No School: Spring Break
Wed, 22nd	3 Hour Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>

May

Thursday, 21st	3 Hour Early Dismissal Half-day In-Service <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i> *Date subject to change due to snow days*
Monday, 25th	No School: Memorial Day

WEDNESDAY DISMISSAL

School will be dismissing 45 minutes early *every* Wednesday. Dismissal times are:

Cross-town bus 2:15 p.m.
Car riders/walkers 2:20 p.m.
Country bus 2:25 p.m.

A COMPLETE COPY OF THE HANDBOOK IS AVAILABLE ON LINE AT
<https://www.panaschools.com/o/pana-cusd-8/page/school-info-staff--2>

AS WELL AS BOARD POLICIES IN THEIR ENTIRETY
<https://www.panaschools.com/o/pana-cusd-8/browse/48570>

PARENT INVOLVEMENT

We value the home and school team connection we have with our families and our students' academics and safety are always our top priorities. Evidence shows that parental involvement produces:

- Higher grades and test scores
- Better attendance
- Positive attitudes toward school
- Better behavior
- Higher graduation rates

P.T.O. Board Policy Manual: 8:90

Parent/Teacher Organization is a group of people that help to organize programs to help Pana grade school children. It is a vital part of our school program. Membership is made up of anyone willing to help the children in the community. P.T.O. has given funds yearly to the classrooms and teachers for needed items in their classrooms. This cannot be accomplished without the help from the community. Your support would be greatly appreciated.

– P.T.O. Officers

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 **digitally** to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. **Paper copies are available upon request.**

CHAIN OF COMMAND

Though it is our intent to make all information and expectations clear and precise, it is possible that during the year a situation could occur which will need to be resolved. If at any time this occurs for your family, the proper procedures are detailed below:

1. **First**, speak with the classroom teacher to resolve the situation.
2. If the resolution is not reached in a satisfactory manner to all parties involved, the issue should be addressed to the building principal. Building principal will work with the teacher/student/parent to resolve the situation.
3. If a satisfactory resolution has not been achieved, the parent/principal may address the situation with the Superintendent.
4. **The Superintendent only becomes involved if** all proper steps have been taken and resolution has not been accomplished.

STUDENT RESPONSIBILITIES

The State of Illinois guarantees certain individual rights for its students. The staff at Lincoln School has the duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. However, there are certain special responsibilities required of a citizen who is a student in school. The responsibilities are:

- a. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
- b. To respect the rights and individuality of other students and school administrators and teachers.
- c. To refrain from libel, slanderous remarks, and unnecessary obscenity in all verbal and written expressions.

- d. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- e. To be punctual and present in the regular or assigned school program to the best of one's ability.
- f. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
- g. To maintain the best possible level of academic achievement.
- h. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

STUDENT GOALS

The following is a list of goals that would be worthy of our students' time and effort.

Students will:

- a. Develop a feeling of positive self worth and develop pride in doing a task effectively.
- b. Learn how to be a good citizen.
- c. Acquire an efficient general education.
- d. Become responsible individuals by accepting the challenge of different jobs and tasks involved in the school day.
- e. Learn how to be good managers of money, time, and resources.
- f. Learn to use leisure time in a worthy manner.
- g. Acquire an appreciation for those who think, dress, and act differently than they.
- h. Understand and practice democratic ideas and ideals.
- i. Practice and understand good health and safety practices.
- j. Learn the basics of reading, writing, and listening with sufficient skill and efficiency to do well in the world.

MESSAGE FROM THE PRINCIPAL AND TEACHERS

One of the most important responsibilities you have as a student is to make good behavior choices. With good behavior choices, it makes it possible for your teacher to teach and for all students to learn in a safe and orderly environment.

To make sure that you and other students at Lincoln Elementary School know the school rules and expectations a student discipline code has been written.

A student discipline code tells you the rules of the school, the kind of behavior that is expected of students and also the kind of behavior that is not acceptable school behavior.

When poor choices are made, the discipline code tells the actions to be taken by your teacher or principal.

You should read this section carefully because it describes the discipline code for our school. If you have a question about the discipline code or cannot understand some of the words in the booklet, ask your teacher for help. You should share this booklet with your parents or guardian and read it together. They should know about the discipline code, too.

Please do your part to follow the rules of the school and help to make it a fun and safe learning environment for everyone.

PHILOSOPHY OF DISCIPLINE

Discipline has been defined as...

"individual responsibility for our own actions and controlled behavior developed within accordance with socially accepted conduct."

With this definition as a guide, Lincoln Elementary School has developed a philosophy and policy which will enable us to provide an atmosphere for the development of effective citizens who are problem solvers with independent thinking skills.

Lincoln Elementary School believes that the primary function of its school must be the preparation of all students for meaningful, rewarding participation in our democratic society. The right to attend school will be respected and protected for each student so long as it does not result in behavior which denies to others the same right.

This policy is designed to ensure that each classroom will have a climate of order, discipline, control, and learning as well as a climate that brings out the best qualities in both the teacher and the students, allowing for individual growth and differences. Furthermore, this discipline policy is a tool to reduce misconduct and thereby increase the educational benefits to which all students have rights.

While society can assume that schools should accept their share of accountability for citizenship training, it must be recognized from the outset that schools cannot do the job alone. **Parents** play the key role in this process, for the parent is the child's first teacher and remains the most important teacher throughout the formative years. The influence of the family, the community, and the school preparation of children cannot be minimized. . . **all work together to provide the needs of good citizenship in our youth.**

It is with this thought in mind that Lincoln Elementary School proceeds with their plan to ensure safety and orderliness during the school day (classrooms, hallways, cafeteria, school grounds), on the school bus, and all the extra-curricular activities. It is a commitment that requires everyone-students, parents, school district personnel, teachers, administrators, and members of the Board of Education-to assume their share of responsibility toward the attainment of that goal. To do otherwise would be a great disservice to our youth.

STUDENT DISCIPLINE CODE

This discipline code has been established by the Board of Education and will be enforced uniformly for all students in the Lincoln Elementary School.

Following are the offenses which are prohibited and the disciplinary actions and procedures used in dealing with those offenses. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances

including, but not limited to, the following factors:

- *age, health, maturity, and academic placement of student
- *prior conduct
- *attitude of student
- *cooperation of parents
- *willingness to make restitution
- *seriousness of offense
- *predetermined handicap

The following list of offenses is not intended to be all inclusive, but rather exemplifies that type of misconduct which is prohibited and which will result in appropriate disciplinary action including suspension and/or expulsion and, in extreme cases, alternative school setting options.

P.B.I.S. (Positive Behavior and Interventions Support)

The purpose of PBIS is to have a uniform, consistent discipline plan for our building that will provide a positive community for our students through teaching appropriate behaviors and adult role modeling. We have five behavior expectations for our building: show self control, take responsibility, always be safe, respect everyone and choose kind. Each of these expectations will be addressed in our building. *Language and **PBIS Matrix** can be found at the end of this handbook.

I. Teacher Managed Behaviors

(Minor- 3 minors of the same behavior in a 9 week period will equal a major)

- Dishonesty
- Disruption
- Dress Code Violations
- Homework
- Scuffles
- Tardy
- Technology
- Unprepared for Class

Within fifteen (15) days of the start of each school term, a copy of the District's discipline policy(s) shall be distributed to the students'

II. Office Managed Behaviors (Major)

Academic Dishonesty
Alcohol/Drugs
Attendance/Truancy
Bullying/Harassment
Chronic Minor Behavior
Disrespect
Fighting/Physical Aggression
Insubordination/Defiance
Profanity/Vulgarity
Serious Bodily Injury
Smoking
Technology Violation
Theft
Vandalism/Disrespect to School

Property

Weapons

STUDENT DISCIPLINE

Discipline is a means of fostering the growth of students toward maturity and responsibility and empowering them with the tools to make better choices. The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all District students.

The School Board's disciplinary policies may include but not limited to the following disciplinary measures:

1. Expulsion
2. Suspension (in-school and out-of-school)
3. Removal from the classroom
4. Denial of privileges
5. Probation
6. Detention

Prior to receiving a disciplinary action, the student shall be given the opportunity to deny or explain his or her misconduct to the classroom teacher and/or building administrator.

Under the direction of the Superintendent, school personnel shall establish, regularly review and revise, if necessary, procedures for implementing the School Board's disciplinary policies.

parents/guardians digitally or paper form upon request. An explanation of the discipline policy(s) shall be given to the students by the Building Principal, and be distributed in a Student Handbook.

The School Board may also institute policies whereby students, parents, teachers, administrators, Board members and community persons work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience. Such programs may include:

1. the involvement of students in defining acceptable school behavioral standards;
2. the involvement of parents/guardians in instances where the student has repeatedly exhibited unacceptable conduct.
3. the involvement of the social agencies when the services may benefit a student's behavioral pattern.
4. individual student counseling by classroom teachers and trained counselors.
5. psychological testing and services for students.

PROHIBITED STUDENT CONDUCT Board Policy Manual: 7:190

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 or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- 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 possessions.
4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy
 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building

Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

- (a) the supervising teacher grants permission;
 - (b) use of the device is provided in a student's individualized education program (IEP);
 - (c) it is used during the student's lunch period, it is needed in an emergency that threatens the safety of students, staff, or other individuals and student is unable to contact a school adult for assistance
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, altering report cards, and wrongfully obtaining test copies or scores.
 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:
 - (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 20. Operating an unmanned aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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 in which the item is:

- (a) on the student's person;
- (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
- (c) in a school's student locker, desk, or other school property; or
- (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, **de-escalation** and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is 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.

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

DISCIPLINARY MEASURE

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference..
3. Withholding of privileges.
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study or Saturday study provided the student's parent/guardian has 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.

8. Community service with local public and nonprofit agencies that enhances 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/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who BP7:190 has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the

conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), lookalikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. 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.

REMOVAL FROM CLASSROOM

Board Policy Manual: 5:230

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s):

- (1) maintain discipline in the schools as required in the School Code, and
- (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A

teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures. Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used.

Faculty may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

DETENTION

After-school detention or lunch detention may be used with a student as a corrective disciplinary measure.

Students who are detained after school shall be supervised by the teacher who is scheduled for the weekly detention, the teacher who detains them, by the Building Principal or by the Building Principal's designee. Students should be doing their school work (homework, interventions, etc.) during this detention time. Detention for any given day is limited to thirty (30) minutes.

After School Detentions will be served on Tuesdays or Thursdays from 3:10-3:40 p.m. Students have three (3) days from the date of issue to serve the detention.

Students who walk to and from school may stay after school on the day the arrangements agreed between the Building Principal, teacher and the parents/ guardian.

In the case where transportation is required for the student, notice of the student's detention shall be given to the parents/guardians at least twenty-four (24) hours before the day the detention is to be served. Parents/guardians shall be asked to provide transportation for the student.

If parents cannot be reached by phone or if there is no phone in the household, a disciplinary note will be mailed home and one will also be sent home with the student that day.

BULLYING AND CYBERBULLYING

Board Policy Manual: 7:20 & 7:180

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. In the case of any social media interaction that causes disruption to the educational process, students under the age of 13 deemed having a personal social media account will be reported to the proper authorities.

DELEGATION OF AUTHORITY

Board Policy Manual: 7:200

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than collective punishment, suspension, expulsion, corporal punishment or in-school suspension, that 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 temporarily remove students from a classroom for disruptive behavior (back of classroom, hallway, principal's office, etc.).

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 Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

SUSPENSION PROCEDURES

Board Policy Manual: 7:200

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program.

The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e.

Depending upon the length of the out-of-school suspension, include the following applicable information:

- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and

disciplinary interventions have been exhausted, b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and c) That the student's continuing presence in school would either: i) Pose a threat to the safety of other students, staff, or members of the school community, or ii) Substantially disrupt, impede, or interfere with the operation of the school. iii.

For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension. 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee. 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel.

Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

EXPULSION PROCEDURES

Board Policy Manual: 7:210

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: 1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The

request should include: a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating. b. The time, date, and place for the hearing. c. A short description of what will happen during the hearing. d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name. 2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

BUS DISCIPLINE AND STUDENT BEHAVIOR

Board Policy Manual: 7:210

All school bus riders, while in transit, are under the jurisdiction and control of the school bus driver. The bus driver is duly responsible for the safety of both passengers and the bus. Any behavior on the part of the school bus riders which diverts the driver's attention could result in a serious accident and will not be tolerated. Cameras are present and possess the ability to videotape students (including audiotape) while on the school buses.

The expectations of PBIS are also utilized on the bus. For students to be respectful and show self control, they must use quiet voices, keep hands and feet to self, and follow the directions

of the bus driver and aid. In order to be safe, students are to stay seated, face forward, walk on/off the bus, and follow the direction of the bus driver and aid. To take responsibility, students are to be responsible for their belongings, and be at the bus stop on time.

The bus driver is responsible for maintaining discipline on the school bus. The driver may verbally admonish any student for a violation of rules and regulations, assign seats to any and all bus riders, and take any reasonable action deemed necessary to maintain discipline and safety on the school bus. If the driver is unable to correct unacceptable behavior, the following procedures will be followed per quarter:

First Bus Offense: Written Notification to parent/guardian (depending on severity) and a student/principal conference..

Second Bus Offense: Written notification to the parent/guardian, a 1 day noon detention, and a student/principal conference.

Third Bus Offense: Written notification to the parent/guardian and 3 day removal from ALL buses.

If a student is not going to ride the bus in the afternoon, the parents must send a note to the teacher to the effect.

If a student is to ride home on a different bus with another student, the parent must write a note to that effect to let the principal know as well as the bus driver.

Additionally, a note to the teacher or a phone call to the principal's office is necessary if a child is to go home any other way than the "usual" way.

All bus students will walk directly to the classroom upon arrival. When dismissed from school, bus students will walk directly from the classroom to the bus line and wait in an orderly manner for the bus to be loaded.

MEAL PROGRAM

Students can eat breakfast at school. The front southwest door will be open at 7:30 a.m. for those students. Breakfast will be served until 8:10 a.m. The cost for a student breakfast is (\$1.75) and the cost for lunch is (\$2.75). Students may purchase milk for (.40). Adult lunch: (\$3.50)

Any students riding the cross-town or country bus should eat breakfast at the school where they will be boarding that bus.

ALL students awaiting transportation, whether eating breakfast or not, are required to wait in the cafeteria at designated tables for the arrival of their transportation to their own school. For the safety of all, **NO** students and/or parents will be allowed to loiter on the playground or near the back of the building. Questions about this policy are to be addressed to the building principal.

Students not eating breakfast need not arrive at school until 7:55, at which time sufficient adult supervision is present and students are allowed to enter their classrooms.

LUNCHROOM

All students will be assigned certain tables at the beginning of the school year. This is where they will eat their hot lunch or sack lunch during the school year.

PBIS expectations for the lunchroom also include showing self control, taking responsibility, always being safe, respecting everyone and choosing kind. Students are to use quiet voices, good manners, and leave no trace. They are to walk and keep hands and feet to self. Following directions, listening, and eating in a timely manner will also help students be prepared for afternoon learning.

Lincoln School is a CLOSED CAMPUS. No Dairy Queen, McDonald's, Casey's, Shasteens, Pizza Man, etc. may be brought into the cafeteria. Soda will not be permitted with the exception of special occasions. Please check with the office if you have any questions.

If a student goes home for lunch, he/she needs a note and must be signed in and out of the office when picked up and returned to school by a parent, grandparent, guardian or a responsible adult.

The entire Pana School District is on an automated lunch program. Our recommendation is that lunches be paid at least a week in advance. Parents of students with a \$5.00 balance or less in their lunch account will be informed by the cafeteria staff. If emergency circumstances exist, the staff or food service manager should be contacted

BUILDING & PLAYGROUND RULES & REGULATIONS

All students are expected to conduct themselves in a manner of safety and concern for everyone.

A. Building Rules:

1. Halls, stairways, and restrooms-quiet areas at all times.
2. Walk on stairs ONE STEP at a time.
3. Walk always in building and to and from building. Use sidewalks.
4. Please use the front doors ONLY-do not use the back doors unless the student is on crutches, in a wheelchair, etc., or has principal's permission.
5. Respect school and personal property.
6. No gum or candy except at parties, and by approval of classroom teachers.

B. Playground Rules:

1. No hard baseballs are to be used.
2. No tackle football.
3. Keep away from parked cars and school buildings.
4. Get permission from the teacher to retrieve playground balls from the road.
5. Wrestling or tumbling of any kind is not permitted.
6. No gum or candy permitted on the playground.

C. Playground Equipment Rules:

1. Get off and on swing only when swing is stopped.
2. No standing on horizontal bars.
3. Do not walk/run on slide areas.
4. No running/chasing/tag in the wood chip area.

STUDENT ATTIRE

Board Policy Manual: 7:160

No hats or hoods are to be worn in the school building. We encourage students to be neat, clean, and to wear clothes which will not draw undue attention to themselves. Clothing that draws negative comments from other students, or attire which makes the child stand out or subject to negative comments from peers, often brings unhappiness to the wearer. If the student's attire is thought to be disruptive, the principal will remove the student from the area until a change can be made.

*Hoodies are allowed as an outer garment like a coat, as long as the student complies with the "no hoods worn in the building rule".

As we move into colder temperatures, students should be prepared with a jacket in their book bag to be worn for recess and P.E. These daily breaks will be held outside until freezing weather begins. Additionally, our school conforms to the national policy to keep building thermostats set a little lower for fuel economy.

As we move into warmer temperatures, the heavier clothing can be discarded in favor of lighter attire, but jackets will continue to be required at the discretion of the P.E. and recess supervisor. Some types of clothing are inappropriate for school. Among these are spaghetti straps, halters, short shorts, midriff shirts, off the shoulder shirts, t-shirts with open sides and shirts with inappropriate printing or pictures, to name a few. Students are not to wear clothing that advertises any type of liquor or suggestive of any type of illegal activity. Any clothing worn should cover up any under garments. We ask you to exercise good judgment in the kinds of clothing you allow your child to wear to school. If clothing is not appropriate, parents will be notified and correct clothing should be brought to school. If a parent is unreachable, the student will be loaned the appropriate clothing in order to return to the learning environment in a prompt manner.

Tennis shoes are required for P.E. and daily recess.

No hair styles that would be disruptive to the classroom are allowed. This includes but is not limited to, a different color, sprayed with glitter or color etc. If this occurs, the student will be

removed from the educational setting and sent home until a change can be made. **Exception:** the “*Special Day*” designated for “*Wild Hair Day*”.

TOBACCO-No use or display of tobacco or tobacco products will be tolerated.

First Violation: One day out-of-school suspension.

Second Violation: Three day out-of-school suspension.

WEAPONS-No use or display of any type of weapon (knives, guns, slingshots, etc.) will be tolerated. First violation will result in an out-of-school suspension which could lead to an expulsion.

ANIMALS- For the health and safety of everyone involved, animals such as dogs, cats, hamsters, snakes, turtles, frogs, pets, etc. should not be brought to school.

Parents: For the safety of pets and people, please DO NOT bring animals onto school property during arrival or dismissal times.

LASER POINTERS-No laser pointers should be brought to school. If brought to school, it will be confiscated.

TRADING CARDS-No trading cards (baseball, Pokemon, Yu-gi-oh, etc.) should be brought to school. They should be brought to the office until a parent/guardian comes to retrieve them.

GAME KICK SHOES, GAME BOYS, IPODS, MP3 PLAYERS, PORTABLE CD PLAYERS-should not be worn or brought to school (classroom teacher discretion only). If brought or worn to school without teacher permission, they should be brought to the office until a parent/guardian comes to retrieve them.

CELL PHONES-Students are prohibited from using cell phones or having them “on” during the school day. This includes on the **school grounds** and on **buses**, as well as **field trips**. Students that bring cellphones to school are to

leave them turned off and in their book bags. The first offense of possessing a cell phone will result in the phone being kept in the office until the end of the day. A second offense will result in the phone being kept in the office until a parent comes to retrieve it.

CLUBS-There will be no social type clubs organized at school or brought into school. The only type of club that will be accepted would be of the academic type such as Science Club, Math Club, etc.

FIDGET OBJECTS-Any item, material, substance, or device that could be a disruption to the educational process or a threat to safety (including but not limited to **fidget spinners or fidget objects should be left at home until a doctor’s note stating use is necessary with appropriate guidelines being provided and on file with the school nurse.**

FIELD TRIPS-From time to time, Lincoln School may provide students with field trips. In order to be eligible to participate in a field trip, students must meet requirements in **three (3) areas: attendance, discipline, and grades**. Failure in any **one (1) area** may result in a student being denied participation in the field trip at the teacher’s or principal’s discretion. *An age appropriate maturity level of self control and PBIS character traits are expected of students during field trips and reward activities. It is at the discretion of the teacher and the principal as to whether a student has demonstrated the necessary behaviors to warrant the privilege of participating in a field trip or reward activity.

BAD WEATHER PROCEDURES

This information will be broadcast at 6:00 a.m. and thereafter in the morning on the following radio stations: Shelbyville – WRAN FM 98.3; Taylorville – WMKR FM 94.3 and WTIM FM 97.3.; and on the following television stations: Decatur – WAND, Springfield – WICS, and Champaign – WCIA.

The Pana School District will be using the School Messenger Program to notify parents and staff of school emergencies. Parents will be notified by telephone/text message of school

closings due to inclement weather, unscheduled early dismissals due to an emergency, and other school related emergencies. Please be sure to notify the school of any changes in telephone numbers/emails.

Normally, the decision to cancel school or change the schedule of bus routes will not be made until the morning; however, under certain conditions, this news may be broadcast the evening before.

**1. BAD WEATHER
ROUTES-SCHOOL IN SESSION
BUT REGULAR ROUTES CANNOT
BE RAN**

Buses will travel highways to Oconee, Rosamond, Millersville, Oak Ridge Subdivision, Bear Creek Road, Cold Springs TWP Building, and Jehovah Witness Church on Rt. 16 only. The following schedule will be used:

Millersville

leave the elevator at 7:20 am.

Bear Creek

leave the corner north of Spec. Stone at 7:25 am.

Oconee

leave the American Legion Hall at 7:25am
leave the corner of 1st & Richmond at 7:30am.

Rosamond

leave Richter's Corner at 7:20 am
leave Post Office corner at 7:25 am
leave corner south of Route 16 at 7:30 am

Oak Ridge Addition

leave Oak Ridge Subdivision at 7:30 am.

Tower Hill

leave Jehovah Church at 7:20 am.
leave Cold Springs TWP Bldg at 7:10 am.
leave Jefferson to Pana exchange at 7:25am.

All pick up points in Pana will be picked up at regular times.

As conditions permit, additional stops and roads being added to schedule will be announced.

Normally, if buses do not run in the morning, they will not make the evening routes. However, if a definite break in weather indicates that buses will make their evening routes, the radio stations will be notified by 1:30 p.m. to broadcast this information.

Regular Conditions

If there is no broadcast message from Pana Unit No. 8 schools, then school will be in session and busses will run on a regular schedule. Even in these circumstances, a driver may find it necessary to bypass a road or home if road conditions warrant it.

Sometimes the snow builds up on roads as the day progresses and it is impossible to make parts of the route in the evening which was covered on the morning run. In case of a snow or sleet build-up during the school day, **buses may be sent home early.** The school is hesitant to do this for fear that parents will not be at home to receive the children. Please be alert for this happening should it develop. This information will be broadcast on the above mentioned radio and television stations.

ADMINISTRATION OF MEDICATION TO STUDENTS AT LINCOLN ELEMENTARY SCHOOL (Board Policy Manual: 7:270

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students.

Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedure for the student self-administration of medication.

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

The building Principal shall include this policy in the Student-Parent Handbook.

1. Parents who request medication to be given at school should first talk with the building principal.
2. A medication form from school must be completed and signed by the

parent, by the physician, and by the principal.

3. **NO MEDICATION** will be given out by school personnel until the Administering Medications Form is completed and returned to the school office. This includes Aspirin, Tylenol, cold tablets, etc. Parents are allowed to arrange a time to come to the school office to administer this type of medicine,
4. The school district retains the discretion to reject requests for the administration of medicine.
5. All medication must be brought to school in its original container.
6. All medication must be brought to the school office or the nurse's office by the parent/guardian. **No medication should be sent to school with a student.** This will be strictly enforced. Also, all unused medication must be picked up by the parent/guardian at the end of the year or when a student discontinues a medication.

*See full board policy for information about School District Supply of Undesignated Medication and Designated Caregiver Administration of Medical Cannabis

PHYSICAL EXAMINATIONS SCHOOL IMMUNIZATIONS & HEALTH EXAMINATIONS GUIDELINES & PROCEDURES Board Policy Manual: 7:100
Health Examination Law-The School Code of Illinois states that within one year prior to entering kindergarten or the first grade (5 and 6 years of age) of any public, private or parochial elementary school upon entering the fifth (10 years of age) and ninth grades of any public, private, or parochial school; and immediate prior to or upon entrance into any public, private, or a parochial school, nursery school, each child shall present proof of having had a health examination. **PANA C.U.S.D. #8 STATES FURTHER, THAT IF A CHILD DOES NOT COMPLY BY OCTOBER 15TH OF THE CURRENT SCHOOL YEAR WITH THE REQUIREMENT, THE SCHOOL AUTHORITY MUST EXCLUDE THAT CHILD FROM**

SCHOOL UNTIL SUCH TIME AS THE CHILD PRESENTS PROOF OF HAVING RECEIVED THE REQUIRED HEALTH EXAMINATION.

Immunization Law-The school Code of Illinois, 105 ILCS 5/27-8.1 states that every child (K-12) prior to entering any public, private or parochial, primary, secondary, or nursery school shall present or have presented a "proof of having received immunizations against

preventable communicable diseases as the Illinois Department of Public Health shall require..."

The district states further that:

"IF COMPLIANCE HAS NOT BEEN MET BY OCTOBER 15TH, LAW DICTATES THAT THE STUDENT MUST BE EXCLUDED FROM SCHOOL UNTIL SUCH TIME AS PROOF HAS BEEN PRESENT ...showing the student having received those required immunizations which are medically possible to receive immediately." This law reaffirms that the administration is upheld in several decisions guaranteeing all children the right to obtain an education in a healthy, disease-free environment on the local school authority.

PANA UNIT #8 PHYSICAL EXAMS & IMMUNIZATION POLICY

Since records are sometimes difficult to obtain, Pana Unit #8 will allow students new to the district, 45 calendar days in which to prove that they are in compliance with the above state laws and regulations.

After 45 calendar days from the time the student enters school, if that student is not in compliance, they will be excluded from school, as the law says they must be.

HOMEWORK & MAKE-UP GUIDELINES

Students that are sick and going to be absent from school may be allowed to work on their assignments at home provided they meet the following criteria:

1. Parents contact the principal's office giving notification of the illness and desire to secure homework.
2. Parents will set a time and date with the office to come to the school and pick up books and homework. (If at all possible,

preferably between 3:10 p.m. – 3:30 p.m.)

3. Preferably the sibling of the student should pick up homework assignments after the initial contact by the parents. But, in a few cases, it would be necessary and acceptable for a neighbor child to pick up the assignments.
4. Homework will be expected to be turned in within a reasonable time when the student returns to school. Teachers will inform students and parents of their policy.
5. Students should have a note from their parents showing an excused absence the day they return unless contacted by the office.

Each grade considers its instructional program and age levels of students when considering assigning homework. Older elementary students can expect more homework than the primary pupils. Any homework that is assigned by a teacher should be done by the student. It is his/her responsibility to make sure that it does get done on time.

At times, a longer-range project or special report may require a student to use home reference books or to do library/internet research. Again, if students apply themselves during a normal school day, they should seldom have a lot of work to take home. Each individual teacher has a homework policy for their classroom.

STUDY HABITS/GETTING HOMEWORK DONE = RESPONSIBILITY

Responsible students don't have any one secret for their success, but they do practice some habits that help them. Below are seven tips that could help students achieve in school.

1. Goals keep students focused—please help your student set goals.
2. Organize their time—set aside a regular time and place for homework and enforce it by removing electronics and distractions.
3. Study every day—set aside time for homework or studying everyday. If a teacher assigns no homework that could be a day for reviewing.
4. Pay attention, listen, and take notes in

class.

5. Be prepared—go to class with textbooks, pencils, paper, and any other items needed.
6. Keep their commitments—students succeed in school by doing their assignments well and on time. (Daily homework is expected to be returned to the classroom teacher each day. Failure to do so may result in the loss of recess- in order to complete the required homework)
7. Students get ready ahead of time. Take five or ten minutes before bedtime to get ready for the next school day. Pack the backpack, make lunch, lay out clothes, etc.—this will make an easier morning and help them get to school ready to learn!

STATE Assessment Testing (Grades 3-5)

We will be giving your child the state-required assessments which include the IAR, (former PARCC) and the ISBE Tech Science: (grade 5 only) with a window period of several weeks. Students in grades 3-5 will be tested in reading and mathematics. Students in grade 5 will be tested additionally, in science. The tests are a part of the state required test program, and are being given to all eligible students. The results of state tests will be reported to you on the School Report Card. We will review these results along with information from our local assessments to help us improve our school program. In addition, during parent/teacher conferences, you will receive information about your child's performance on the state tests he or she took.

Please call your child's teacher if you want additional information or have further questions about these tests.

ARRIVAL & DISMISSAL TIMES Lincoln Elementary School

Students not eating breakfast need not arrive at school until 7:55, at which time sufficient adult

supervision is present and students are allowed to enter their classroom.

1. Bus students will arrive at 7:55 a.m.
2. Cross-town Bus students will arrive at 7:55 a.m
3. Car/Walking students should not arrive before 7:55 a.m. and must enter the building through the front doors upon arrival.
4. A warning bell will ring at 8:05 a.m. At this time, students should be in their classrooms preparing to begin their day.
5. The school day begins at 8:15 a.m. Students arriving after this time should ring in the backdoor and be brought to the office by a responsible adult and signed in.
6. Cross-town bus students will be dismissed at 3:00 p.m.
7. Town students will be dismissed at 3:05 p.m.
8. Country bus students will be dismissed at 3:10 p.m.

All students are expected to leave campus directly after being dismissed and bypass playing on the playground afterschool.

ATTENDANCE POLICY

Board Policy Manual: 7:70

The parent or guardian has the lawful duty to cause each student to attend school on a daily basis, under Section 26-1 of the Illinois School Code. Failure of the student to attend school on a regular basis may be contrary to the student's best interests. In the best interests of the educational program of Lincoln School, the Board of Education has authorized and approved the following attendance policy:

1. Daily attendance records will be maintained by the School District.
2. Each day a student is absent, **the parent or guardian should call the attendance office** for the school in which the student is enrolled by 10:00 a.m. (Lincoln School: 562-8500) and provide the following information:
 - a. The name of the person calling and the relationship to the student
 - b. The student's name
 - c. The reason for the absence

If a student is absent and the school is not notified by 10:00 a.m. on the day of absence, a representative of the school will make every reasonable effort to contact the parent or guardian to verify the absence of the student. The parent or guardian will furnish in advance two telephone numbers at which a parent or guardian can be reached on a daily basis. If a parent/guardian does not call in the absence and the school is unable to make contact, that student will be marked Truant in attendance. If a written excuse is received in the school office within two days of the absence, the absence will be changed to an "Excused Absence."

3. If a student reports for school and then is absent for all or part of the day, a representative of the school will make every reasonable effort to contact a parent or guardian by telephone to verify the absence.
4. If a parent or guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent or guardian is encouraged to inform the secretary and classroom teacher or building principal of such absence in advance of the day or days of absence.
5. If a parent does not have a phone or access to a phone, that parent should send a signed "excused absence" with his/her child on the day that he/she returns to school.
6. If a student goes to a medical doctor, orthodontist, optometrist, etc. please have him/her bring an excused slip from the doctor's office that they attended. After 3 days of being absent, a student should bring a slip from the doctor.
7. Students who have seven (7) tardies and/or absences in a nine (9) week period will be referred to the principal for a child study team. The parent **must** attend this child study team meeting. At this meeting, the child study team will address the tardies/absences and will make an effort to work with the parent to ensure that the child is in attendance.

ANY subsequent tardies or future failures to have the child in attendance for a full day will require a doctor's note. If a child's attendance does not immediately improve, recent state law authorizes us to refer your family to a social service agency. This could lead to having your AFDS Aid check sent to a protective payee and may also result in

the child/parent being referred to Truancy Court.

8. Your child's future success in life and work reflects good attendance habits formed when they are young. It is very important for the health and well-being of your child that he/she attends school regularly and does not miss school or be late without a valid excuse. in excess of our local school attendance policy.
 - **RAP (Regular Attendance Program) followed and enforced at Lincoln School**
 - **Guideline language on last page of handbook**

9. Any student who vomits at school and/or with a temperature of 100 degrees or above will be removed from the population until an authorized adult arrives to take the student home. Students should not return to school until they have been fever free for 24 hours. This includes cases of vomiting as well. A student must be vomit free and fever free for 24 hours before returning to school.

TARDINESS

Promptness to class is very important. Students are to be in their classroom no later than 8:10 a.m. A student who is consistently late disrupts the class with his or her late entrance and is missing valuable instructional time.

After the third tardy to class, the teacher will refer the student to the principal's office. The administration will counsel the student and notify the parents.

NOTIFICATION OF PUPIL ABSENCES

School districts are now required to make "reasonable efforts" to notify the parent or guardian of a pupil in grades K-8 if he or she is

absent from school without a valid excuse or proper notification from the parent. P.A. 84-178 defines "reasonable efforts" as telephone notification within two hours after the pupil's first class. School districts must comply with notification requirement by placing telephone calls to the phone numbers furnished by the parent or notifying a member of the pupil's family who is at least 10 years old. School district employees who make good faith "reasonable effort" to comply with the notification requirements are immune from civil liability for their actions or omissions. **Districts are required to notify each student's parent or guardian, prior to enrollment of the child, of the parent's duty to notify the school district of any scheduled absences. Districts must also request parents to supply at least one, but not more than two, telephone numbers where they can be reached by school employees during school hours.** To expedite compliance with this new Act, districts should designate a specific employee who will be responsible for telephone notice to parents of any pupil's absence and for accompanying documentation. Effective July 1, 1986.

VISITORS

Board Policy Manual: 8:30 & 4:175

Students are not to bring unapproved visitors to school under any circumstances. If an approved visitor does come with a student, they should report to the building principal. Visitors accompanied by a parent or guardian will be permitted to visit classrooms as a guest of the school only if prior arrangements have been made with the principal and the classroom teacher. All adults must report to the office immediately upon entering the building. They will receive a "visitor pass" to conduct their business.

***** For the safety and welfare of all students and staff, the building doors are locked at all times. A staff member will be at the front door to let students into the building beginning at 7:30 am. to eat breakfast, Students not eating breakfast need not arrive at school until 7:50, at which time sufficient adult supervision is present and students are allowed to enter their classroom.***

All adults must enter the building from the rear entrance regardless of time of day, using the buzzer, and proceed immediately to the office. Your compliance with this important procedure will ensure that all children and staff are able to conduct their educational day in the safest way possible.

HONOR ROLL SYSTEM (Lincoln Elementary School)

The Honor Roll is a student incentive used to encourage excellence in class work. This will be for all the second, third, and fourth grade students at Lincoln School.

It will be based on the following six academic subjects that are taught in the elementary schools. They are Reading, Math, Social Studies, Science, Spelling, and English.

Exceptional Honor Students-Students receiving all A's in their academic subjects for that nine weeks.

High Honor Students-Students receiving 4 A's and 1 B in their academic subjects for that nine weeks.

Honor Students-Students receiving 3 A's and 2 B's in their academic subjects for that nine weeks.

Honorable Mention Students-Students receiving 2 A's and 3 B's in their academic subjects for that nine weeks.

TELEPHONE CALLS

Pupils may not be interrupted during school hours by outside calls and messages except in extreme cases of emergency. However, if it is necessary to reach your child's school on a school day between 7:15 a.m. and 3:45 p.m., dial 562-8500 for the Lincoln School office. When this is necessary, messages will be delivered to your child.

It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message to have the teacher contact them at his/her convenience. Teachers are not generally available to come to the telephone during the time school is in session. If a parent has a specific problem to discuss with the teacher, an appointment should be set up and the problem, if at all possible, should not be discussed over the phone during student attendance hours.

The school telephone is a business telephone. For these reasons children are generally refused the use of the school telephones except in the case of emergency. School personnel will make calls for students when needed.

BICYCLES

If a student rides a bicycle to school he/she must park it in the racks provided for them immediately upon arrival at school. It is suggested that students buy locks and use them when bicycles are parked in the racks to prevent theft. The school does not assume responsibility for stolen bikes. Students are not permitted to borrow other students' bicycles. For the safety of everyone, bicycles should be WALKED once students are on school property.

ROLLERBLADES OR SKATEBOARDS

Rollerblades, skateboards or scooters may **NOT** be brought to school and will **NOT** be allowed on the school bus. Students are not to wear tennis shoes with skates on them.

LOST AND FOUND

Each school has a designated area for lost and found articles. This area is located in the Hallway of the basement between the Title I rooms. Your child should become familiar with where the area is located and check it frequently for lost items. Students' possessions which have been properly marked with their names are more easily returned. Please help us by making your child aware of his/her own belongings and **labeling** jackets, lunch boxes, gym shoes, hats, etc. Items left over the summer will be taken to a donation site. Use caution when allowing articles of sentimental or monetary value to be brought to school.

BASIS FOR RETENTION IN ELEMENTARY GRADES

The following points were agreed upon as a basis for retention.

1. Failure in two of the following areas would constitute a basis for retention: social studies, mathematics, science, reading, and english.

2. Lowest passing average of 60% would be based on the average of all subjects in a specific area for all four nine weeks grading periods.

It is recommended that a student not be retained more than two times in the elementary grades 1-4. Logically, the bulk of the retention will be in the primary grades: first, second, and third.

It will be the prerogative of the school administration along with the superintendent and local board of education to determine grade placement of any student.

One of the most difficult decisions that must be made by teachers is the determination whether or not a student is to be retained in a particular grade.

We want our parents to know that the retention of a student is determined after much thought and consideration. We will consider maturity as well as past performance and the expectations of the next grade level in making the final determination. We certainly hope that our parents realize that we will have the child's best interest at heart in making this important decision.

SOCIAL PROMOTION POLICY

Board Policy Manual: 6:280

We do not do social promotion in grades 3 – 5 at Lincoln Elementary School.

THIRD GRADE THROUGH FIFTH GRADE GRADING POLICY

Letter grades will be given to all students from third grade through fifth grade.

Value of letter grades is as follows:

- A: (Excellent 90-100);
- B: (Above Average 80-89);
- C: (Average 70-79);
- D: (Below Average 60-69);
- F: (59 or below)

GRADE CALCULATIONS

1) Mid-Terms

Letter grades or both letter grades and percentages can be sent home.

2) Report Cards

(1st, 2nd, 3rd, & 4th Nine Weeks Grading Periods) Letter grades are sent home.

3) Final Cumulative Student Folder

Letter grades will be used. Final letter grade will be an average of the four quarter grades.

EMERGENCY PROCEDURES

In case of injury or illness, we use the following guidelines:

1) Students

- a) Contact parents.
- b) If parents cannot be reached, we contact the name of the adult who will assume responsibility for the child. Person must have a phone and access to a vehicle.
- c) Contact a school nurse.

If parents, emergency adults, and the child's physician cannot be reached in an emergency and if in the judgment of the school authorities, immediate medical and/or hospital attention is indicated, we will send your child (properly accompanied) to an available hospital or physician. (Parents signed permission slip is on file).

2) Staff

Follow procedures on the **Emergency Card**.

STUDENT RECORDS

Board Policy Manual 7:340

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and other basic information. The permanent record is kept for 60 days after graduation or permanent withdrawal.
2. The student's temporary record consists of all other information not required to be in the student's record. These materials should be reviewed every four years for the destruction of out-of-date information. These records should be

destroyed five years after graduation or withdrawal.

Parents/Legal Guardians have the right to:

- a) Inspect and copy any and all information contained in the student record.
 - b) Challenge the content of the records, except grades, by notifying the principal of an objection to information contained in the record. An informal conference will be held within 15 days to discuss the matter. If no satisfaction is obtained, a formal hearing shall be scheduled with an officer not employed in the attendance center.
 - c) Request and receive copies of records proposed to be destroyed.
 - d) Inspect and challenge information proposed to be transferred to another school.
3. Local, state and federal education officials as well as courts, have access to student records for educational and administrative purposes.
 4. No person or agency having access to the temporary record through the provision of the Illinois School Student Record Act may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit including employment, credit or insurance.

REFUSING TO DO CLASS ASSIGNMENTS

Board Policy Manual: 6:290

Occasionally a student will refuse to do class work assigned by teachers or other school personnel. No work will be assigned without a purpose or just cause. Students are **to do the work they are assigned**, especially when a teacher makes an effort to see that their work is done. A variety of disciplines can be applied in such instances. First, a serious effort by the teacher will be made to see that the student completes the work, and a lunch detention may be assigned to work with the teacher on missing material. Failing this, a parent conference (or phone conference) can be used. Other normal,

daily class work will continue to be assigned. The type of discipline applied will depend a great deal on how the student reacts to requests to complete work. A belligerent attitude not only will result in harsher discipline, but may adversely affect his/her ability to do the assignments and reduce the student's grade as a consequence.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

This is to inform you of the status of the Pana Unit #8 schools asbestos management plans.

As required all of our buildings were initially inspected for asbestos. Our inspection was conducted in June of 1988.

The AHERA law requires that a visual surveillance of asbestos containing areas to be completed every six months, and a re-inspection conducted every three years. Pana Unit #8 is complying with these laws.

The inspection/management plan is available for public review in the Pana Unit #8 central office located at 14 East Main Street in Pana, Illinois.

ABDUCTION

We have instruction on recognizing the dangers of abduction and we also talk about abduction in the classrooms at various times in grades 3 – 5 at Lincoln Elementary School. Following school procedures when on school grounds assists in the success of identifying potential scenarios of danger.

CORRESPONDENCE COURSE

Lincoln School does not accept correspondence courses for any of the upper elementary classes (Grades 3-5).

WAIVER OF FEES

Board Policy Manual: 4:140

A parent/guardian may apply for a waiver of book fees. These fees may be waived for one of the following reasons:

1. A student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children)

2. A student is currently eligible for Free or Reduced Price Meals pursuant to IL. Rev. Stat., Ch. 122, para.712-1 et seq.
3. While none of the above two statements is true and accurate, there are other reasons why I am unable to afford the school fee assessed to the above-named student. These other reasons are (described in detail).

An application can be obtained from the office at Lincoln Elementary School

TITLE 1 Board Policy Manual: 6:170

Lincoln Elementary School will be participating in School Wide Title I this year. Title I is a program designed to assist students with their reading and math skills. Help is also given to students who have trouble with organization and keeping assignments up to date. Because Lincoln is now a School Wide Title I school, staff will be available to work with any student that has a need in those areas. Parents may call Lincoln Elementary School if they are interested in receiving more information about this service.

NO DELIVERIES of flowers/balloons etc. are to be delivered (or brought) to school and distribution of party invitations and/or gifts at school are prohibited.

TREATS (STORE BOUGHT/ PRE-PACKAGED ONLY)

Parents should send only store bought or pre-packaged treats for birthdays and holiday parties. **Please do not send or bring home-baked items.** The safety and health of all students is of utmost concern. Homemade treat items will be returned unopened.

PESTICIDE GUIDELINES

Board Policy Manual: 4:160

The Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification

requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Pana Community Unit School District No. 8 has therefore established a registry of people who wish to be notified. To be included in this registry, please request the form from your school office. When the form is completed, return it to the school. Any other questions you may have regarding the District’s pest management practices should be directed to Lori Ade at 562-1524.

HOMELESS INFORMATION

If your family (or a family you know) lives in any of the following situations: In a shelter, motel, vehicle, or campground, on the street, in an abandoned building, camper trailer, other inadequate accommodations, or doubled up with friends or relatives because you can’t find or afford housing, your preschool- aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Assistance Act and the Illinois Education for Homeless Children Act. For more information contact Paul Donahue, Homeless Liaison for Homeless Education at the main office.

HOMELESS LIAISON

Board Policy Manual: 6:140

The person listed below has been designated by the Board of Education as the Homeless Liaison for the Pana Community Unit School District #8:

Paul Donahue, District Office
14 W Main St. Pana, IL
Phone (217) 562-1500
pdonahue@panaschools.com

ADMINISTRATIVE PROCEDURES FOR HANDLING HEAD LICE AT LINCOLN SCHOOL

It is impossible to totally prevent head lice infestation, but it is our sincere attempt to manage head lice so as to not disrupt the educational process. The school will observe recommendations of the CDC and the American Academy of Pediatrics regarding head lice.

1. Parents or guardians are required to notify

the school nurse if they suspect their student has head lice.

- Parents or guardians will be notified if their student is found to have head lice at school so they can begin treatment.
- The school will provide written information to parents or guardians about the diagnosis, treatment and prevention of head lice upon request.
- The student will be checked upon returning to school after treatment.

TITLE IX AND SEC. 504 COORDINATOR Board Policy Manual 7:10

All educational opportunities at Lincoln School will be offered without regard to race, color, national origin, sex or handicap.

The person listed below has been designated by the Board of Education to coordinate activities and to investigate complaints for Title IX and Section 504:

**Casey Adam, Pana High School
201 West Eighth Street Pana, IL 62557
Phone 217-562-6600**

INTERNET USE AND POLICY: Board Policy Manual: 6:235

Before using the Internet, it is required that all students sign and have their parent/guardian sign the Authorization for Internet Access Form. The form lists terms and conditions of Internet use as outlined in the full board policy which is available on the District website. (Board Policy – ref.6.234-R and 6.235-E2)


Acceptable Use: Access to the District’s Internet must be for the purpose of education or research and be consistent with educational objectives.

Privileges: The use of the district’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Acronym Explanations:

PBIS: Positive Intervention Behavioral Support

RAP: Regular Attendance Program

 **Lincoln STAR Behavior**

	All Settings	Hallways/Stairways	Cafeteria	Bathroom	Playground	Bus	Arrival/Dismissal
S how Self-control	Keep hands and feet to yourself Think before you speak Use appropriate words	Voice Level: Zero Zone Keep your hands and feet to yourself	Voice Level: 1-2 Keep hands and feet to yourself Eat in a timely manner	Voice Level: 0-4 Wait your turn	Line up when whistle blows Take turns/share Use appropriate words	Voice Level: 1-2 Hands & feet to yourself	Voice Level: 0-4 Keep your hands and feet to yourself
T ake Responsibility	Stand up for what is right Admit when you are wrong	Keep bookbags and coats on hook	Leave no trace Report messes AM: Keep bookbags and coats on hook	Leave no trace Report problems to teacher! Flush!	Dress appropriately for the weather Admit your mistakes Apologize when needed	Follow bus rules Keep bus clean Be on time Take care of your belongings	Use correct doors Dress for the weather
A lways Be Safe	Follow expectations Follow teachers' directions	Walk Only adults open doors to outside Watch where you are going	Walk	Wash hands Open doors slowly Keep water in sink	Use equipment appropriately Stay in assigned area	Stay seated, Facing forward Walk	Walk
R espect Everyone & Choose Kind	Treat others the way you want to be treated Include others Settle conflicts with kind words	Listen to your teacher Respect personal space	Use good manners AM: Keep appropriate language	Mind your own business	Include others Settle conflicts with kind words	Listen to the bus driver and/or bus aide Polite conversation	Follow directions Stay in your own space

Show Self-Control Take Responsibility Always Be Safe Respect Everyone & Choose Kind

