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# Lincoln Elementary School

## Parent-Student Handbook

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***Lincoln Learners Strive to Be Smart, Be Safe, and Be Kind!***

**This 2022-2023 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 be smart, be safe, and be kind.

**Student Signature of Agreement**\_\_\_\_\_

# Table of Contents

<b>Table of Contents .....</b>	<b>2</b>
Calendar of Events ( <i>Board Policy 6:20</i> ).....	3
Parent Involvement, PTO ( <i>Board Policy 8:90</i> ), Student Handbook, Chain of Command,.....	4
Student Responsibilities, Student Goals, Arrival/Dismissal Times.....	5
Bad Weather Procedures.....	6
Meal Program, Lunchroom, Student Attire.....	7
Attendance Policy ( <i>BP 7:70</i> ) .....	8
Tardiness, Notification of Pupil Absence .....	9
Residence ( <i>Board Policy 7:60</i> ), Release ( <i>Board Policy 7:90</i> ), Visitors ( <i>Board Policy 8:30 &amp; 4:175</i> ), Telephone Calls.....	10
No Deliveries, Treats, Building and Playground Rules, .....	11
Bus Discipline and Student Behavior ( <i>BP 7:210</i> ). Bicycles, Rollerblades, Skateboards, Lost & Found.....	12
Tobacco, Weapons, Animals, Laser Pointers, Trading Cards, Game Boy, Ipods, MP3 Players, Cell Phones, Clubs, Fidget Spinners, Field Trips..	13
Adminst. of Medication( <i>BP 7:270</i> ), Guidance & Counseling, Illness, Emergency Procedures.....	14
Head Lice, Physical Exams ( <i>BP 7:100</i> ), Immunization Laws.....	15
Communicable Disease, Waiver of Fees ( <i>Board Policy 4:140</i> ), Safety Drill, Abduction.....	16
Homework & Make-Up Guidelines, Study Habits, Refusal of assignments ( <i>Board Policy 6:290</i> ) .....	17

Internet Use and Policy ( <i>Board Policy 6:235</i> ).....	18
State Assessment, Honor Roll, Retention.....	19
Correspondence Course, Social Promotion ( <i>Board Policy 6:280</i> ), Grading Policy, Student Records ( <i>BP 7:340</i> ) .....	20
Student Behavior, Types of Disciplinary Action...	21
Due Process Regarding Suspensions .....	22
Due Process Regarding Expulsions, Delegation of Authority.....	23
Student Discipline Code, Prohibited Student Conduct ( <i>Board Policy 7:190</i> ) .....	24
Student Searches.....	27
Bullying & Cyberbullying ( <i>BP 7:20 &amp; 7:180</i> ), Title I ( <i>Board Policy 6:170</i> ), Title II.....	28
Title VI, Title IX & Sec. 504 Coordinator ( <i>Board Policy 7:10</i> ).....	29
Homeless Information/Liaison ( <i>Board Policy 6:140</i> ), Pesticide ( <i>Board Policy 4:160</i> ), Annual Asbestos Management Plan Notice.....	30
Acronym Explanations, PBIS Matrix of Management Process .....	31

## Lincoln Elementary School Calendar of Events 2022-2023

### August

Monday, 15th	No School-Teacher Institute
Tuesday, 16th	Meet the Teacher Night 6:00-7:30 No School-Teacher Institute
Wednesday, 17th	1 <sup>st</sup> Student Attendance Day (Regular Attendance Day) Start at 8:15 a.m. Dismissing Cross Town Bus 3:00 p.m. Walkers/Cars: 3:05 p.m. Other Buses: 3:10 p.m.

### September

Friday, 2nd	45 min. Early Dismissal
Monday, 5th	No School – Labor Day
Wednesday, 14th	3 Hour Early Dismissal School Improvement Day Cross Town Bus 12:00 p.m. Walkers/Cars: 12:05 p.m. Other Buses: 12:15 p.m.

### October

Thursday, 6th	No School – Full Day Parent-Teacher Conferences:
Friday, 7th	Teacher Institute
Monday, 10th	No School: Columbus Day
Friday, 14th	End of 1st 9 weeks

### November

Tuesday, 8th	No School: Election Day
Friday, 11th	No School: Veterans Day
Wednesday, 16th	3 Hour Early Dismissal School Improvement Day Cross Town Bus 12:00 p.m. Walkers/Cars: 12:05 p.m. Other Buses: 12:15 p.m.
Wednesday, 23rd	No School T-giving Vacation
Thursday, 24th	No School Thanksgiving Day
Friday, 25th	No School T-giving Vacation

### December

Tuesday, 20th	End of 2nd 9 weeks, 45 min. Early Dismissal
Wed 21 -Fri 30th	No School – Winter Break

### January

Monday, 2nd	No School–Winter Break
Tuesday, 3rd	School Resumes
Monday, 16th	No School:MLK, Jr. Day

### February

Wednesday, 15th	3 Hour Early Dismissal School Improvement Day Cross Town Bus 12:00 p.m. Walkers/Cars: 12:05 p.m. Other Buses: 12:15 p.m.
Monday, 20th	No School- Presidents' Day

### March

Friday, 10th	End of 3rd 9 weeks
Wednesday, 15th	½ Day Parent-Teacher Conferences. 3 Hour Early Dismissal Cross Town Bus 12:00 p.m. Country Bus: 12:05 p.m. Walkers/Cars 12:15 p.m.
Wednesday, 22nd	3 Hour Early Dismissal School Improvement Day Cross Town Bus 12:00 p.m. Walkers/Cars: 12:05 p.m. Other Buses: 12:15 p.m.

### April

Mon 3rd- Fri 7th	No School: Spring Break
Monday, 10th	School Resumes
Wednesday, 26th	3 Hour Early Dismissal School Improvement Day Cross Town Bus 12:00 p.m. Walkers/Cars: 12:05 p.m. Other Buses: 12:15 p.m.

### May

Wednesday, 24th	3 Hour Early Dismissal Half-day School Improvement Cross Town Bus 12:00 p.m. Walkers/Cars: 12:05 p.m. Other Buses: 12:15 p.m. <i>*Date subject to change due to snow days*</i>
Monday, 29th	No School: Memorial Day

### WEDNESDAY DISMISSAL

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

**Cross Town Bus: 2:15 p.m.**  
**Walkers/Cars: 2:20 p.m.**  
**Other Buses: 2:25 p.m.**

**A COMPLETE COPY OF THE HANDBOOK IS AVAILABLE ON LINE:**

**<https://docs.google.com/document/d/1ezUQj95deZs9RVs1iJ9KWrHv4WbC3MPAaP8p6oJDx5U/edit?usp=sharing>**

**A COMPLETE COPY OF THE BOARD POLICIES IS AVAILABLE ONLINE:**

**<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.

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

**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 with the building principal. The 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 then address the situation with the Superintendent.
4. The Superintendent only becomes involved if all proper steps have been taken and a 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, mathematics and listening with sufficient skill and efficiency to do well in the world.

## ARRIVAL & DISMISSAL TIMES

### Lincoln Elementary School

1. Bus students will arrive at approximately 7:50 a.m.
2. Car/Walking/Biking students **will be allowed inside Lincoln School at 7:45 a.m.** and must enter the building through the Southeast doors and report to the classroom upon arrival.
3. Students who need breakfast will be dismissed from their classrooms, after unpacking, to go to the cafeteria to purchase a breakfast.
4. Warning bell will ring at 8:05 a.m. **The school day begins at 8:15 a.m.** Students arriving after this time should notify the office and an adult will be required to sign the student in.
5. **Crosstown bus students will be dismissed at 3:00 p.m. and all other buses will dismiss at 3:10 p.m.**
6. **Car riders, Walkers, and Bikers will be dismissed at 3:05 p.m.**

7. All students are expected to leave campus directly after being dismissed. **Students may not play on the playground during dismissal time and must exit the grounds after school.**

## **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 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. 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**

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

#### **Oconee**

- leave American Legion Hall at 7:25am
- leave the corner of 1<sup>st</sup> & Richmond at 7:30 am.

#### **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 buses 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.

## **MEAL PROGRAM**

**Lincoln School students** can eat breakfast at school. The front **southeast door** will be open at 7:45 a.m. for those students. Breakfast will be served until 8:10 a.m. and students will eat in their classrooms. The cost for a student breakfast is \$1.75, and the cost for lunch is \$3.00. Students may purchase an extra milk for 0.40 . An adult lunch costs \$3.50.

**ALL** students awaiting transportation to another school, are to wait in the designated areas for the arrival of their transportation to said school. For the safety of all, **NO** students and/or parents or guardians 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 and appropriate school behavior expectations apply to all, regardless of which school the student attends.

## **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 clean up after themselves.** They are to walk and keep their hands and feet to themselves. Following directions, listening, and eating in a timely manner will also help students be prepared to learn.

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 picked up and returned to school by said 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.

## **STUDENT ATTIRE**

### **Board Policy Manual: 7:160**

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 negative attention to the wearer. If the student's attire is thought to be disruptive, the principal will remove the student from the area until a clothing change can be made.

\*Hoodies are allowed as long as the student is not disrupting the educational process by wearing a hood in the building.

As we move into colder temperatures, students should be prepared with a jacket 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, t-shirts that are open on both sides, clothing with revealing tears and slits

and shirts with inappropriate printing or pictures, to name a few. Legging, jeggings or yoga pants should only be worn if paired with a shirt that is long enough to hang below the entire back pocket area. 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. Additionally, tennis shoes are required for P.E. and recess. Physical Education and/or recess are held daily.

## **ATTENDANCE POLICY**

(Board Policy 7:70)

EXCUSED ABSENCE or EXCUSED TARDY to school are absences reported to the attendance office by a parent for valid cause as defined in the Illinois State School Code: "illness, observance of a religious holiday, death in the immediate family, family emergency, mental health or such other circumstances which cause reasonable concern to the parent for the safety or health of the student." In order to ensure the health and safety of our students, the counselor may meet with a student who is absent from school for a mental health day.

*Medical/dental appointments will be excused only if cleared through the office and verified with the proper paperwork.*

In accordance with Illinois School Code a student who misses more than 9 days of school is a chronic truant. Therefore, students will be allowed 9 absences, excused for valid cause, per school year. The 10th and all future absences will require a note from the doctor to be excused.

UNEXCUSED ABSENCES or UNEXCUSED TARDIES to school (even with parental consent) include such things as: missing the bus, oversleeping, shopping, car trouble, recreational activities(i.e. hunting), being out of town, personal appointments, and vacations (unless excused prior to absence), and other avoidable absences, etc.

If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the attendance office. You will have forty-eight (48) hours to get an unexcused absence cleared. A student is unexcused when he/she:

- is absent from school without prior permission.

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

## **EXCESSIVE ABSENCES**

According to the Illinois School Code, a "chronic truant" is defined as a child subject to compulsory school attendance and who is absent from school for 5% or more of the regular attendance days in a school year. Therefore, students with excessive absences (excused or unexcused) will be subject to administrative review.



In order to keep parents of Lincoln Elementary students informed, if a student accumulates five (5) absences, a letter of warning will be sent to the parent/guardian. If a student accumulates nine (9) absences, a letter will be sent to the parent/guardian informing the parent that all excused absences for the year have been exhausted and verification by a physician WILL be required for absences to be excused moving forward.

Students who have 7 or more unexcused absences may be referred to the Regional Attendance Program through the Regional Office of Education or the truant officer, any possible court action may follow. Students who have been referred to RAP / Truancy must have a doctor's note to excuse every absence.

### ANTICIPATED ABSENCE

Students with an anticipated absence in which the student would be accompanied by a parent, may be given an excused absence [limit one (1) per semester] if the following criteria is met:

1. Office must be informed [recommended at least three (3) days in advance] by a signed note from the parent stating the reason for the absence and a guarantee that the student will be accompanied by a parent on the absence date.
2. The student's attendance has been excellent prior to the anticipated absence, and an absence day will not severely impact the student's grades. (Determination of excused absence based upon attendance will be made by the **administration**.)
3. If a student's activity requires any type of permit, a copy of that permit is received along with the parent note, or immediately thereafter.

### HOW TO REPORT AN ABSENCE/ NOTIFICATION OF ABSENCE

Each day a student is absent from school, a **PARENT** (or legal guardian) must call the school office, Lincoln School: 217-562-8500, (an answering machine is hooked up for your convenience). If the parent/guardian does not call the day of the absence, they have forty-eight (48) hours to get the absence cleared (otherwise, the student will be counted as TRUANT). If the office doesn't receive a call, parents will receive an automated message informing them of their child's absence. If parents receive an automated message they should call the office to get the absence cleared.

Notes and doctor's slips must be turned into the student's teacher or the school office when a student arrives at school.

### TARDINESS

Students are to be in their classroom no later than 8:15 a.m. Four tardies will equal ½ day absence and this will count only towards perfect attendance and excellent attendance awards at the end of the school year.

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.

## RESIDENCE

### Board Policy 7:60

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency. Questions regarding this policy may be directed to the Building Principal or the Superintendent of Schools.

## RELEASE DURING SCHOOL HOURS

### Board Policy 7:90

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

## VISITORS

### Board Policy Manual: 8:30 & 4:175

Students are not to bring unauthorized visitors to school under any circumstances. If a visitor is cleared to come with a student, they should report to the building principal immediately upon entering the building. Visitors will only be permitted to visit classrooms as a guest of the school if prior arrangements have been made with the principal and the classroom teacher. For the safety of all, any visitors will receive a "visitor pass" to wear during their time of the visit.

***\*\*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 7:45 am. All adults must enter the building from the back entrance, 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 continue their educational day in the safest way possible.***

## TELEPHONE CALLS

Pupils may not be interrupted during school hours by outside calls and messages except for an emergency. However, if it is necessary to reach your child's school on a school day between 7:45 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 outside the teaching hours. 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. Students contacting parents during

school hours on personal cell phones is prohibited. School personnel will make calls for students as deemed necessary.

**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.

### **BUILDING & PLAYGROUND RULES & REGULATIONS**

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

#### **Building Rules:**

1. Halls, stairways, and restrooms-quiet areas at all times. When walking, stay to the right side.
2. Walk on stairs ONE STEP at a time staying to the right side.
3. Always walk in the building and to and from the building. Use sidewalks. Students should never walk across the parking lot.
4. Students should always use crosswalks. Never cross in the middle of the street and or between cars that are pulled over waiting to pick up students.
5. When arriving or departing from school on a bus, students will enter and exit the building from the N.W. back door.
6. When arriving or departing from school other than on a bus, students will enter the building from the S.E. front door and exit from both front doors.
7. Students who arrive or depart outside the regular times will enter and exit the building from the N.W. back door.
8. Students who ride a bike to school must walk the bike while on school property.
9. Respect school and personal property.
10. No gum or candy except at parties, and by approval of classroom teachers.

#### **Playground Rules:**

1. No toys or sporting equipment are to be brought to school. Appropriate playground equipment will be provided for play.
2. No football of any kind.
3. Keep away from parked cars and the building.
4. Get permission/supervision 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.

#### **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 the slide or in woodchip areas.
4. Tag and chasing games should only be played in the grass area.

## **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 themselves, and follow the directions of the bus driver and aide. 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. We also need a note to the teacher or a phone call to the principal's office if a child is to go home any other way than the "usual" way. All bus students will walk directly to the classroom on arrival. When dismissed from school, bus students will walk directly from the classroom to the bus.

## **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. Students are not permitted to return to the bike, sit on the bike or ride the bike during the school day. It is strongly suggested that students use a bike lock when bicycles are parked in the racks to prevent theft. The school district is not responsible for stolen bicycles. 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**

The lost and found 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 by **labeling** jackets, lunch boxes, gym shoes, hats, etc. Items left over the summer will be taken to a donation site. Toys are not to be brought to school with the exception of a special activity required by the teacher in which the student will be made aware of the special circumstances.

**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. **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.

**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, STEAM, 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. **Volunteer packet:** a volunteer packet will be provided for all chaperones to complete prior to the trip with guidelines that must be followed while chaperoning our students on the field trip.

\*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.

## **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 over the counter medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is absolutely necessary for the critical health and well-being of the student. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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 school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.
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, when a student is transferred out of the district or when a student discontinues medication.
7. Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

## **GUIDANCE & COUNSELING**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

## **ILLNESS**

A student that is registering a temperature higher than normal will be removed from class and parents will be contacted to pick the child up. Under normal circumstances, students should be fever free, without the help of fever reducing medication, for 24 hours before returning to school. See Covid-exceptions on the district's website.

## **EMERGENCY PROCEDURES**

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

### 1) Students

- a) Contact the school nurse. If parents, emergency adult, and 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).
- b) Contact parents.
- c) 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.

### 2) Staff Follow procedures on **Emergency Cards**.

#### **ADMINISTRATIVE PROCEDURES FOR HANDLING HEAD LICE**

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 are required to notify the school nurse if they suspect their child has head lice.
2. Parents or guardians will be notified if their student is found to have head lice at school so they can begin treatment.
3. The school will provide written instructions to parents or guardians about the diagnosis, treatment, and prevention of head lice.
4. The student will be checked upon returning to school after treatment.

#### **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 15<sup>TH</sup> 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 15<sup>TH</sup>, LAW DICTATES THAT THE STUDENT MUST BE EXCLUDED FROM SCHOOL UNTIL SUCH TIME AS PROOF HAS BEEN PRESENTED ...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 by 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.

## **COMMUNICABLE DISEASE**

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

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

## **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

## **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills are required and will occur at times. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **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.



## **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 brother or sister 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 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 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—help your child set goals.
2. Organize their time—set aside a regular time and place for homework and enforce it by turning off the television and not answering the telephone.
3. Study every day—set aside time for homework or studying everyday. if teacher assigns no homework then use this time for reviewing.
4. Pay attention, listen, and take notes in class.
5. Be prepared—go to class with textbooks, pencils, paper, and any other necessary items.
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 morning. Failure to do so could 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 prepare 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!

## **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 will be made to see that the student completes the work, and a lunch detention may be assigned to work on missing material. Failing this, a parent conference (or phone conference) can be used. Other normal, daily class work will also 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.

## **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.

Notice to Parents about Educational Technology: School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information

- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information
- Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as: Instruction in the classroom or at home (including remote learning), Administrative activities, Collaboration between students, school personnel, and/or parents/guardians, Other activities that are for the use and benefit of the school district

### **STATE Assessment Testing (Grades 3-5)**

We will be giving your child the state-required assessments which include the Illinois Assessment for Readiness (IAR) and the ISBE Tech Science: (grade 5 only) within a 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.

### **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 third, fourth and fifth grade students at Lincoln School.

It will be based on the following five academic subjects that are taught in the elementary schools. They are Reading, Math, Social Studies, Science, Language Arts.

**Exceptional Honor Students - All A's** in their academic subjects for that 9 weeks.

**High Honor Students- 4 A's and 1 B** in their academic subjects for that 9 weeks.

**Honor Students- 3 A's and 2 B's** in their academic subjects for that 9 weeks.

### **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 twice in the elementary grades 1-4. If necessary, it is more conducive to educational success to have the bulk of the retention occur in the primary grades of first, second or 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 you to know that the retention of a student is determined after much thought and consideration. Maturity as well as past performance and

the expectations of the next grade level are both considered in making the final determination. We will always have the child's best interest at heart in making these important decisions.

### **CORRESPONDENCE COURSE**

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

### **SOCIAL PROMOTION POLICY**

#### **Board Policy Manual: 6:28**

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

### **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**

(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> 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

### **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 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.

## **STUDENT BEHAVIOR**

The disciplinary actions listed below will be used when a student, by his/her actions, disrupts the learning environment, creates a safety hazard for themselves or others, or violates local laws. Violations of the conduct code will result in punishment. However, its purpose is to serve as a tool for maintaining order and proper governance of the school. When possible, discipline should provide a constructive learning experience emphasizing the importance of each child's responsibilities to respect and preserve the rights and welfare of others.

A variety of disciplinary methods are employed at Lincoln School. Teacher-student conferences, parent/guardian phone calls, parent-teacher conferences, principal-student conferences, guidance counseling, detentions (teacher and lunch), in-school suspensions and out-of-school suspensions, work duty, and activity restriction are some of the more common types used. Other methods employed depend on the circumstances which initiated the discipline and usually involve the removal of student privileges.

Most cases of misbehavior can be resolved by using the conference or detention routes, but harsher discipline WILL be employed for those students who repeatedly violate rules, are blatantly disrespectful, or who are irresponsible and create severe problems. With most types of offenses, a discipline notice is filled out by the teacher or principal. The discipline to be used and a copy of the student's actions and penalties are mailed to the parent. A record of infractions is maintained by the office during the year and can be seen by the parent at any time during the school day.

It is impossible to list every possible infraction that could occur during a school year. Those violations occurring that are not part of this conduct code will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in the handbook. It should be noted that disciplinary action may carry over from year to year depending upon the infraction.

## **TYPES OF DISCIPLINARY ACTION**

### ***Removal From the Classroom/Exclusion From Class***

#### **Board Policy Manual: 5:230**

A student's removal must be in accordance with Board policy and administrative procedures. Teachers at Lincoln School have the authority to exclude from class, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Types of exclusion include sitting in the office for a predetermined amount of time and/or conferencing with the principal. Students who continually misbehave or disrupt class may be subject to additional disciplinary consequences. 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 sent home with the student that day and one will also be mailed to the student's home.

### ***Out-Of-School Suspension***

Out-of-school suspensions are used for the most severe and/or repeated disciplinary offenses and can be from one to ten days. While suspended from school, a student may not be on any Pana Community Unit District #8 school grounds or be in the school building at any time. A suspended student may not attend any extracurricular events (athletic events, club meetings, etc.). Upon return from suspension, students (and parents/guardians if requested) should participate in a re-engagement meeting with administration and/or the guidance counselor to discuss strategies to successfully re-enter the school and the classroom environment and to prevent further behavioral issues.

### ***Alternative School***

Beginning in the summer of 1997, Christian County began providing an Alternative School (ChrisMont) for students whose behavior and conduct did not meet the standards of Lincoln School and the Pana School District. ChrisMont is located in Nokomis and transportation is provided by the school districts in the county who have students attending. Procedures will be developed for the referral process and a student's conduct and disciplinary record will be reviewed before steps are taken to enroll the student at the Alternative School. ChrisMont was established as an option for Boards of Education considering the expulsion of a student from the public school setting for chronic and severe misconduct. If the student meets the behavior and conduct guidelines of the ChrisMont, he/she would be allowed to enroll back in his/her original school district after an agreed upon period of time. Failure to meet the guidelines and standards of the ChrisMont can result in the student being expelled from school. Students under 17 years of age would still be required to receive education in another setting as required by state law. Lincoln School and Pana CUSD #8 will have an additional alternative educational setting for students with an IEP at the Cornerstone Academy in Taylorville. This program is separate from but inclusive of the ChrisMont program. Student enrollment and/or referral at the Cornerstone Academy is based on administrative and/or SRT (Student Review Team) recommendations.

### ***Expulsion From School***

The Pana Board of Education must act on a recommendation from the school principal before any student can be expelled from school. The parent/guardian and child are entitled to a hearing with regard to the matter which caused the expulsion recommendation. Obviously, an expulsion from school is a very serious matter and is only considered when a student's behavior is extreme and grossly interrupts the educational process or threatens the wellbeing of those in the school setting.

## **DUE PROCESS REGARDING SUSPENSIONS**

### **Suspension Procedures**

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

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
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. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School 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. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. (BOE Policy 7.200)

### ***Due Process Regarding Expulsions***

The Superintendent shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he 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.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate (Board Policy 7.210)

### **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, 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.

### **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.

Below 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).

### **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, selling or offering for sale tobacco or nicotine materials, including without limitation electronic cigarettes, or e-cigarettes, vapes, vape pens or other vaping related products.
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 with permission during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  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, go to the office, remove themselves from the classroom, 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 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.

## **STUDENT SEARCHES**

### **Board Policy Manual 7:140**

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

#### School Property/Equipment & Student Left Personal Effects:

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 Superintendent or designee 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows: (1) Outside the view of others, including students, (2) In the presence of a school administrator or adult witness, and (3) By a certificated employee or liaison police officer of the same sex as the student. Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property:

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

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: (1) School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. (2) School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation,

the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **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. According to stopbullying.gov <https://www.stopbullying.gov/bullying/what-is-bullying>

- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:
  - An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
  - Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## **TITLE I**

### **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.

## **ESEA, TITLE II EISENHOWER MATHEMATICS AND SCIENCE EDUCATION ACT**

The purpose of Title II is to strengthen the economic competitiveness and national security of the United States by improving the skills of teachers and the quality of instruction in mathematics and science in the Nation's public and private elementary and secondary schools through assistance to State education agencies, local education agencies, and institutions of higher education.

Each applicant shall assure that programs of inservice training and retraining take into account the need for greater access to and participation in mathematics, science and computer learning programs and careers of students from historically underrepresented groups, including females, minorities, individuals with limited-English proficiency, the handicapped, and migrants.

A local education agency may carry out the training and instruction through agreements with public agencies, private industry, institutions of higher education and nonprofit organizations in conjunction with other LEAs and the SEA. Each local education agency shall use these funds for:

1. The expansion and improvement of preservice training, inservice training, and retraining of teachers and other appropriate school personnel in the fields of mathematics and science, including vocational education teachers who use mathematics and science in the courses of study they teach;
2. Recruitment or retraining of minority teachers to become mathematics and science teachers;

3. Training in and instructional use of computers, video, and other telecommunications technologies as part of a mathematics and science program (which may include the purchase of computers or other telecommunications equipment in school buildings with an enrollment of 50 percent or more of students from low-income families after all other training needs have been met);
4. Integrating higher order analytical and problem-solving skills into the mathematics and science curriculum; or
5. Providing funds for grants projects for individual teachers within the local education agency to undertake projects to improve their teaching ability or to develop instructional materials used in their classrooms in mathematics and science.

**THE PURPOSE OF THE TITLE VI PROGRAM IS TO:**

1. To provide the initial funding to enable State and local education agencies to implement promising educational programs that can be supported by State and local sources of funding after such programs are demonstrated to be effective;
2. To provide a continuing source of innovation, educational improvement and support for library and instructional materials;
3. To meet the special educational needs of at-risk and high-cost students;
4. To enhance the quality of teaching and learning through initiating and expanding effective schools programs; and
5. To allow state and local education agencies to meet their education needs and priorities for targeted assistance

**Funds allocated for use under this chapter shall be used by State and local education agencies for targeted assistance in:**

1. Programs to meet the educational needs of students at risk of failure in school and of dropping out and students for whom providing an education entails higher than average costs;
2. Programs for the acquisition and use of instructional and educational materials including library books, reference materials, computer software and hardware for instructional use, and other curricular materials that would be used to improve the quality of instruction;
3. Innovative programs designed to carry out schoolwide improvements including the effective schools program;
4. Programs of training and professional development to enhance the knowledge and skills of educational personnel, including teachers, librarians, school counselors and other pupil services personnel, and administrators and school board members;
5. Programs to enhance the ability of teachers and school counselors to identify, particularly in the early grades, students who may be at risk of illiteracy in their adult years;
6. Programs designed to enhance personal excellence of students and student achievement, including instruction in ethics, performing and creative arts, humanities, activities in physical fitness and comprehensive health education and participation in community service projects; and their innovative projects which would enhance the educational program and climate of the school, including programs for gifted and talented students, technology education programs, early childhood education programs, community education and programs for youth suicide prevention.

**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:

**Kevin McDonald, Pana High School Principal**  
**201 West Eighth Street Pana, IL 62557**  
**Phone 217-562-6600**

### **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, or 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 Lincoln's Liaison for Homeless Education, Paul Donahue.

### **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](mailto:pdonahue@panaschools.com)**

### **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 Jeff Stauder at 562-1500.

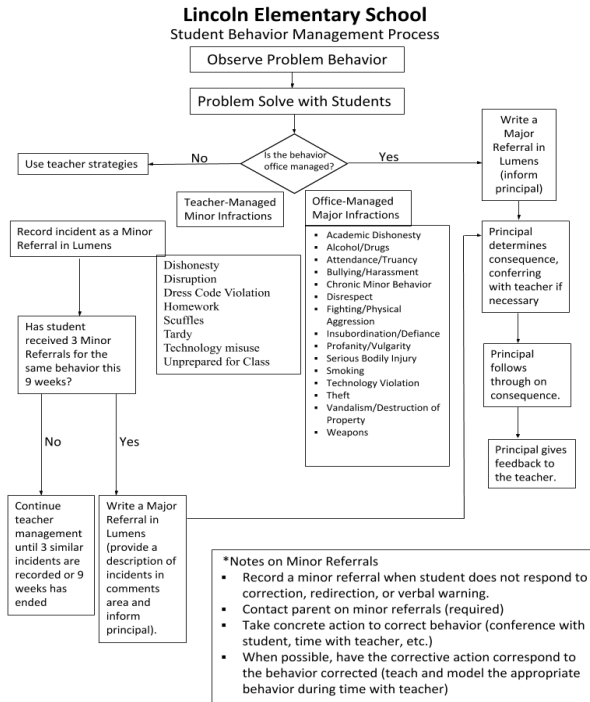
### **ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE**

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 3 year inspection was completed in 2021 and the 6 Month inspection was conducted in March of 2022.

The AHERA law requires that a visual surveillance of asbestos containing areas 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.

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



### **Acronym Explanation:**

PBIS: Positive Intervention Behavioral Support

RAP: Regular Attendance Prog