

# Washington Elementary School

## 2022-2023 Parent-Student Handbook



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Pana, IL 62557  
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### This Handbook Belongs To:

Name (print) \_\_\_\_\_ Teacher \_\_\_\_\_  
Grade \_\_\_\_\_

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

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

**Washington Elementary School  
Calendar of Events  
2022 – 2023**

**Washington Elementary School Day- 8:15 (attendance/late) 3:00 begin dismissal**

**August**

Tuesday, August 16 <sup>th</sup> , 2022	<b>**<u>Meet the Teacher Night</u></b>  ** For all K-1-2 students and Families
Drop in as you can between 5:00-6:30	
17 <sup>th</sup> -18 <sup>th</sup> -19 <sup>th</sup>  ** <b>Kindergarten</b> schedule*** 8:15-11:45 On Wednesday, Thursday and Friday	<b>Kindergarten</b> has an alternative schedule with NO BUS SERVICE
Wednesday, 17 <sup>th</sup>  * <b>Grades 1-2*</b>	45 min. early dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/Cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i> Start at 8:15 a.m. Dismissing: <i>Cross Town Bus 2:15 p.m.</i> <i>Walkers/Cars 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>
Monday, 22 <sup>nd</sup> <b>KINDERGARTEN</b>	Kindergarten students Start with the <b><u>FULL DAY SCHEDULE</u></b> <i>Bus begins for Kindergarten</i>

Public Act 101-0012 School Districts/Regional Offices of Education/Intermediate Service Centers- Reinstates Minimum 5 hours of Instruction on Regular Attendance Days. Effective June 5, 2019

**September**

Friday, 1 <sup>st</sup>	45 min. early dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/Cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>
Monday, 5 <sup>th</sup>	No School – Labor Day
Wednesday, 14 <sup>th</sup>	3 hr. Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>

**October**

Thursday, 6 <sup>th</sup>	No School – Parent/Teacher Conferences
Friday, 7 <sup>th</sup>	Teacher Institute-No School
Monday, 10 <sup>th</sup>	No School – Columbus Day
Friday, 14 <sup>th</sup>	End First Nine Weeks

**November**

Sunday, 6 <sup>th</sup>	Daylight Saving Time Ends (fall back)
Tuesday, 8 <sup>th</sup>	No School- Election Day
Friday, 11 <sup>th</sup>	No School – Veterans' Day
Wednesday, 16 <sup>th</sup>	3 hr. Early Dismissal School Improvement Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Wednesday, 23 <sup>rd</sup>	No School Thanksgiving Vacation
Thursday, 24 <sup>th</sup>	No School Thanksgiving Day
Friday, 25 <sup>th</sup>	No School - Thanksgiving Vacation
Monday, 28 <sup>th</sup>	Return to School

**December**

Tuesday, 20 <sup>th</sup>	2 <sup>nd</sup> Nine Weeks Ends 45 min. early dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/Cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>
Wednesday 21 <sup>st</sup>	No School – Christmas Break
Thursday, 22 <sup>nd</sup>	No School – Christmas Break
Friday, 23 <sup>rd</sup>	No School – Christmas Break
Monday 26 <sup>th</sup>	No School – Christmas Break
Tuesday, 27 <sup>th</sup>	No School – Christmas Break
Wednesday, 28 <sup>th</sup>	No School – Christmas Break
Thursday, 29 <sup>th</sup>	No School – Christmas Break
Friday, 30 <sup>th</sup>	No School – Christmas Break

**January 2023**

Monday, 2 <sup>nd</sup>	No School – New Year Day observed
Tuesday, 3 <sup>rd</sup>	School Resumes
Monday, 16 <sup>th</sup>	No School Martin Luther King's Birthday

**February**

Wednesday, 15 <sup>th</sup>	3 hr. Early Dismissal School Improvement Day <i>Cross Town Bus 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Monday, 20 <sup>th</sup>	No School- President's Day

### March

Friday, 10 <sup>th</sup>	3 <sup>rd</sup> Nine Weeks Ends
Sunday, 12 <sup>th</sup>	Daylight Saving Time Begins (spring forward)
Wednesday, 15 <sup>th</sup>	3 hr. Early Dismissal for Parent/Teacher Conferences <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Wednesday, 22 <sup>nd</sup>	Early Dismissal- ½ day School Improvement Day <i>Cross Town Bus 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Friday, March 31 <sup>st</sup>	45 min. early dismissal <i>Cross Town Bus: 2:15 p.m.</i> <i>Walkers/Cars: 2:20 p.m.</i> <i>Country Bus: 2:25 p.m.</i>

### April

Monday-Friday April 3 <sup>rd</sup> -7 <sup>th</sup>	No School - Spring Break
Monday, April 10 <sup>th</sup>	School Resumes
Wednesday, 26 <sup>th</sup>	Early Dismissal- ½ day School Improvement Day <i>Cross Town Bus 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>

### May

Tuesday, 23 <sup>rd</sup>	End of 4 <sup>th</sup> Nine Weeks <b>*Date subject to change due to snow days</b>
Wednesday, 24 <sup>th</sup>	Early Dismissal Last Day of School Report Card Day <i>Cross Town Bus: 12:00 p.m.</i> <i>Walkers/Cars: 12:05 p.m.</i> <i>Country Bus: 12:10 p.m.</i>
Monday, 29 <sup>th</sup>	No School – Memorial Day  <b>*Date subject to change due to snow days</b>

District calendar developed in accordance with Board Policy 6:20

**School will be dismissing at 2:15 every Wednesday during the 22-23 year.**  
**Dismissal times are:**

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

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Dear Parents/Guardians and Students,

It is my pleasure to welcome you to Washington Elementary School. The faculty and staff join me in saying we are happy to have you as part of the Washington School family. We look forward to seeing your children every single day!

The pages of this handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have any questions that remain unanswered after reading the handbook, please call the school office at 562-7500. We feel that open and clear communication between school and home is important to the success of our educational program.

It is impossible to list every possible infraction that could occur during a school year, but a good attempt has

been made to inform students of some of the dos and don'ts relating to school policy. Those violations occurring which are not part of this booklet will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in the handbook. For the most part, we are proud of the way our elementary students handle themselves, and it is hoped that very little of what has been written concerning discipline will ever have to be applied.

The classrooms at Washington School use communication folders designed to assist your child in organizing his/her daily, weekly, and long-term assignments. Monthly academic and lunch/activity calendars are sent home in these folders as well. We hope these communication folders will improve your child's organizational skills. In addition, we feel that this handbook will serve as a helpful reference for parents as they work to provide academic support at home. Washington Elementary parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year and solicit your membership in the P.T.O. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Cheri Wysong, Principal  
Washington Elementary School  
"For All the Little Reasons"

### **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. Speak with the classroom teacher to resolve the situation
2. If resolution is not reached in a satisfactory manner to all parties involved, the issue should be addressed to the building principal. The building principal will work with the teacher/student/parent to resolve the situation.
3. The Superintendent or Board of Education only becomes involved if all proper steps have been taken and resolution has not been accomplished.

### **PARENT INVOLVEMENT PRODUCES:**

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

- Higher graduation rates.

### **P.T.O.**

(Board Policy 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 the schools. This cannot be accomplished without the help from the community. Your support would be greatly appreciated.

P.T.O. Officers

## **STUDENT RESPONSIBILITIES AND GOALS**

### **I. Student Responsibilities**

The State of Illinois guarantees certain individual rights for its students. The staff of Washington 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 of students 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 a verbal and written expression.
- 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.

### **I. 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 good citizens.
- 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 do.
- H. Understand and practice democratic ideas and ideals.
- I. Practice and understand good health and safety practices.
- J. Learn the basics of reading, writing, and listening with sufficient skill and efficiency to do well in the world.
- K. Students at Washington School participate in Positive Behavioral Interventions with Support (P.B.I.S.). Our goal at Washington School is to: **Be Respectful, Be Safe, Be Ready to Learn and Be a Part of the Pride!** The following explains the things we do to ready this goal.

In order to be Respectful:

- 1. Use nice words
- 2. Keep things clean
- 3. Be nice to others
- 4. Use a 0 voice
- 5. Keep hands and objects to self

In order to be Safe:

- 1. Use walking feet
- 2. Hold the handrail

In order to be Ready:

- 1. Be ready to learn
- 2. "Give Me 5"
- 3. Bubble in mouth
- 4. Eyes forward
- 5. Single file line

## GENERAL BEHAVIOR EXPECTATIONS OF ALL STUDENTS DISCIPLINE CODE

It is generally accepted that a school is judged by the type of control that is administered over the students. At this day and age, this has become quite a problem in many schools. A school that lacks discipline will have many problems. A teacher that does not have discipline and control in the classroom will not be able to teach very effectively. A principal that does not insist on discipline in the school will have many problems with students, parents, and teachers.

One of the most important responsibilities you have as a student in your school is good behavior. To make sure that you and other students in Pana know how to behave in school, a discipline code has been written.

A discipline code tells you the rules of the school, the kind of behavior that is expected of students and also the kind of behavior that will not be permitted at school.

You should read this booklet carefully and discuss it with your child. If you have any questions, contact the principal. Students, this booklet should be taken home for your parents or guardian to read.

If you break classroom rules, this is what may happen:

- 1. The teacher may verbally reprimand the student.
- 2. The teacher may withhold privileges.
- 3. The teacher may have a parent conference.
- 4. The teacher may assign detention.
- 5. The teacher has the right to send a disruptive student to the principal's office.

If a school rule is broken, this is what may happen:

- 1. The adult in charge will handle it immediately.
- 2. The adult in charge will send offender to the principal for a conference if necessary.
- 3. Parents may be informed of the misbehavior and/or a conference with the principal.
- 4. Discipline record of action will be kept on file.
- 5. Punishment may include any of the following for students sent to the office:
  - a. Verbal reprimand and warning given. Parents may be notified if necessary.
  - b. Detention after school (or at noon recess) may be assigned. Parents will be notified of any after school detention.
  - c. In-school suspension may be given for repeated offense or serious offense (such as fighting).
  - d. Out-of-school suspension for a period of 1, 3, 5, or 10 days may be used for chronic offenders or very serious offenders. (this includes the bus)
- 6. During detention time, a student should sit quietly and think about why he/she has detention.
- 7. If a student misses an assigned detention, the detention time could be doubled.
- 8. Washington School reserves the right to assign consequences for breaking school or classroom rules. All students and parents are expected to abide by the consequences assigned.
- 9. Students may serve a detention in an assigned classroom or in the office. All students should be picked up at the office at the completion of the after school detention period.

### Student Discipline

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

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

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

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

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

Within fifteen (15) days of the start of each school term, a copy of the District's discipline policy(s) shall be made available to the students' parents/guardian. An explanation of the discipline policy(s) shall be made available to the students by the Building Principal, and be included in the Student Handbook. (this handbook)

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

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

#### **Prohibited Student Conduct** (Board Policy 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 limitations 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 an 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, controlled substance, or cannabis (including marijuana, hashish or 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's or licensed practitioner's prescription.

- c) Any performance enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- d) Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions. 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, 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 or controlled substance, or one 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 or 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 and indent 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); or (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. No laser pointer's should be brought to school. If such situation arises, they will be confiscated and may be picked up in the office by a parent or guardian.
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 aggressive behavior that does physical or psychological harm to a staff member or another student, or any urging of other students to engage in such conduct. Prohibited conduct includes, without limitation, any use of violence, force, noise, coercion, threats, intimidation, stalking, fear, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, bullying, bullying using a school computer or a school compute network, hazing, 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 describing in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, trading, 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, 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 intervention 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 physiological 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

### **Disciplinary Measures**

Disciplinary measures may include:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Temporary removal from the classroom.
4. Withholding of privileges.
5. Return of property or restitution for lost, stolen,

or damaged property.

6. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
7. In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
8. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
9. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Suspension from school and all school-sponsored activities in accordance with Board policy 7:200. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to extend 2 calendar years, in accordance with Board policy 7:210, Expulsion procedures. An expelled student is prohibited from being on school grounds. (7:190 p. 5/7)
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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



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

#### Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

#### Maintaining Student Discipline (Board Policy 5:230)

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline. When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and

administrative procedures. Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property

#### Removal from Classroom

Teachers shall maintain discipline in the school. Standards and procedures which provide for the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the School Board. The standards and procedures shall be recommended to the Board by the Superintendent after input from staff, students and the parent/teacher advisory committee on discipline.

The Standards and procedures shall ensure the following:

1. The District's definition of disruptive behavior;
2. The expectations of the teacher for student behavior are fair, reasonable, within the District's guidelines and are known by the student;
3. The student knows the consequences of violation of the teacher's expectations for student behavior;
4. Disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
5. Continued disruptive behavior by the student shall cause the involvement of parents/guardian and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
6. The written remedial plan shall be filed by the teacher with the administration and upon approval by the administration shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom;
7. Appropriate personnel shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
8. Disruptive behavior by a student which could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

#### Detention

After school detention or a 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 detains them or by the Building Principal or 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. Detentions will be served from 3:10 p.m.-3:40 p.m. Students have 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 to between the Building Principal 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/guardian 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.

### **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 or expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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.

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.

### **Bullying and Cyber Bullying**

(Board Policy 7:20 & 7:180)

#### **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.

1. A student that badgers and/or intimidates another student in the way of using unfriendly behavior, aggressive remarks, threaten to hurt someone, or making trouble just for the fun of it, is BULLYING or CYBER BULLYING and will not be tolerated. This could be an automatic detention.

### **Public Act 98-801 (HB 4207) - Cyber-Bullying**

Prevention – Prohibits a student from being subjected to bullying through the transmission of information from a computer accessed off school property, or from the use of technology or an electronic device not owned by the school district, if the bullying substantially interferes with or limits the victims ability to participate in opportunities offered by a school. *Effective January 1, 2015.*

### **Student Handbook**

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

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

### **SUSPENSION PROCEDURES**

(Board Policy 7:200)

#### **SUSPENSION PROCEDURES**

##### **Board Policy Manual: 7:200**

###### *In-School Suspension*

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

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

###### *Out-of-School Suspension*

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

1. A conference during which the charges will be explained and the student will be given an opportunity to

respond to the charges before he or she may be suspended.

2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).

4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:

a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;

b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;

c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;

d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

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

i. For a suspension of **3** school days or less, an explanation that the student's continuing presence in school would either pose:

a) A threat to school safety, or

b) A disruption to other students' learning opportunities.

ii. For a suspension of **4** or more school days, an explanation:

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student,

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii) For a suspension of **5** or more school days, the information listed in section 4e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss

the suspension with the Board or its hearing officer and may be represented by counsel.

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

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 if 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 parents/guardians. 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 parents/guardians 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 parents/guardians, 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 parents/guardians 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.

## **EXPULSION PROCEDURES**

(Board Policy 7:210)

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

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

### **BUS DISCIPLINE AND STUDENT BEHAVIOR** (Board Policy 7:220)

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, and the types of student behavior which are considered unacceptable on the school bus are as follows: yelling, eating or drinking on the bus, throwing objects in the bus or out the windows, use of profane language, deliberate damage of the bus, arguing, harassment or intimidation of other riders, extending heads or arms out of the windows, or engaging in other behavior which seriously distracts the school bus driver. **STUDENTS ARE TO STAY IN THEIR SEATS.**

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:

First offense: Driver will talk to the student and notify the principal (depending on the severity of the offense).

Second Offense: Written notification to the principal, who will forward to the parent; and the principal will talk to the student involved. (Minor 1)

Third/Fourth Offense: A 3<sup>rd</sup> written offense will bring a suspension of the privilege of riding the school bus for a period of time after the parent has been notified (Major) (3 days). Further issues will result in additional days. (gradually increasing in duration)

As to what steps will be taken will depend entirely upon the seriousness of the violation.

If a student is not going to ride the bus in the afternoon, the parents **must** send a note or call the office to get a message the teacher stating their wish.

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 office know as well as the bus driver.

We also need a note to the teacher or a phone call to the office if a child is to go home any other way than the "usual" way, or the child will be sent home the "usual" way.

All bus students will **walk** directly to the classroom on arrival. When dismissed from school, bus students will **walk** all the way from the classroom to the bus as they are dismissed.

To address parent/driver/student issues, please refer to the "chain of command" in the front of the handbook. PBIS Bus expectations:

In order to be Respectful:

1. Use a 1 voice
2. Keep the bus clean
3. Listen to the bus driver
4. Use nice words

In order to be Safe:

1. Keep hands and feet to your self
2. Stay seated
3. Face forward
4. Keep the aisle clean

In order to be Ready:

1. Take care of your things
2. Watch for your stop
3. Be at the bus stop on time

### **STUDENT ATTIRE** (Board Policy 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

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

**\*All students should be prepared with a jacket in their book bag to be worn as needed for recess and P.E.** Whether it is needed is at the discretion of the adult in charge of these breaks. (A jacket can be left at school if this is easier than remembering to put one in and out of the bag daily). 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 halters tops, spaghetti straps, short shorts, midriff shirts and shirts with inappropriate printing or pictures and clothing that draws undue attention and creates embarrassment for the student to name a few. Students are not to wear clothing that advertises any type of liquor or suggestive of any type of illegal activity.

For safety, NO high heels, dress shoes with heels, or boots should be worn to school. (except on specifically designated celebration days)

We would prefer that parents refrain from hairdos which draw negative attention for students or anything that would create negative attention from peers. If a situation occurs that creates a disruption in the educational process, parents will be consulted by the principal and a resolution reached which is in the best interest of the student.

We ask you to exercise good judgment in the kinds of clothing you allow your child to wear to school. **Daily wearing of tennis shoes is strongly suggested** as they are required for P.E. and recess every day.

Students are to have tennis shoes to wear for P.E. and recess daily. Sandals, shoes with heels, flip flops, or boots are not safe to wear during P.E. class. If need be, students can bring tennis shoes to school and leave them at school to wear during P.E. If you choose this option, make sure your child knows how to tie or fasten these shoes, but tennis shoes are truly the safest and easiest daily choice for students.

**NO HATS ARE TO BE WORN IN THE SCHOOL BUILDING**, except on special celebration days.

## **EMERGENCY PROCEDURES**

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

### **1) Students**

- a) Office will contact parents (telephone or DOJO).
- b) If parents cannot be reached, we contact the

adult given to us by parents at registration who will assume responsibility for the child. This person must have a phone and access to a vehicle. It is important that emergency phone numbers are on file in the office.

**\*\*Please update the school when your number or your emergency numbers change!**

c) School nurse will be notified of injury.

d) 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. (Parent's signed permission slip is on file.)

e) Parents will be notified if a student has a head injury of any type.

### **2) Staff**

Follow procedures on **EMERGENCY CARD**.

## **WASHINGTON SCHOOL GRADING SYSTEM**

(Board Policy 6:280)

### **Kindergarten**

Receives report card 2<sup>nd</sup> and 4<sup>th</sup> Nine Weeks

Progress report 1<sup>st</sup> and 3<sup>rd</sup> Nine Weeks

100+ = M (Mastered)

94 – 100 = S+ (Satisfactory)

86 – 93 = S (Satisfactory)

78 – 85 = S- (Satisfactory)

70 – 77 = I (Improving)

0 – 69 = N (Needs Improving)

### **First Grade**

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Nine Weeks letter grades are given in Reading, Math, and Spelling. S's & N's are used for the other courses.

A = (90 – 100) Excellent

B = (80 – 89) Good

C = (70-79) Average

D = (60 – 69) Below Average

F = (59 or below) Failing

### **Second Grade**

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Nine Weeks letter grades are given in all courses but Writing, Social Studies, and Science, which are S or N.

A = (90 – 100) Excellent

B = (80 – 89) Good

C = (70-79) Average

D = (60 – 69) Below Average

F = (59 or below) Failing

## **CORRESPONDENCE COURSE**

Washington School does not accept correspondence courses for any elementary classes.

## **SOCIAL PROMOTION**

We do not do social promotion in Kindergarten, first grade, and second grade at Washington Elementary School as outlined in Board Policy 6:280.

## **BASIS FOR RETENTION IN ELEMENTARY GRADES**

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

1. In grade 1 and grade 2 - failure in reading and/or math should be considered as a basis for retention.
2. Lowest passing average of 70 would be based on the average of all subjects in a specific area for all four nine weeks grading periods.

It is recommended that a student not be retained more than two times in the elementary grades, K-6. We would hope that the bulk of the retention will be in the primary grades; Kindergarten, first, and second.

It will be the prerogative of the school administrator 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.

Those students who fail to meet the promotion requirement will have a year-end evaluation by the academic committee, teachers involved with each individual student, and the building principal. The evaluation shall include the following criteria: deficiency level, test results, grades, attendance, attitude, improvement, effort, remediation plan (modified instructional programs, special services, and retention), teacher judgment and any other appropriate information.

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

## **BREAKFAST PROGRAM**

STUDENTS WILL EAT AT THEIR SCHOOL OF ATTENDANCE, they may not eat breakfast at another building. The doors will open at 7:45 a.m. In order to have time to eat and not interfere with the educational day, the latest time a student should start eating breakfast is 8:10. Students arriving on a country bus should go directly to the cafeteria to grab their breakfast if they wish to eat.

All students awaiting transportation, whether eating breakfast or not, are required to wait just outside the doors for the arrival of their transportation to their own school. For the safety of all, NO students will be allowed to loiter on or near the playground. Washington students should enter through the front doors and go directly to the cafeteria if they wish to eat. Questions about this policy are to be addressed to the building principal.

## **LUNCH PROGRAM**

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 account, will be notified by statement. Parents will be expected to work with the cooks to rectify the balance. If emergency circumstances exist, the head cook, principal, or food service manager should be contacted. We will be happy to work with you to ensure the needs of your child are met.

## **LUNCHROOM BEHAVIOR**

1. Use a 1 voice
2. Quiet hands and feet
3. Use good manners
4. Raise your hand for help
5. Stay in your seat
6. Do not share your food (allergies are real!)
7. Ice packs stay in the lunch box
8. Stay in line to dump your tray
9. Walk back to your same seat
10. **CLOSED CAMPUS.** No Dairy Queen, McDonald's, Casey's, etc. Cold lunch or hot lunch- no deliveries.
11. For the safety of all students, NO adult visitors during the lunch and breakfast hours.
12. NO fast food brought for breakfast or lunch to the lunchroom.
13. Due to State and Federal Nutritional Guidelines, NO SODA will be permitted in the lunchroom. Soda will be sent back home, and milk /juice/water will be offered as an alternative.

If unacceptable behavior occurs in the lunchroom, the following procedure will be followed:

First Offense: Warning

Second Offense: Student will miss free time after lunch.

Third Offense: Change of seating as needed and extended lunch and learn in the office.

## **BUILDING AND PLAYGROUND RULES and REGULATIONS**

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

- A. Building rules:
1. Use a 0 voice
  2. Use nice words
  3. Keep it clean
  4. Be nice to others
  5. Keep hands and objects to self
  6. Use walking feet
  7. Hold the rail
  8. Be ready to learn
  9. Eyes forward
  10. "Give Me 5"
  11. Single file line

12. Bubble in mouth
13. Listening Ears

B. Playground rules:

1. Use nice words
2. Share equipment
3. Take turns
4. Ask others to play
5. Wrestling or tumbling of any kind is NOT permitted
6. Use equipment the right way
7. Hands and feet to self
8. Dress appropriately
9. Line up when signaled
10. Follow directions

C. Playground equipment rules:

1. Only two people on see-saw at a time.
2. Get off and on swing only when swing is stopped.
3. No standing on horizontal bars.
4. Do not walk/run in slide area or swing area.

D. Dismissal and Arrival Procedures

1. Students use **ONLY** the front doors – do not use the back doors unless student is on crutches, in a wheelchair, the child is late for school, etc., or has principal's permission.
2. **Due to the high volume of traffic in the back lot, parents are NOT to drop students off in the staff parking lot!**
3. When arriving in the morning by vehicle, approach Washington School on Sherman Street, from the north, and let your child out of the vehicle on the side closest to the school.
4. For the safety of everyone involved, **STAY IN LINE** and wait for the car in front of you to move. \*If you are unable to wait in line, students may be released at the corners and sent up to the doors.
5. **NOTE: cell phone use in a school zone is against the law.**
6. At dismissal P.R.E.P. students should be picked up at their drop off point. P.R.E.P. will dismiss at 11:00 and 2:30 – they are the first group out at the end of the day. **SAFETY FIRST!** Parents should stay in this area to wait- PLEASE do not go over near the playground. Students become confused about who is in charge when there are too many adults in the area.
7. Kindergarten students should be picked up at the northeast and southeast corners of the school yard. They will be the second group of students dismissed.(3:00)
8. First Grade students will be picked up at the northeast and southeast corners of the

school. They will be the third group of students dismissed.(3:05)

9. Second Grade students will be picked up on the Northeast and Southeast corners of the school yard after all the other students have been picked up.(3:10)
10. PK students are met by their teacher at the front NORTH doors for arrival and dismissal.
11. K-1-2 students must use the SOUTH front door to enter the building before school starts. Students are met at the front door to come inside. That staff member will be happy to take anything needing to be carried up the stairs. For the sake of SAFETY, no adults enter the building through the front doors. Knowing WHO is in the building is part of our safety plan. Parents needing to see someone may ring the buzzer at the back door and someone will be happy to assist you.
12. For the safety of our students, any changes concerning where students go after school must be made in writing/ dojo to the teacher (please make sure that the request has been seen- don't assume!) or by phone call to the office. To avoid confusion and mix-ups, students may not verbally communicate changes in routine to the teacher or to a bus driver.

### ADMINISTRATION OF MEDICATION TO STUDENTS AT WASHINGTON ELEMENTARY SCHOOL

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

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

1. Parents who request that medication 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. Aspirin, Tylenol, cold tablets, etc. **WILL NOT BE GIVEN AT ANY TIME BY SCHOOL PERSONNEL.** Parents are welcome to come to school any time to administer this type of medicine if it is needed.
5. The school district retains the discretion to reject requests for the administration of medicine.
6. Request for administration of medicine at school form may be requested from the principal's office or from your physician.
7. All medication must be brought to school in its original container.
8. All medication must be brought to the school by **THE PARENT/GUARDIAN.** \*\*An adult will take it from you at the door and deliver it to the office. No medication should be sent to school with a student. This will be strictly enforced. Also, all unused medication must be picked up by the parent/guardian at the end of the year or when a student discontinues a medication.
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

### **SCHOOL IMMUNIZATION & HEALTH EXAMINATION GUIDELINES & PROCEDURES** (Board Policy 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 immediately prior to or upon entrance into any public, private or 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 "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, LAW DICTATES THAT THE STUDENT MUST BE EXCLUDED FROM SCHOOL UNTL SUCH TIME AS PROOF HAS BEEN PRESENTED . . .** of 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.

As of July 1, 2005, all Kindergarten students are required to have a dental exam by May 15<sup>th</sup> of each school year. (If they wish to utilize it, our students have the opportunity to meet this requirement by using the program offered on site during the school year.)

#### **PANA UNIT NO. 8 PHYSICAL EXAM & IMMUNIZATION POLICY**

Since records are sometimes difficult to obtain, Pana Unit No. 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.

#### **HEALTH SERVICES (KINDERGARTEN)**

Your child needs the following to be prepared for Kindergarten: Current Il. Physical, must be filled out by a licensed physician. A current immunization record with the last set of DTaP, IPV, MMR, and Varicella on or after the 4<sup>th</sup> Birthday. Must have 3 HBV injections and IHIB injections before entering Kindergarten (by October 15<sup>th</sup>). If your child has already has the Chicken Pox, a titer test or written proof from an MD is required. A lead screening is also required. Vision Screening by Optometrist (by October 15<sup>th</sup>), and a Dental Exam (by May 16<sup>th</sup> – as outlined above). Thank you for caring about your child's health.



## COMMUNICABLE DISEASE

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

Parents are required to notify the school nurse if they suspect their child has a communicable disease.

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.

The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

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.

## 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 call to set a time and date with the office to come to the school and pick up books and homework. (between 3:10-3:30 if possible)
3. OR the brother or sister of the student could 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 or friend to pick up the assignments.
4. Homework will be expected to be turned in within a reasonable time when the student returns to school. \* or via electronic method determined by the classroom teacher. Teachers will inform students and parents of their policy.
5. If a student is going to be gone for an extended length of time, homework will be provided at the teacher's discretion **and must be cleared with the administrator as stated in the attendance policy included in this handbook.**
6. On the day of return, students should have a note from the parents/doctor showing the reason for the absence.

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. Most of the study time period during school time are usually adequate to complete assigned work. Some pupils may find it necessary, however, to take work home. 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 outside resources or to do research. Again, if students apply themselves during their normal school day, they should seldom have a lot of work to take home beyond a Math practice sheet.

## TIMES OF STUDENT ATTENDANCE

The school district operates under the authority, policies and laws set forth in the School Code of the State of Illinois. Punctual and regular attendance at school is the joint responsibility of the student and his/her parent(s)/guardian(s) and is necessary if the student is to obtain maximum benefit from his/her educational experience. Regular attendance is a value and standard that prepares the student for the world of work and adult responsibilities. The school district expects all students to attend school, be on time, and to bring appropriate materials with them. Illinois law requires that whoever has custody or control of any child between six and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of the child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time that school is in session.

1. Students may come to their classrooms at 7:45 a.m.
2. School officially begins at 8:15 a.m. For the safety of everyone the building is locked at all times. Students must use the front south door to enter until 8:15 a.m. After 8:15 a.m. you must use the south back door and ring the buzzer.
3. The following are normal dismissal times:
  - a. Cross town bus to Lincoln School – 3:00 p.m.
  - b. Students walking home or riding in cars – approximately 3:05 p.m.- please be patient.
  - c. Country bus – 3:10 p.m.
4. While we know emergencies happen, messages about change of transportation arrangements need to be **phoned in before 2:30 p.m.**, (or just send a note in the morning), if at all possible.
5. For the safety of everyone, please do not get into the line in front of the school until 2:45. Please stay in your car and in line – **DO NOT PASS STOPPED VEHICLES.**
6. Please remember that cell phone/text use in a school zone creates a dangerous situation and is against the law!
7. Students **not** eating breakfast should not arrive to school until 8:00 a.m.

## ATTENDANCE POLICY and TRUANCY (Board Policy 7:70)

Daily attendance records will be maintained by the School District. The parent or guardian has the lawful duty to cause each student to attend school on a daily basis, under Section 26-1 of the Illinois School Code.

According to the code, a “chronic or habitual truant” is defined as a child subject to compulsory school attendance who is absent for 5% or more of the regular attendance days in a school year. (a total of 9 days).

- Once a student has accumulated five (5) absences, a letter of warning will be sent to the parent/guardian.
- When a student accumulates nine (9) absences, a letter will be sent to the parent/guardian informing them at all excused absences for the year have been exhausted and all future absences will require verification by a physician.
- 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, and court action may follow. Once students have been referred to RAP/Truancy, they must have a doctor’s note to excuse every absence.

Students must be in attendance to learn. Failure of the student to attend school on a regular basis may be contrary to the student's best interests. In the best interests of the educational program of Washington Elementary School, the Board of Education has authorized and approved the following attendance policy: **(THESE POLICIES APPLY TO ALL LEARNERS)**

- Each day a student is absent, the parent or guardian should call the attendance office for the school in which the student is enrolled **by 9:00 a.m.**  
(Washington Elementary School 562-7500) and provide the following information:
  - a. The student's name
  - b. The name of the person calling and the relationship to the student.
  - c. The reason for the absence
- If a student is absent and the school is not notified by 9:00 a.m. on the day of the absence, a representative of the school will make every reasonable effort to contact the parent or guardian to verify the absence of the student. The parent or guardian will furnish in advance two telephone numbers at which a parent or guardian can be reached on a daily basis. **If parent/guardian does not call in the absence and the school is unable to make contact, that student will be marked UNEXCUSED (truant) in attendance.**

- Children with a temperature of 100.4 degrees or above will be sent home from school. Children who have a fever of 100.4 degrees or above, should remain at home until they have been fever free for 24 hours. Students must also be vomit free for 24 hours before returning to school. Students who have been sent home from school do not need a physician note to return to school.

#### ANTICIPATED ABSENCES:

While we understand that exceptions to the rules exist, children cannot learn if they are not in attendance. Prearranged absences from school are strongly discouraged. These absences can hinder a student’s learning and academic achievement. With this in mind, if there is not an alternative plan and a parent or guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent or guardian is encouraged to inform the classroom teacher and building principal of such absence in advance of the day or days of absence.

**\*\*All absences are NOT AUTOMATICALLY EXCUSED, the following guidelines will help determine the status of the absence.**

- **EXCUSED ABSENCE** or **EXCUSED TARDIES** 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 other circumstances which cause reasonable concern to the parent for the safety or health of the student.” **NOTE:** In order to ensure the health and safety of our students, it may be necessary for the Counselor or Principal to meet with a student who is absent from school for a mental health day.
- Medical and dental appointments will be excused when reported ahead of time and are verified with the proper paperwork.
- All physician notes should include: the date of the note, student name, date(s) of the absence, reason for the absence and include the date when the student may return to school.  
**UNEXCUSED ABSENCE** or **UNEXCUSED TARDIES** to school include: missing the bus, oversleeping, shopping, car trouble, recreational activities, out of town, appointments, vacation (unless excused prior to the absence) and failure to notify the school of the reason for absence. If there is doubt about whether an absence will be considered excused or unexcused, check with the office. Unexcused absences may be cleared within 48 hours with a doctor note or a conversation with the Principal (whichever is appropriate to the situation).
- Your child's future success in life and work reflects good attendance habits formed when they are young. It is very important for the health and well-being of your child that he/she attends school regularly and does not miss school or be late without a valid excuse in excess of our local school attendance policy.

- ALL conversations concerning truancy and attendance issues are to be addressed with the principal. This includes pre-arranged absences.

Any student who is absent from school more than one-fourth of the year (45 days) will severely jeopardize his/her chances of advancing in grade level.

Being in attendance daily builds good life skills and necessary work ethic. Field trips and extra-curricular activities are a privilege. Student participation in field trips may be denied based on truancy status.

### TARDINESS

Promptness to class is very important. Students are to be in their classroom no later than 8:15 a.m. A student who is consistently late disrupts the class with his or her late entrance and is missing valuable instructional time. Students eating breakfast need to arrive at school early enough to have time to eat and ready to learn by 8:15 a.m. The cafeteria opens at 7:45 am. Chronic tardiness is subject to the same rules as truancy.

### SIGNING IN - SIGNING OUT

For the safety of our students, students who arrive late to school (after 8:15) will be required to ring the buzzer at the back door and wait to be let into the building. An adult will come and get them, sign them in, and escort them to class. When leaving school early, a parent, or the designee of the parent, must wait at the door and sign the child out. The child will be brought to the door.

### NOTIFICATION OF PUPIL ABSENCES

School districts are now required to make "reasonable efforts" to notify the parent or guardian of a pupil in grades K-8 if he or she is absent from school without a valid excuse or proper notification from the parent. P.A. 84-178 defines "reasonable efforts" as **telephone notification within two hours after the pupil's first class.** School districts must comply with the notification requirement by placing telephone calls to the phone numbers furnished by the parent or by notifying a member of the pupil's family who is at least 10-years old. School district employees who make a good faith "reasonable effort" to comply with the notification requirements are immune from civil liability for their actions or omissions. **Districts are required to notify each student's parent or guardian, prior to enrollment of the child, of the parent's duty to notify the school district of any scheduled absences. Districts must also request parents to supply at least one, but not more than two, telephone numbers where they can be reached by school employees during school hours.** To expedite compliance with this new Act, districts should designate a specific employee who will be responsible for telephone notice to parents of any pupil's absence and for accompanying documentation. Effective July 1, 1986.

(The school Administrative Assistant at Washington School completes this task daily.)

### VISITORS

(Board Policy 8:30 & 4:175)

Students are not to bring visitors to school without prior arrangements with the teacher and the principal. As posted on all entrances to the building, ALL visitors **MUST** report to the office (escorted by the Principal). In the office they will sign in and clip on a visitor's pass. Before leaving the building, they need to sign out in the office and return the pass. All visitors will be under the direction of the Principal. Anyone visiting the school needs to follow these rules of conduct and the outlined procedures. Prohibited visitors policy is outlined in Board Policy 4:175.

#### NOTE:

\* For the safety and welfare of all students and staff, the building doors are locked at all times. Staff members will be in the front of the building at 7:45 to begin letting students out of the cars and into the building. All adults must enter the building from the back entrance, using the buzzer. Your compliance with this important procedure will ensure that all children and staff are able to continue their day in the safest way possible.

\* For obvious safety reasons- no visitors will be admitted to the building unless escorted by the Principal.

### TELEPHONE CALLS

Pupils may not be interrupted during school hours by outside calls and messages except in case of an emergency. However, if it is necessary to reach your child's school on a school day between 7:30 a.m. and 3:45 p.m., dial 562-7500 for Washington School. When necessary, messages will be delivered to your child. Please try to call in no later than 2:30 p.m. with transportation changes -

It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message in the office, or use the class dojo to have the teacher contact them at his/her convenience outside of 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.

Parent contact is often made by the Principal through the use of dojo, but all staff are happy to contact parents as needed.

### TOBACCO and WEAPONS

No use or display of any type of weapon (knives, guns, slingshots, etc.) or tobacco will be tolerated.

First Violation - One day in-school suspension **or** one day out-of-school suspension, based on teacher and principal discretion.

Second Violation - Three days out-of-school suspension.

### **CHAPERONES**

We hope to return to our previously scheduled grade level trips this fall. Normally-Parents are chosen to assist on field trips using 'lottery' system, and parents will be notified if they have been chosen. For the safety of our students, NO PARENT should follow the bus or show up at a destination. Any parent going as a chaperone on a field trip **should not** be using cell phones (calling or texting), tobacco, or alcohol products during the field trip. For the safety and confidentiality of our students, no pictures and/or information may be posted on any social media site. All chaperones will be required to sign a confidentiality agreement stating their understanding of the policy. Student safety and privacy is a major concern at Washington School.

### **CELL PHONES**

Students **should not** bring cell phones to school. While there are circumstances that a student would need a phone for before and after school, that phone should be OFF during the school day and must be left if the backpack. In the event that a student violates this "OFF" policy, the parents will be notified and asked to retrieve the cell phone in the school office during school hours. Exceptions are handled on a case by case basis.

### **ANIMALS**

Due to concerns with allergies, animals such as dogs, cats & hamsters are not allowed at school. Non-fur animals such as snakes, turtles, frogs, etc., should not be brought to school unless arrangements are made and permission is granted from the classroom teacher/Principal. All consideration will be based on educational criteria. Not following this rule could result in detention. In the event that a request is honored, parents should then transport the animal to and from school and remain with the animal at all times. Do not send animals on the bus.

### **NO PETS ON SCHOOL GROUNDS**

No pets on school grounds, not even on a leash, at arrival and dismissal times. We don't want the possibility of students getting bit or the responsibility for messes that they might leave.

### **NO HOME BAKED GOODS**

Snack will be at the direction of the classroom teacher. If directed, students may bring their own daily snack, so it should be nutritious, and may be home made if you choose. Home Baked goods are NOT permitted due to health concerns and allergies. There are NO refrigerators, so please keep that in mind.\*\* Classroom teachers will determine the best way to handle birthday celebrations in the individual classrooms. No home made birthday treats will be brought to school to be shared with others. The safety and health of all students is of utmost

concern.

### **BIRTHDAYS**

Reminder: When sending birthday invitations to be passed out at school you must: 1. Invite the entire class, or 2. Invite ALL the children in the class who are of the same gender as your child. By following these simple rules, you will ensure that NO CHILD feels excluded. Additionally, FERPA law does not allow the school to share phone numbers or addresses of our students.

### **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 must walk bicycles on the school grounds. They are not to be ridden during the school day. It is suggested that students buy locks and use them when bicycles are parked in the racks. Students are not permitted to borrow other students' bicycles.

### **LOST AND FOUND**

Each school has a designated area for lost and found articles. This area is located in the hallway just outside the office. Your child should become familiar with where that area is located and check it frequently for lost items. Students' possessions, which have been properly marked with their names, are more easily returned. Please help us by making your child aware of his/her own belongings and labeling jackets, lunch boxes, gym shoes, hats, etc. Use caution in allowing articles of sentimental or monetary value to be brought to school. You may call the office if something is missing and we will help your child locate the item.

### **ROLLERBLADES OR SKATEBOARDS**

Rollerblades, skateboards, skate-shoes, or in-line skates (heelies) may **NOT** be brought to school. NO skateboards or hover boards will be allowed on the school bus.

### **BALLOONS**

No balloons, flowers, gifts, candy bouquets, etc., should be brought or delivered to school for students during the school day. They will not be accepted at the door- These deliveries cause a substantial disruption to the educational process in the classroom.

### **VIDEO TOYS**

Do not bring Nintendo DS, PSP Gameboy, MP3 players, IPODs, i-Pads or hand held video games to school without prior teacher permission. Special event days in individual classrooms are the exception to the rule. All electronic items will be taken to the office and it could be requested that they are picked up by an adult.

### **TOYS**

No toys should be brought to school unless specified by the classroom teacher. Fidget objects can create a substantial disruption to the educational process of the school. They are only allowed if specified by IEP or Dr.

order. Usage guidelines must be provided with the order, and all documents filed with the principal.

### **STUDENT RECORDS** (Board Policy 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.

### **TITLE IX AND SEC. 504 COORDINATOR** (Board Policy 7:10)

All educational opportunities at Washington 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.

**Pana High School Principal**  
**201 West Eighth St., Pana, IL 62557**  
**Phone 217-562-6600**

### **REFUSING TO DO CLASS ASSIGNMENTS** (Board Policy 6:290)

Occasionally a student will refuse to do classwork 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 extra effort to see that their work is done correctly. A variety of discipline can be applied in such instances. First, a serious effort will be made to see that the student completes the work. Failing this, additional work, parent conferences (or phone conference), restricted activity or detention after school can be used until work is done. 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 his 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.

### **SCHOOLWIDE TITLE I PROGRAM** (Board Policy 6:170)

Washington Elementary School is a Schoolwide Title I School. This 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 Washington is a Schoolwide Title I school, staff will be available to work with any student that has a need in those areas. Parents may call Washington Elementary School if they are interested in receiving more information about this service.

### **TITLE VI - INNOVATIVE PROGRAM STRATEGIES**

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
7. Other 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.

#### **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.

#### **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 in June of 1988.

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. (Our most recent 3 year inspection was completed in 2018 and the 6 Month inspection was conducted 2/18/21.)

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

#### **ABDUCTION**

We provide instruction on recognizing the dangers of abduction. It is mentioned in all classrooms in grades Pre-K - 2 at Washington Elementary School.

#### **PESTICIDE GUIDELINES (Board Policy 4:160)**

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. The form will also be

given out at school registration. 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.

#### **WAIVER OF FEES** (Board policy 4:140)

In accordance with School Board Policy 4:140, a parent/guardian may apply for a waiver of books fees if all requirements of this policy are met. Additionally, 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 Ill. 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 one could be unable to afford the school fees.

An application can be obtained from the principal's Office at Washington Elementary School.

#### **ADMINISTRATIVE PROCEDURES FOR HANDLING HEAD LICE AT WASHINGTON SCHOOL**

It is impossible to totally prevent head lice infestation, but it is our sincere attempt to manage head lice so as to not disrupt the educational process.

The school will observe recommendations of the CDC and the American Academy of Pediatrics regarding head lice.

1. Parents or guardians are required to notify the school nurse if they suspect their student has head lice.
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 information 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.

#### **Myths & Facts About Head Lice**

##### **Myth: Only dirty people get head lice.**

Fact: Personal hygiene or household or school cleanliness are not factors for infestation. In fact, head lice often infest people with good hygiene and grooming habits.

##### **Myth: Head lice can be spread by sharing hairbrushes, hats, clothes and other personal items.**

Fact: It is uncommon to spread head lice by contact with clothing or other personal items, such as combs, brushes or hair accessories that have been in contact with a person with head lice.

##### **Myth: Head lice can jump or fly, and can live anywhere.**

Fact: Head lice cannot jump or fly, and only move by crawling. It is unlikely to find head lice living on objects like helmets or hats because they have feet that are specifically designed to grasp on to the hair shaft of humans. Additionally, a louse can only live for a few hours off the head.

##### **Myth: You can use home remedies like mayonnaise to get rid of head lice.**

Fact: There is no scientific evidence that home remedies are effective treatments. A healthcare provider can discuss appropriate treatment options, including prescription products.

#### **HOMELESS LIAISON**

Our Homeless Liaison for the Pana Community Unit School District No. 8 is Paul Donahue. His office address is 14 E. Main St., Pana, IL 62557. The telephone number is 217-562-1500. His e-mail address is [pdonahue@panaschools.com](mailto:pdonahue@panaschools.com)

#### **HOMELESS INFORMATION** (Board Policy 6:140)

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, camping trailer, or other inadequate accommodations, or doubled up with friends or relatives because you can't find or afford housing, you may be considered homeless. 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 the Liaison for Homeless Education, Paul Donahue.

#### **BAD WEATHER PROCEDURES**

##### **1. NO SCHOOL**

All the local TV stations (Channel 17, (WAND), Decatur, Channel 3, (WCIA), Champaign, and Channel 20, (WICS), Springfield will broadcast school closings. Under certain conditions, this news may be broadcast by the stations the evening before. Also, various local radio stations will broadcast the same bad weather information. (Taylorville-WMKR FM- 94.3 & WTIM FM- 97.3; Shelbyville- WRAN FM- 98.3) just to name a few. Bad weather information will be posted on the school district's FaceBook page as well as the Pana Schools Website.

The Pana School District will also be using the Automated Phone Messaging system 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 check with your student's school to make sure they**

**have your correct telephone number if your number has changed.**

**2. BAD WEATHER ROUTES – SCHOOL IN SESSION BUT REGULAR ROUTES CANNOT BE RUN**

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

**Millersville:** Leave Elevator at 7:15 - #85 Pig Bus

**Bear Creek:** Leave corner north of Spec Stone 7:20 - #89

Duck Bus

**Oconee:** Leave American Legion Hall 7:20 - #88 Cat Bus

Leave Corner of 1<sup>st</sup> & Richmond 7:25 - #88 Cat Bus

**Rosamond:** Leave Richter's Corner 7:18 - #70 Rabbit Bus

Leave Post Office Corner 7:25 - #70 Rabbit Bus

Leave Corner South of Route 16 7:28 - #70 Rabbit Bus

**Oak Ridge Subdivision:** Leave Oak Ridge Sub. 7:20 - #83 Camel Bus

**Tower Hill:** Leave Jehovah Witness Church 7:13 - #87 Horse Bus

Leave Cold Springs Township Building 7:10 - #80 Bear Bus

Leave Tower Hill to Pana

Exchange 7:25 - #80 Bear, #82 Elephant, #87 Horse

**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 may make their evening routes, the radio stations will be notified by 1:30 p.m. to broadcast this information.

**3. 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 out 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 to happen should conditions develop. This information will be

broadcast on the above mentioned radio and television stations.

**Internet Use and Policy**

(Board Policy 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

**\*\*NOTE:** The same rules and considerations apply to remote learners as apply to in-person attendance student.

### **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.

# Behavior Matrix

Expectations:	All Settings	Hallway	Playground	Bathroom	Bus Behavior	Cafeteria	Library	Classroom
	Use Nice Words	Use 0 Voice	Use Nice Words	Use 0 Voice	Use 1 Voice	Use a 1 Voice	Use a 0 Voice	
Be Respectful	Keep It Clean	Use the Partner	Share Equipment	Keep It Clean	Keep It Clean	Keep hands to Yourself	Use Care of Library Materials	
	Be Nice to Others	Be Nice to Self	Take Turns	Fluently	Listen to Bus Driver	Use Good Manners		
			Ask Others to Play	Mind Your Own Business	Use Nice Words	Keep It Clean		
Be Safe	Place Your Paws	Use Walking Feet	Use Equipment the Right Way	Wash Your Hands	Keep Hands to Yourself	Hold Tray With Both Hands	Walking Feet	
		Place Your Paws	Stay in Boundaries	Walking Feet	Stay Seated	Walking Feet		
		Follow The Paws	Open Doors Slowly	Keep Aisle Clean	Face Forward			
Be Ready	Be Ready To Learn	Eyes Forward	Line Up When Signaled	Be Waiting	Take Care of Your Things	Stay in Order in Line	Use Time Wisely	
	Give me 5	Single File	Dress Appropriately	Be Quick	Watch For Your Stop	Eyes Forward	Put Books Away	
	Bubbles in mouth		Have Fun		Be at Bus Stop On Time	Speak Clearly		