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# Pana Elementary School

## Parent-Student Handbook

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*Pana Elementary Learners Strive to Be Ready, Be Safe, Be Kind, & Be You!*

**This 2025-2026 Handbook Belongs To:**

Name(print)\_\_\_\_\_Teacher\_\_\_\_\_

Grade\_\_\_\_\_Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_

\*I understand that by signing this, I am stating that I have read and understand the Pana Elementary Handbook and that I agree to follow the rules and guidelines set forth by the administration of Pana CUSD #8. I will do my part to be ready, be safe, and be kind.

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

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## Dismissal Times

*\*Dismissal times will default to the youngest member of the family.\**

*Example) Johnny is in 3rd grade BUT has a sister in Kindergarten, then he will dismiss at 3pm on a normal day.*

### Normal Day Dismissal

Car Riders/Bikers/Walkers:

3pm (K)

3:05pm (1st)

3:10pm (2nd-5th)

All Bus Riders: 3:10pm

### Wednesday Dismissal

*School will be dismissed 45 minutes early every Wednesday.*

Car Riders/Bikers/Walkers:

2:15pm (K)

2:20pm (1st)

2:25pm (2nd-5th)

All Bus Riders: 2:25pm

### Half Day (3 Hour Early) Dismissal

Car Riders/Bikers/Walkers:

12pm (K)

12:05pm (1st)

12:10pm (2nd-5th)

All Bus Riders: 12:10pm

## Pana Elementary School Calendar of Events 2025-2026

### August

Wednesday, 13th	No School-Teacher Institute Meet the Teacher Night 5:00-6:30
Thursday, 14th	1 <sup>st</sup> Student Attendance Day
14th-15th-18th *Kindergarten Schedule*	*Kindergarten students will attend 8:15-11:45 with NO bus service.
Tuesday, 19th	*Kindergarten full day schedule
Friday, 29th	45 min. Early Dismissal

### September

Monday, 1st	No School – Labor Day
Wednesday, 24th	3 Hour Early Dismissal School Improvement Day

### October

Thursday, 9th	No School – Parent-Teacher Conferences
Friday, 10th	No School: Teacher Institute
Monday, 13th	No School: Columbus Day
Friday, 17th	End of 1st 9 weeks

### November

Tuesday, 11th	No School: Veterans Day
Wednesday, 19th	3 Hour Early Dismissal School Improvement Day
Wednesday, 26th	No School T-giving Vacation
Thursday, 27th	No School Thanksgiving Day
Friday, 28th	No School T-giving Vacation

### December

Friday, 19th	End of 2nd 9 weeks, 45 min. Early Dismissal
Mon 22-Wed 31st	No School – Winter Break

### January

Thurs 1st-Fri 2nd	No School–Winter Break
Monday, 5th	No School-Teacher Institute
Tuesday, 6th	School Resumes
Monday, 19th	No School:MLK, Jr. Day

### February

Monday, 16th	No School- Presidents' Day
Wednesday, 25th	3 Hour Early Dismissal School Improvement Day

### March

Friday, 13th	End of 3rd 9 weeks
Wednesday, 18th	½ Day Parent-Teacher Conferences. 3 Hour Early Dismissal
Wednesday, 25th	3 Hour Early Dismissal School Improvement Day

### April

Thurs 2nd-Mon 6th	No School: Spring Break
Tuesday, 7th	School Resumes
Wednesday, 29th	3 Hour Early Dismissal School Improvement Day

### May

Thursday, 20th	3 Hour Early Dismissal Half-day School Improvement <i>*Date subject to change due to snow days*</i>
Thurs May 21st- Mon June 1st	Emergency Day <i>*If needed*</i>

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

**[https://docs.google.com/document/d/1c4ylXEc7XPsb3cM8DKkKbiZ7kuwTqsVt-5vuDo\\_p8xY/e/dit?usp=sharing](https://docs.google.com/document/d/1c4ylXEc7XPsb3cM8DKkKbiZ7kuwTqsVt-5vuDo_p8xY/e/dit?usp=sharing)**

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

**<https://www.panaschools.com/o/pana-cusd-8/browse/48570>**

**PARENT INVOLVEMENT**

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

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

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

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

– P.T.O. Officers

**STUDENT HANDBOOK**

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

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

**CHAIN OF COMMAND**

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

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

# **ARRIVAL, DISMISSAL, & TRANSPORTATION**

## **ARRIVAL & DISMISSAL TIMES**

### **Pana Elementary School**

1. Bus students will arrive at approximately 7:45 a.m.
2. Car/Walking/Biking students will be allowed inside Pana Elementary School starting at 7:45 a.m. and must enter the building through the Main doors and report to the classroom upon arrival.
3. Students who need breakfast will be dismissed from their classrooms, after unpacking, to go to the cafeteria to eat breakfast.
4. **The school day begins at 8:15 a.m.** Students arriving after this time should notify the office and an adult will be required to sign the student in.
5. Bus students will leave PES at 3:10 p.m.
6. Car riders, Walkers, and Bikers will be dismissed at 3:00(K), 3:05(1st), 3:10(2nd-5th).
7. All students are expected to leave campus directly after being dismissed. **Students may not play on the playground during dismissal time and must exit the grounds after school.**
8. For the safety of all, **NO** students and/or parents or guardians will be allowed to loiter on the playground or near the back of the building. Questions about this policy are to be addressed to the building principal and appropriate school behavior expectations apply to all.
9. For the safety of our students, any changes concerning where students go after school must be made in writing/dojo to the teacher or by phone call to the office.

## **BAD WEATHER PROCEDURES**

This information will be broadcast at 6:00 a.m. and thereafter in the morning on the following radio stations: Shelbyville – WRAN FM 98.3; Taylorville – WMKR FM 94.3 and WTIM FM 97.3.; and on the following television stations: Decatur – WAND, Springfield – WICS, and Champaign – WCIA. The Pana School District will be using the School Messenger Program to notify parents and staff of school emergencies. Parents will be notified by telephone message of school closings due to inclement weather, unscheduled early dismissals due to an emergency, and other school related emergencies. Please be sure to notify the school of any changes in telephone numbers. Normally, the decision to cancel school or change the schedule of bus routes will not be made until the morning; however, under certain conditions, this news may be broadcast the evening before.

## **Regular Conditions**

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

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

## **BICYCLES**

If a student rides a bicycle to school he/she must park it in the racks provided for them immediately upon arrival at school. Students are not permitted to return to the bike, sit on the bike or ride the bike during the school day. It is strongly suggested that students use a bike lock when bicycles are parked in the racks to prevent theft. The school district is not responsible for stolen bicycles. Students are not permitted to borrow other students' bicycles. For the safety of everyone, bicycles should be WALKED once students are at the PES crosswalk.

## **ROLLERBLADES OR SKATEBOARDS**

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

# ATTENDANCE

## **ATTENDANCE POLICY**

(Board Policy 7:70)

EXCUSED ABSENCE or EXCUSED TARDY to school are absences reported to the attendance office by a parent for valid cause as defined in the Illinois State School Code: "illness, observance of a religious holiday, death in the immediate family, family emergency, mental health (up to 5 days per school year) or such other circumstances which cause reasonable concern to the parent for the safety or health of the student." In order to ensure the health and safety of our students, the counselor may meet with a student who is absent from school for a mental health day.

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

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

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

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

- is absent from school without prior permission.

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

## EXCESSIVE ABSENCES

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

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

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

## ANTICIPATED ABSENCE

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

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

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

Each day a student is absent from school, a **PARENT** (or legal guardian) must call the school office, Pana Elementary School: 217-562-1510, (an answering machine is hooked up for your convenience). If the parent/guardian does not call the day of the absence, they have forty-eight (48) hours to get the absence cleared (otherwise, the student will be counted as TRUANT). If the office doesn't receive a call, parents will receive an automated message informing them of their child's absence. If parents receive an automated message they should call the office to get the absence cleared.

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

#### TARDINESS

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

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



# **BEHAVIOR**

## **BUS DISCIPLINE AND STUDENT BEHAVIOR Board Policy Manual: 7:210**

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

The expectations of CKH are also utilized on the bus. For students to be respectful and show self control, they must use quiet voices, keep hands and feet to themselves, and follow the directions of the bus driver and aide. In order to be safe, students are to stay seated, face forward, walk on/off the bus, and follow the direction of the bus driver and aid. To take responsibility, students are to be responsible for their belongings, and be at the bus stop on time.

The bus driver is responsible for maintaining discipline on the school bus. The driver may verbally warn 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 Bus Offense:** Written Notification to parent/guardian (depending on severity) and a student/principal conference..

**Second Bus Offense:** Written notification & phone call to the parent/guardian and a student/principal conference.

**Third Bus Offense:** Written notification & phone call to the parent/guardian and up to 3 day removal from ALL buses.

If a student is not going to ride the bus in the afternoon, the parents must send a note to the teacher to the effect. If a student is to ride home on a different bus with another student, the parent must write a note to that effect to let the principal know as well as the bus driver. We also need a note to the teacher or a phone call to the school's office if a child is to go home any other way than the "usual" way. All bus students will walk directly to the classroom on arrival. When dismissed from school, bus students will walk directly from the classroom to the bus.

## **STUDENT BEHAVIOR**

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

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

Most cases of misbehavior can be resolved by using the conference or detention routes, but harsher discipline WILL be employed for those students who repeatedly violate rules, are blatantly disrespectful, or who are irresponsible and create severe problems. With most types of offenses, a discipline notice is filled out by the teacher or principal. The discipline to be used and a copy of the

student's actions and penalties are mailed to the parent. A record of infractions is maintained by the office during the year and can be seen by the parent at any time during the school day.

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

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

**Violations may result in but are not limited to out of school suspension.**

**WEAPONS**-No use or display of any type of weapon (knives, guns, slingshots, etc.) will be tolerated. Violations may result in detentions, out-of-school suspensions, and even could lead to an expulsion.

## **TYPES OF DISCIPLINARY ACTION**

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

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

A student's removal must be in accordance with Board policy and administrative procedures. Teachers at Pana Elementary School have the authority to exclude from class, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Types of exclusion include sitting in the office for a predetermined amount of time and/or conferencing with the principal. Students who continually misbehave or disrupt class may be subject to additional disciplinary consequences. Faculty may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

### ***Isolated Time Out, Time Out, and Physical Restraint***

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### ***Detention***

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

Students have three (3) days from the date of issue to serve the detention. Arrangements for pickup will be made at the time of the issued detention during the phone call home. Parents/guardians will be asked to provide transportation for the student.

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

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

### ***Alternative School***

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

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

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

## **DUE PROCESS REGARDING SUSPENSIONS**

### **Suspension Procedures**

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

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule

that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.

4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. (BOE Policy 7.200)

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

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

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

### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior (back of classroom, hallway, principal's office, etc.).

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

### **STUDENT DISCIPLINE CODE**

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

Below are the offenses which are prohibited and the disciplinary actions and procedures used in dealing with those offenses. As students advance in age and maturity, they will assume greater

responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances including, but not limited to, the following factors:

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

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

## **PROHIBITED STUDENT CONDUCT**

### **Board Policy Manual: 7:190**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including without limitation electronic cigarettes, or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possessions.
4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy
  5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used with permission during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, go to the office, remove themselves from the classroom, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:
  - (a) on the student's person;
  - (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
  - (c) in a school's student locker, desk, or other school property; or
  - (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

## **STUDENT SEARCHES**

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

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there, by a student, without notice to, or the consent of, the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students:

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows: (1) Outside the view of others, including students, (2) In the presence of a school administrator or adult witness, and (3) By a certificated employee or liaison police officer of the same sex as the student. Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property:

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

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

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



## **BULLYING AND CYBERBULLYING**

### **Board Policy Manual: 7:20 & 7:180**

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. According to stopbullying.gov (<https://www.stopbullying.gov/bullying/what-is-bullying>)

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

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

## **BIRTHDAY DELIVERIES, INVITATIONS, & TREATS**

### **DELIVERIES**

No deliveries of flowers/balloons etc. are to be brought to school.

### **BIRTHDAY INVITATIONS**

If a student is bringing birthday invitations to school they must: 1) invite the entire class or 2) invite ALL children of the same gender in their class. This ensures no child feels excluded. FERPA law does not allow the school to share phone numbers or addresses of our students.

### **TREATS (STORE BOUGHT/ PRE-PACKAGED ONLY)**

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

# **BUILDING/PLAYGROUND RULES & REGULATIONS**

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

## **Building Rules:**

1. Halls, stairways, and restrooms should be quiet areas at all times. When walking, stay to the right side.
2. Walk on stairs ONE STEP at a time staying to the right side.
3. Always walk in the building and to and from the building. Use sidewalks. Students should never walk across the parking lot.
4. Students should always use crosswalks. Students should never cross in the middle of the street and or between cars that are pulled over waiting to pick up students.
5. When arriving or departing from school, ALL students will enter and exit the building from the main east doors.
6. Students who ride a bike to school must walk the bike while on school property.
7. Students should respect school and personal property.
8. No gum or candy without prior approval of classroom teachers.

## **Playground Rules:**

1. No toys or sporting equipment are to be brought to school. Appropriate playground equipment will be provided for play.
2. No tackle football games of any kind.
3. Keep away from parked cars and the building.
4. Get permission/supervision from the teacher to retrieve playground balls from over the fence.
5. Wrestling of any kind is not permitted.
6. No gum or candy permitted on the playground.

## **Playground Equipment Rules:**

1. Get off and on swing only when swing is stopped.
2. No standing on horizontal bars.
3. Do not walk/run up the slide.
4. Tag and chasing games should only be played in the grass area.

## **CAFETERIA & MEALS INFORMATION**

### **MEAL PROGRAM**

Pana Elementary School students can eat breakfast at school. The main entrance will be open at 7:45 a.m. for those students. Breakfast will be served until 8:10 a.m. and students will eat in the cafeteria. The Pana School District has qualified for CEP (Community Eligibility Provision) which means Breakfast and Lunch will be free for all students in the district. Extra Milk will be .50. Adult Prices will be \$5.00.

If your student has a life threatening allergy, please notify the school nurse to schedule a meeting to discuss the accommodations that may be needed.

### **LUNCHROOM**

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

Capturing Kids Hearts expectations for the lunchroom also include showing self control, taking responsibility, always being safe, respecting everyone and choosing kindness. Students are to use quiet voices, good manners, and clean up after themselves. They are to walk and keep their hands and feet to themselves. Following directions, listening, and eating in a timely manner will also help students be prepared to learn.

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

The entire Pana School District is on an automated lunch program. Parents of students with a negative balance in their lunch account will be informed by the cafeteria staff. If emergency circumstances exist, the staff or food service manager should be contacted.

## **CLUBS**

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

## **EMPLOYEE CONDUCT STANDARDS**

### **FAITH'S LAW NOTIFICATION**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

## **FIELD TRIPS**

From time to time, Pana Elementary School may provide students with field trip opportunities. In order to be eligible to participate in a field trip, students must meet requirements in **three (3) areas: attendance, discipline, and grades**. Failure in any **one (1)** area **may** result in a student being denied participation in the field trip.

An age appropriate maturity level of self control and Capturing Kids Hearts character traits are expected of students during field trips and reward activities. It is at the discretion of the teacher and the principal as to whether a student has demonstrated the necessary behaviors to warrant the privilege of participating in a field trip or reward activity.

# **GRADING, CURRICULUM, & CORRESPONDENCE**

## **COURSES**

### Kindergarten

- Receives report card 2nd and 4th Nine Weeks
- Progress report 1st and 3rd 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

- Letter Grades are given in Reading, Math, and Spelling. S or N are used for the other courses.
- Report Cards will be sent home at the conclusion of the 1st, 2nd, 3rd, and 4th Quarters..
- A = (90-100) Excellent
- B = (80-89) Good
- C = (70-79) Average
- D = (60-69) Below Average
- F = (59 or below) Failing

### Second Grade

- Letter Grades are given in all courses except for Writing, Social Studies, and Science, which are S or N.
- Report Cards will be sent home at the conclusion of the 1st, 2nd, 3rd, and 4th Quarters..
- A = (90-100) Excellent
- B = (80-89) Good
- C = (70-79) Average
- D = (60-69) Below Average
- F = (59 or below) Failing

### Third, Fourth, & Fifth Grades

- Letter grades will be given to all students from third grade through fifth grade.
- Report Cards will be sent home at the conclusion of the 1st, 2nd, 3rd, and 4th Quarters..
- A: (Excellent 90-100);
- B: (Above Average 80-89);
- C: (Average 70-79);
- D: (Below Average 60-69);
- F: (59 or below)

### **ABDUCTION**

We have instruction on recognizing the dangers of abduction. We also mention the dangers of abduction in all classrooms at Pana Elementary School.

## **COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, & PROGRAMS**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

## **CORRESPONDENCE COURSE**

Pana Elementary School does not accept correspondence courses for any elementary classes.

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

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

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

## **GUIDANCE & COUNSELING**

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

# **HEALTH AND SAFETY**

## **KINDERGARTEN MEDICAL ENTRANCE REQUIREMENTS**

Your child needs the following to be prepared for Kindergarten:

- Current Illinois physical (filled out by a licensed physician) Health history and parent or guardian signature is also required on the physical examination form. Physical must not be any older than 1 year prior to the first day of school.
- Current immunization record with the last set of DTaP, IPV, MMR, and Varicella on or after 4th birthday
- If your child has already had the Chickenpox, a titer test or written proof from a doctor is required.
- Lead Screening (physician must mark the lead screening for assessment or lead test performed)

**Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.**

- Vision Screening by an Optometrist (by October 15th) no older than 1 year prior to start of attendance.
- Dental Exam (by May 16th)

## **NEW TO DISTRICT MEDICAL ENTRANCE REQUIREMENTS**

Your child needs the following in order to be compliant, regardless of grade

- Current Illinois physical (filled out by a licensed physician) Health history and parent or guardian signature is also required on the physical examination form. If entering from a different state, the physical still **MUST** be from Illinois.
- Current immunization record

**The above requirements must be completed and turned in within 30 days from the first day of attendance. Failure to do so will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.**

- Lead Screening (physician must mark the lead screening for assessment or lead test performed)
- Vision Screening by an Optometrist (no older than 1 year prior to start of attendance)
- Dental Exam

The above requirements must also be turned in within 30 days from the first day of attendance but failure to do so cannot result in exclusion.

## **DENTAL EXAM REQUIREMENTS**

All students entering kindergarten, second grade or as new to the district must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. In order to be compliant one of the following must be submitted: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **EXEMPTIONS**

A student will be exempted from any of the above requirements listed for:

- Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection.
- Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption.
- Health examination or immunization requirements on medical grounds if a physician provides written verification.
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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

The school will observe recommendations of the CDC, the American Academy of Pediatrics, and ROE #3 regarding head lice.

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

Students with head lice may be excluded in appropriate cases. Parents/Guardians will be notified upon discovery of the problem and be provided information on the necessary treatment. But, failure of parents/guardians to remedy the problem may lead the district to enforce this policy of exclusion. A child who is sent home with a head lice problem should be treated immediately and housekeeping procedures done as directed in the provided literature, and should return to school after one working day.

## **COMMUNICABLE DISEASE**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Examples of communicable diseases are but not limited to: influenza, strep throat, pink eye, COVID, etc.

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

## **ACCIDENTS AND ILLNESS**

Pana Elementary School has a full-time nurse who handles state health requirements for students, keeps health records, and assists students when they are injured or ill. Students who become ill at



school and who are unable to attend class must be referred to the school nurse's office (or an administrator in the absence of the nurse). If it is deemed that the student should be sent home, a parent/guardian will be called for pick up. Parents will be notified if a student has a head injury of any type.

The following list are reasons (but not limited to) the nurse will call for the student to be picked up and/or reasons for a student to stay home:

- COLDS: Student should remain at home with a fever, excessive cough and/or excessive nasal discharge
- CHICKEN POX: INFORM THE SCHOOL NURSE Students must be excluded from school for 5-7 days and until all vesicles are dried and crusted over
- DIARRHEA: Student must remain at home until diarrhea free for 24 hours without medication
- EYE INFECTIONS: Conjunctivitis (Pink Eye) needs to be diagnosed and treated by a medical provider. Student may return to school after 24 hours of medical treatment and/or a doctor's note.
- FEVER: Student must remain home for a temperature 100F or higher and until fever free without the use of medication for 24 hours
- FRACTURES AND SURGERIES: NOTIFY NURSE and provide a physician's note listing physical restrictions needed during the school day.
- HAND FOOT MOUTH DISEASE: Student may attend school when there is no fever or weeping lesions
- NOSEBLEEDS: Parents will be notified to pick up student if nosebleed will not cease after 20 minutes.
- SCHOOL INJURIES: Basic first aid will be administered for minor injuries. Parents will be notified of serious injury or symptoms.
- RASHES: Student may return to school if rash free and/or a medical note stating the rash is not contagious.
- RINGWORM: Student may return to school with a doctor's note. Infected site must be covered before entering school
- STREP THROAT: Student may return 12 hours after antibiotics and fever free
- VOMITING: Student must remain at home for 24 hours since last episode of vomiting

## STUDENT MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a 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."

No School District employee shall 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 shall 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 policy and its implementing procedures.

All medication must be brought (in its original container) to the school office or the nurse's office by the parent/guardian. **No medication should be sent to school with a student.** This will be strictly

enforced. Also, all unused medication must be picked up by the parent/guardian at the end of the year, when a student is transferred out of the district or when a student discontinues medication.

See full board policy 7:270 for information about School District Supply of Undesignated Medication and Designated Caregiver Administration of Medical Cannabis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### **SELF-ADMINISTRATION OF MEDICATION**

- A student may possess and self-administer an asthma inhaler or medication prescribed for use at the student's discretion, provided ONLY if the student's parent/guardian has completed and signed a School Medication Authorization Form.
- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an asthma medication, and/or a medication required under a qualifying plan.

### **UNDESIGNATED MEDICATION**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

## **HOMELESS INFORMATION & LIAISON**

### **Board Policy Manual: 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, camper trailer, or other inadequate accommodations, or doubled up with friends or relatives because you can't find or afford housing, your preschool- aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Assistance Act and the Illinois Education for Homeless Children Act. For more information contact Pana Elementary School's Liaison for Homeless Education, Paul Donahue.

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

**Paul Donahue, District Office**

**14 W Main St. Pana, IL**

**Phone (217) 562-1500 [pdonahue@panaschools.com](mailto:pdonahue@panaschools.com)**

## **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 school's office giving notification of the illness and desire to secure homework.
2. Parents will set a time and date with the office to come to the school and pick up books and homework. (If at all possible, preferably between 3:15 p.m. – 3:30 p.m.)
3. Preferably the brother or sister of the student should pick up homework assignments after the initial contact by the parents. But, in a few cases, it would be necessary and acceptable for a neighbor child 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. Teachers will inform students and parents of their policy.
5. Students should have a note from parents showing an excused absence the day they return unless contacted by the office.
6. If a student will be gone for an extended length of time, homework will be provided ahead of time at the teacher's discretion.

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Any homework that is assigned by a teacher should be done by the student.

## **INTERNET USE AND POLICY**

### **Board Policy Manual: 6:235**

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

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

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

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

shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information
- Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as: Instruction in the classroom or at home (including remote learning), Administrative activities, Collaboration between students, school personnel, and/or parents/guardians, Other activities that are for the use and benefit of the school district

## ITEMS BROUGHT TO SCHOOL

### **LOST AND FOUND**

Pana Elementary School will have a designated location for lost and found items. Your child should become familiar with where the area is located and check it frequently for any lost items. Students' possessions which have been properly marked with their names are more easily returned. Please help us by making your child aware of his/her own belongings by **labeling** jackets, lunch boxes, gym shoes, hats, etc. Items left over the summer will be taken to a donation site.

### **TOYS/ELECTRONICS**

Toys are not to be brought to school with the exception of a special activity required by the teacher in which the student will be made aware of the special circumstances. Electronics such as handheld video games, iPads, Nintendo DS, etc should not be brought to school without prior teacher permission.

### **ANIMALS**

For the health and safety of everyone involved, animals such as dogs, cats, hamsters, snakes, turtles, frogs, pets, etc. should not be brought to school. **For the safety of pets and people, please DO NOT bring animals onto school property during arrival or dismissal times.**

### **TRADING CARDS**

No trading cards (baseball, Pokemon, etc.) should be brought to school. If brought to school, they will be brought to the office until a parent/guardian comes to retrieve them.

### **MOBILE ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, air pods, audio or video recording device, personal digital assistant (PDA), ipod, ipad, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During the school day, students should keep electronic devices silenced and in their book bags. This includes on the **school grounds** as well as on **field trips**. The only exception to this rule would be for the use of the device as provided in a student's individualized education program (IEP) or 504 Plan.

The first offense of possessing a cell phone may result in the phone being kept in the office until the end of the day. Further offenses may result in the phone being kept in the office until a parent comes to retrieve it.

### **FIDGET OBJECTS**

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

# **PESTICIDE & ASBESTOS GUIDELINES**

## **Board Policy Manual: 4:160**

The Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Pana Community Unit School District No. 8 has therefore established a registry of people who wish to be notified. To be included in this registry, please request the form from your school office. When the form is completed, return it to the school. Any other questions you may have regarding the District’s pest management practices should be directed to Jeff Stauder at 562-1500.

## **ASBESTOS MANAGEMENT PLAN**

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.

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

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

# **REFUSAL TO DO CLASS ASSIGNMENTS**

## **Board Policy Manual: 6:290**

Occasionally a student will refuse to do class work assigned by teachers or other school personnel. No work will be assigned without a purpose or just cause. Students are **to do the work they are assigned**, especially when a teacher makes an effort to see that their work is done. A variety of disciplines can be applied in such instances. First, a serious effort will be made to see that the student completes the work, and a lunch detention may be assigned to work on missing material. Failing this, a parent conference (or phone conference) can be used. Other normal, daily class work will also be assigned. The type of discipline applied will depend a great deal on how the student reacts to requests to complete work. A belligerent attitude not only will result in harsher discipline, but may adversely affect his/her ability to do the assignments and reduce the student’s grade as a consequence.

## **RELEASE DURING SCHOOL HOURS & VISITORS**

### **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.

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

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

***\*\*For the safety and welfare of all students and staff, the building doors are locked at all times. A staff member will be at the main door to let students into the building beginning at 7:45 am. All adults must enter the building from the main entrance, using the buzzer, and proceed immediately to the office. Your compliance with this important procedure will ensure that all children and staff are able to continue their educational day in the safest way possible.***

## **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.

## **RETENTION IN ELEMENTARY GRADES**

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

1. Failure in mathematics, reading, and/or English may be considered as a basis for retention.
2. Lowest passing average of 60% would be based on the average of all subjects in a specific area for all four nine weeks grading periods.

It is recommended that a student not be retained more than twice in the elementary grades K-5. If necessary, it is more conducive to educational success to have the retention occur in the primary grades of kindergarten, first, or second. It will be the prerogative of the school administration along with the superintendent and local board of education to determine grade placement of any student.

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

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

We want you to know that the retention of a student is determined after much thought and consideration. Maturity as well as past performance and the expectations of the next grade level are both considered in making the final determination. We will always have the child's best interest at heart in making these important decisions.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

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

## **SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

## **SOCIAL PROMOTION**

**Board Policy Manual: 6:28**

We do not do social promotion for any grade levels at Pana Elementary School.



## **STUDENT RECORDS**

### **Board Policy Manual 7:340**

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and other basic information. The permanent record is kept for 60 days after graduation or permanent withdrawal.
2. The student's temporary record consists of all other information not required to be in the student's record. These materials should be reviewed every four years for the destruction of out-of-date information. These records should be destroyed five years after graduation or withdrawal. Parents have the right to:
  - a) Inspect and copy any and all information contained in the student record.
  - b) Challenge the content of the records, except grades, by notifying the principal of an objection to information contained in the record. An informal conference will be held within 15 days to discuss the matter. If no satisfaction is obtained, a formal hearing shall be scheduled with an officer not employed in the attendance center.
  - c) Request and receive copies of records proposed to be destroyed.
  - d) Inspect and challenge information proposed to be transferred to another school.
3. Local, state and federal education officials as well as courts, have access to student records for educational and administrative purposes.
4. No person or agency having access to the temporary record through the provision of the Illinois School Student Record Act may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit including employment, credit or insurance.

## **STUDENT RESPONSIBILITIES & ATTIRE**

### **STUDENT RESPONSIBILITIES**

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

- a. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
- b. To respect the rights and individuality of other students and school administrators and teachers.
- c. To refrain from libel, slanderous remarks, and unnecessary obscenity in all verbal and written expressions.
- d. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- e. To be punctual and present in the regular or assigned school program to the best of one's ability.
- f. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
- g. To maintain the best possible level of academic achievement.
- h. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

## **STUDENT ATTIRE**

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

We encourage students to be neat, clean, and to wear clothes which will not draw undue attention to themselves. Clothing that draws negative comments from other students, or attire which makes the child stand out or subject to negative comments from peers, often brings negative attention to the wearer. If the student's attire is thought to be disruptive, the principal will remove the student from the area until a clothing change can be made.

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

No hats are to be worn in the school building, except on special celebration days.

Some types of clothing are inappropriate for school. Among these are spaghetti straps, halters, short shorts, midriff shirts, t-shirts that are open on both sides, clothing with revealing tears and slits and shirts with inappropriate printing or pictures, to name a few. Leggings, jeggings or yoga pants should only be worn if paired with a shirt that is long enough to hang below the entire back pocket area. Students are not to wear clothing that advertises any type of liquor or is suggestive of any type of illegal activity. Any clothing worn should cover up any under garments. We ask you to exercise good judgment in the kinds of clothing you allow your child to wear to school. If clothing is not appropriate, parents will be notified and correct clothing should be brought to school.

### **PE & Recess Attire**

Tennis shoes are required for P.E. and recess (tie or velcro). Physical Education and recess are held daily. Sandals, shoes with heels, Crocs, flip flops, slip-on shoes, or boots are not safe to wear during PE class. If need be, students can bring tennis shoes to school and leave them at school to wear during PE and recess.

As we move into colder temperatures, students should be prepared with a jacket to be worn for recess and P.E. These daily breaks will be held outside until freezing weather begins. Jackets will continue to be required at the discretion of the P.E. and recess supervisor.

## **TELEPHONE CALLS**

Students may not be interrupted during school hours by outside calls and messages except for an emergency. However, if it is necessary to reach your child's school on a school day between 7:45 a.m. and 3:30 p.m., dial 562-1510 for the Pana Elementary School office. When this is necessary, messages will be delivered to your child.

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

The school telephone is a business telephone. For these reasons children are generally refused the use of the school telephones except in the case of emergency. Students contacting parents during school hours on personal cell phones is prohibited. School personnel will make calls for students as deemed necessary.

## **TITLE INFORMATION**

### **Board Policy Manual: 6:170**

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

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

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

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

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

1. The expansion and improvement of preservice training, inservice training, and retraining of teachers and other appropriate school personnel in the fields of mathematics and science, including vocational education teachers who use mathematics and science in the courses of study they teach;
2. Recruitment or retraining of minority teachers to become mathematics and science teachers;
3. Training in and instructional use of computers, video, and other telecommunications technologies as part of a mathematics and science program (which may include the purchase of computers or other telecommunications equipment in school buildings with an enrollment of 50 percent or more of students from low-income families after all other training needs have been met);
4. Integrating higher order analytical and problem-solving skills into the mathematics and science curriculum; or
5. Providing funds for grants projects for individual teachers within the local education agency to undertake projects to improve their teaching ability or to develop instructional materials used in their classrooms in mathematics and science.

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

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

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

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

**TITLE IX AND SEC. 504 COORDINATOR**

**Board Policy Manual 7:10**

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

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

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

## **WAIVER OF FEES**

### **Board Policy Manual: 4:140**

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

- 1) The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
- 2) The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
- 3) The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

An application can be obtained from the office at Pana Elementary School.