

# **PBL JUNIOR HIGH SCHOOL STUDENT HANDBOOK 2018-2019**



**700 W. ORLEANS ST.**

**PAXTON, IL 60957**

**PHONE NUMBER: 217-379-9202**

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OFFICE HOURS: 7:45 A.M. TO 3:45 P.M.

**FOLLOW QR CODE TO THE PBL JUNIOR HIGH SCHOOL STUDENT HANDBOOK**



<http://www.pblunit10.com>

Illinois State Police  
School Safety Tip-Line:

**1-800-477-002**

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# WELCOME TO THE PBL JUNIOR HIGH SCHOOL

The faculty, staff, and administration would like to welcome you to the 2018-2019 school year! This handbook has been prepared for you to provide a better understanding of the school's rules, policies, procedures, programs, and services. You will find the district wide policies at the beginning of this handbook followed by school specific information. Thank you in advance for taking the time to read and discuss the contents of the handbook with your child.

We are dedicated to providing each child within our district an opportunity for continued educational growth and success. Our goal is to work together with you and your child to make this a rewarding, productive, and successful year. We can ensure the best educational program for our children when home and school work together as a team.

If you have questions or concerns, please call the appropriate personnel as listed in this handbook. We are looking forward to a productive, challenging, and rewarding school year.

Yours in Education,

Mr. Joshua M. Didier, Principal

## PBL UNIT #10 VISION STATEMENT

*“EXCELLENCE THROUGH RIGOR, RELEVANCE, & RELATIONSHIPS”*

### Definition & Expectations

**Rigor:** PBL is dedicated to providing a rigorous curriculum, coherent across grade levels, where students learn, think, comprehend, and communicate analytically.

*Due to a rigorous curriculum:*

- I can achieve anything by giving maximum effort, using my academic skills to think critically, to solve problems, and to communicate with others.

**Relevance:** Relevance is reinforced at PBL by making curricular connections between learning objectives and real life experiences. Students will prepare for adult roles by learning and applying fundamental skills and competencies.

*My educational experiences are relevant to me because:*

- I can be a self-motivated, life-long learner.
- I can be accountable to myself and others.
- I can plan for the future by adapting easily to change and managing new technologies and information.

**Relationships:** Positive relationships are the foundation for all learning experiences at PBL. Students, staff, parents and community members will collaborate to create and foster a safe environment where respect for others and tolerance of individual differences are modeled and expected at all times.

*To build positive relationships:*

- I can be tolerant and accepting of individual differences.
- I can demonstrate responsibility through good decision-making.
- I can display good citizenship by representing myself, my school, my community, and my country with pride.
- I can achieve my goals through self-motivation and by encouraging and working with others.

## **MISSION STATEMENT**

It is the mission of PBL Unit No. 10 School District to prepare each student to be a successful citizen as demonstrated through strong character, responsible actions, and a passion for life-long learning. PBL students will be empowered with the skills that allow them to read with comprehension, communicate clearly, utilize technology, think critically, work effectively with others, and use information to solve problems. PBL is committed to a systematic approach of support and intervention to assist each individual in reaching his or her full potential. We are dedicated to providing a safe environment while fostering a climate of high expectations for our students, staff, and the communities we serve.

### **PBL UNIT #10 ADMINISTRATION**

Unit District	217-379-3314
Cliff McClure, Superintendent	217-379-4212
PBL High School	217-379-4331
Travis Duley, Principal	
PBL Junior High School	217-379-9202
Josh Didier, Principal	
PBL Eastlawn School	217-379-2000
Barry Wright, Principal	
Clara Peterson Elementary	217-379-2531
Amanda Wetherell, Principal	

### **BOARD OF EDUCATION**

President	Dawn Bachtold
Vice President	Dave Dowling
Secretary	Shawn Young
Member	Allen Johnson
Member	Steve Pacey
Member	Craig Loschen
Member	Doug Wolken

The District #10 School Board meets the second Wednesday after the first Monday of each month. Special meetings for study purposes or action are called if needed. Regular meetings begin at 7:00 P.M. in the Unit Office Board Room. All citizens of the community are cordially invited to attend. Our local news media (Paxton Record, Champaign Urbana News-Gazette, and WPXN Radio) provides good coverage of each meeting.

### **DISCLAIMER**

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. As new policies or regulations are developed by the school board, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them. A complete copy of the PBL CUSD#10 School Board policy 7:190 which pertains to student discipline may be obtained by contacting the Superintendent of School's office in writing at P.O. Box 50, Paxton, IL 60957.

## **PBL WEB PAGE**

The PBL web page is located on the Internet at [www.pblunit10.com](http://www.pblunit10.com). At that site you can view the PBL Junior High School monthly lunch menu, activity calendar and other events.

## **SKYWARD FAMILY & STUDENT ACCESS**

Family Access™ provides parents access to our education administration system for secure access to messages, lunch information, student schedules, progress reports, grades, and attendance. A secure web-based application; this “real-time” information can aid parents in helping children enjoy greater success in school. We hope you find these services helpful and easy to use.

Your data connection is secured by a unique username and password to ensure security and privacy. Please contact your child’s school to receive your username and password. In case your username and/or password is lost or forgotten, go to the PBL website ([www.pblunit10.com](http://www.pblunit10.com)), scroll to the bottom of the page, click Family Access, then click on the link, “Forget your login or password?” Insert your email and within minutes the username and password will be sent.

## **SCHOOL MESSENGER**

School Messenger is a parent/guardian communication service that your child’s school will utilize during the year that will provide information in a timely manner regarding school and extra-curricular cancellations, early dismissals, special announcements, and information pertaining to the District’s crisis management plan. Information will be handed out each year during registration to sign up for this valuable home-to-school communication tool. We strongly encourage you to participate in this initiative so you can receive accurate and timely information about your child’s school.

## **REGISTERING THE CHILD IN SCHOOL**

The PBL Unit Schools hold a regular pre-school registration each year during the month of August at the Junior High Commons Area. Children are enrolled in classes and all rental fees are to be paid at this time.

Parents who register their children at a later date are asked to report to the office of the building principal at the school the children expect to attend.

After school is in session, all registrations must be made through the building principal’s office. The office personnel will hand the parents the necessary information blanks for registering, collect the fees, and place the child in a classroom at the proper grade level.

## **REGISTRATION FEE**

The PBL Unit Schools provide necessary texts and workbooks used by the students. This registration fee also covers all extra and/or co-curricular activities in which a student might participate. The charge is \$120.00.

Refunds are allowed for all children who leave our school system on a pro-rated basis. Parents who are leaving the school district are urged to inform the office to this effect several days in advance in order that refunds can be figured, a check written, and other important records prepared which the child will need in registering in a new school. The refund check will be mailed to the parents after the child checks out of the school. Parents transferring a student must sign a release form for records to be forwarded to the new school.

## **TRANSFER STUDENTS**

When a child enters the PBL Schools from another school district, he or she should present his or her report card, a transfer card, a birth certificate, and his or her health record card. The office will send for his or her cumulative folder and other education records filed with the former school.

When a child leaves the PBL School System, he or she will be given a copy of the health records and a transfer card. A refund check for rental fees will be mailed, as allowed under school policy. Cumulative folder and other educational records filed with our school will be forwarded to the new school upon request of the principal after the parent has signed a release form for records to be transferred. All students must clear their records and accounts with the school office before receiving the above records for their departure.

# STUDENT RECORDS POLICY

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

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

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

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

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

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

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

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be

transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

## **APPEALING A GRADE**

**Definitions:** "Final grade" is the grade assigned by a teacher for a given quarter, semester, or year in a given class. "Parent" shall include any natural or adoptive parent or the legal guardian of the student in question.

**Elements of grading:** A student's grade should reflect the quality of the student's performance in the tasks assigned by the teacher in the class, the breadth and depth of knowledge acquired by the student in the subject matter, the amount and quality of participation by the student in classroom activities and discussion, the attendance of the student and the effort put forth by the student.

**Reasons for changing a final grade:**

A student's final grade shall be raised only:

- Where the teacher's grade clearly reflects an unreasonable emphasis on format over content (as where the student receives a failing grade in a course because a single assignment was single-spaced, rather than double-spaced); or
- Where the teacher's grade clearly reflects bias against the student (as when the student, having done work comparable to other students, receives a substantially lower grade); or
- Circumstances which, based on the elements of grading, make the student's final grade unfair or unreasonable (as where a student who exhibits a broad mastery of the subject matter receives a low final grade due to absence because of illness).

A student's final grade shall be lowered only:

- Where the teacher's grade clearly reflects inappropriate preferential treatment given to the student in question.

**Procedure:**

All requests for changing a final grade shall be made to the principal in writing by a parent of the student who received the final grade

and shall identify the student, class, teacher and grading period, together with an explanation of the circumstances and the reason for the request. The school must receive the request on or before the 15th calendar day after the school sends/posts the final grades.

If, in the estimation of the principal, the parent's request has merit, the principal may change the grade in question. Prior to the decision as to the merit of the parent's request, the principal will consult with the teacher who gave the final grade in question, advising the teacher of the reason for the request and the nature of the requested change. The principal may consider the teacher's justification of the grade and parent's reason for the requested grade change. The principal will respond to the parent's request either orally or in writing, giving notice of his/her decision to both the requesting parent and the teacher, as soon as is practical.

If the principal finds that a grade assigned by a teacher clearly reflects inappropriate preferential treatment of the student in question, the principal on his/her own initiative may evaluate the grade records of the students in the class in question and determine the grade, which correctly reflects the elements of grading. The principal will notify the parents of the student in question that the lowering of a grade is contemplated. The principal will give the parents and the student an opportunity to respond to the contemplated action on or before the 15th calendar day after the parents receive the notification. If the principal makes a grade change pursuant to this procedure, the principal shall initial the grade change where it appears in the permanent record of the student.

If the parent who has requested the grade change is dissatisfied with the action taken by the principal, the parent may request that the superintendent review the facts and circumstances surrounding the assignment of the grade and the action taken by the principal. The parent's written request for the superintendent review must be received by the superintendent on or before the 7th calendar day following the parents receipt of the notice of the principal's decision. The superintendent may consult with the teacher, the principal, the student and the requesting parent. Based upon the superintendent's review, he/she may raise or lower the student's grade. If the superintendent changes the student's grade, the superintendent will give notice to both the teacher and the parent who requested the grade change, and shall initial the grade change where it appears in the permanent record of the student.

If the parent who has requested the superintendent review is dissatisfied with the action taken by the superintendent, the parent may request that the Board of Education review the facts and circumstances surrounding the assignment of the grade and the action taken by the principal and superintendent. The parent's written request for the Board of Education review must be received by the Board President on or before the 7th calendar day following the parent's receipt of the notice of the superintendent's decision. The Board of Education may consult with the teacher, the principal, the superintendent, the student and the requesting parent. Based upon the Board's review, the Board may direct the superintendent to raise or lower the student's grade. If the superintendent changes the student's grade, the superintendent will give notice to both the teacher and the parent who requested the grade change, and shall initial the grade change where it appears in the permanent record of the student. PROMOTION/RETENTION POLICY The PBL School District adheres to the promotion policy set forth in Section 10-20.9

## **PROMOTION POLICY**

The PBL School District adheres to the promotion policy set forth in Section 10-20.9 of the Illinois School Code which was amended through H.B.452 that requires districts to have in place a no social promotion policy.

It is the PBL District policy that each student must meet or exceed 3 of the 4 criteria listed below:

1. Attendance - The State of Illinois defines a student as a chronic truant if he/she is absent without valid cause from school attendance for 10% or more of the previous 180 regular attendance days.
2. Passing average in core subjects (math, English-language arts, science, and social studies).
3. Local standardized testing results - 35th percentile composite or higher.
4. Teacher recommendation – information provided by the teacher other than that specified above.

A remediation (Thursday Night School(s), summer school, tutoring, etc.) plan will be assigned for students who do not meet the above criteria. After the completion of the remediation plan, school staff will determine if sufficient progress has been made to warrant promotion to the next grade level.

## **ONLINE PAYMENTS**

For your convenience, Paxton-Buckley-Loda School District has contracted with RevTrak, a national credit card payment processor, to provide you the security and convenience of making online food service payments. Online payments can be made into food service accounts through the familiar Skyward Family Access portal found on the front page of the PBL website, [www.pblunit10.com](http://www.pblunit10.com). If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA or MasterCard (credit/ debit).

## **WAIVER OF FEES POLICY**

It is the policy of the P.B.L. School Board of Education to provide a waiver of school fees as required by Sections 10-2.13 and 34-21.6 of the Illinois State School Code, A Waiver of School Fees Application shall be provided to the parent/guardian as they enroll their child/children in the district for the first time or upon request thereafter.

### **1. ELIGIBILITY:**

- A. All students who are eligible to receive free lunches under the School Lunch Program
- B. Unusual circumstances that cause a significant loss of income and the student to become eligible to receive free lunches under the School Lunch Program.

### **2. FEES SUBJECT TO WAIVER:**

- A. Textbooks and workbooks needed for the instructional program of the school curriculum.

### **3. FEES NOT SUBJECT TO WAIVER:**

- A. Extra milk, field trips, athletic fees, graduation fees, school pictures, etc. Any fee that is not required for the regular instructional program of the school curriculum is not subject to waiver.

### **4. PROCEDURE FOR APPLICATION:**

- A. Complete the appropriate application form.
- B. Turn in the completed application form to the principal's office.
- C. The principal or her designee will approve or deny the request within 30 days of the receipt of the request.
- D. Written notification will be given to all requests. If the request is denied, the reason(s) will be sent to the applicant.
- E. If the request is denied, the notice will include a statement indicating the procedure for the right to appeal the decision.

### **5. APPEAL PROCEDURE:**

- A. If the waiver of fees is denied, the appeal must be in writing to the principal within ten (10) days of the date the request was denied by the superintendent/principal.
- B. The P.B.L. Board of Education will be the appeal board.
- C. The time of the appeal will be scheduled in executive session at a board of education meeting with the applicant having the right to attend the meeting and provide information to the appeal board at the time of the hearing.
- D. The decision of the appeal board will be reduced to writing and a copy of the decision will be mailed to the applicant.

### **6. AMENDMENTS TO WAIVER OF FEES POLICY:**

- A. If there are any changes in the policy or procedures of the policy, parents will receive written notice within 30 calendar days following the adoption of the amendment or change.

## **HOMELESSNESS**

Getting your child into school if you:

- Live in a shelter or motel
- Share housing with relatives because you lost your housing
- Live in a campground, car, old building or other temporary shelter
- Don't have a permanent address

You have the right to:

- Enroll your child in school immediately even without school or medical records
- Get help from the district liaison with immunizations and or medical records
- Choose your child's old school or school closest to where you are living now
- Get transportation to school for your child
- Dispute enrollment or transportation decisions
- Participate in your child's education

For help call PBL District #10 Homeless Education Liaison, Stacy Johnson, at 217-379-9202

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **GIFTED/TALENTED STUDENTS**

PBL JH utilizes the School-wide Cluster Grouping Model for gifted services. In the SCGM, all gifted children at each grade level are clustered together into an otherwise mixed-ability classroom with a designated gifted-cluster teacher. Gifted-cluster teachers provide individualized instruction or extended and accelerated learning opportunities as determined by the needs of the student. In order to be screened to receive gifted services, students will be evaluated on a number of factors including NWEA (MAP) test scores, PARCC, classroom performance, and teacher/parent recommendation. MAP scores need to be in the 90th percentile or higher for math, reading, or both.

Students who pass the initial screener, and who have parental permission, will be given an ability test to assess their reasoning, quantitative, and nonverbal reasoning skills. Students who qualify based on those test results will receive gifted services at PBL Junior High School.

## **ACCELERATED PLACEMENT PROGRAM (APP)**

PBL provides an Accelerated Placement Program (APP) pursuant to School Board Policy 6:135; with the goal of providing educational programs with opportunities for each student to develop his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. Please schedule a meeting with your child's building principal to discuss student eligibility and potential participation.

## **ENGLISH LANGUAGE LEARNERS (ELL)**

"Instruction of English Language Learners" - All Paxton-Buckley-Loda School District students are required to complete a Home Language Survey upon registration. Students who indicate on this survey that they speak a language other than English at home, or who have members of their households who speak a language other than English, are tested for English language proficiency. Based on this testing, students shown to be in need of instructional supports in the acquisition of English proficiency are then offered appropriate assistance.

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact your buildings principal.

## **RESPONSE TO INTERVENTION**

Rtl is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an Rtl process is used by school personnel to adapt instruction and to make decisions regarding the student's educational program.

Core Rtl features include:

- High quality, research-based instruction and behavioral support in general education.
- Universal (school-wide) screening of academics and behavior in order to determine which students need closer monitoring or additional interventions.
- Multiple tiers of increasingly intense scientific, research-based interventions that are matched to student need.
- Use of a collaborative approach (Problem Solving Team) by school staff for development, implementation, and monitoring of the intervention process.
- Continuous monitoring of student progress during the interventions, using objective information to determine if students are meeting goals.
- Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency.
- The use of a behavioral check system.
- Parent involvement throughout the process.

## **SPECIAL EDUCATION – PROVISION OF A FREE APPROPRIATE PUBLIC EDUCATION**

Paxton-Buckley-Loda (PBL) CUSD #10 provides and maintains appropriate and effective educational programs in order to afford every eligible child with a disability who is between the ages of 3 and 21 (inclusive), is enrolled in PBL, and requires special education and related services to address the adverse effect of the disability on his/her education, a free appropriate public education (FAPE). As part of this effort, PBL shall make available to all eligible children who are residents of PBL a comprehensive program of special education. If any parent/guardian in the district would like a copy of § 226.50 of the ISBE regulations, please contact the Ford County Special Education Cooperative at 217-784-5470. Additional information is available on the PBL web site by selecting “Special Education” under the “District” menu on the left. The district’s web site is: <http://www.pblunit10.com/>

### **MEDICAID POLICY INFORMATION**

This is to inform you that your school district, Paxton-Buckley-Loda CUSD 10, is an **EPSDT Medicaid Provider** with Illinois’ State Medicaid Agency, **Healthcare and Family Services (HFS)**. **EPSDT** (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district’s pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district’s contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The health care services listed on a student’s IEP are provided with parental consent and at “no cost” to the parents. This “no cost” provision is in compliance with Public Law 94-142 - “Education of the Handicapped Free and Appropriate Public Education”, IDEA - “Individual Disabilities Education Act”, PUBLIC Law 100-360 and State of Illinois – State Board of Education mandates. The District, an **EPSDT**

**Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois’ Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State’s Medicaid program is based upon a family’s income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits: [www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx)

Please contact Jesse McFarling at the Ford County Special Education Cooperative (217-784-5470) if you have questions concerning this School District Policy Information.

### **ALICE – SCHOOL SAFETY**

PBL Unit #10 Schools employ a strategy for lockdown procedures known as the A.L.I.C.E. plan. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. The philosophy of A.L.I.C.E. is to use technology and information in a way that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving. Staff and students will receive training on each concept of A.L.I.C.E. and school safety drills will be practiced throughout the school year.

## PROHIBITED STUDENT CONDUCT

*Copies of all School District policies on student behavior are available online through the School District's website or in the school office.*

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's 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's 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.
  - 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. "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.
  - g. 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.
  - h. 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch & lunch recess period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an aca-

demic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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.

## **WHEN & WHERE CONDUCT RULES APPLY**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational

function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges (i.e. cell phone/electronic device privileges, social probation, etc.).
4. Temporary removal from the classroom.
5. Detentions (i.e. morning detentions, lunch & lunch recess detentions, or after school detentions)
6. Return of property or restitution for lost, stolen or damaged property.
7. Redirected Study Hall.
8. After-school detention or Saturday School provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

## **CORPORAL PUNISHMENT**

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

## **WEAPONS PROHIBITED**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **GANG & GANG ACTIVITY PROHIBITED**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **SEARCHES**

The school reserves the right to search a student's locker, desk, or person when they have a reasonable basis to believe that a search will result in the finding of evidence dealing with gross disobedience or misconduct.

## **INTERVIEWS BY POLICE AT SCHOOL FOR LAW ENFORCEMENT PURPOSES**

- 1). The building principal or designee will check the police officer's credentials and any legal papers, such as, warrants for arrest, search warrants, or subpoenas to be served.
- 2). The building principal or designee will make a written record of the police officer's request and any accompanying paperwork. The building principal or designee will copy the police officer's identification or note the badge number.
- 3). Interviews of minor students without permission of the parents/guardians are not permitted unless a legal process is presented or in extenuating circumstances. Prior to the interview, the building principal or designee will attempt to contact the student's parent/guardians, and inform them that their child is subject to an interview. In extreme emergency situations, DCFs employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the district not notify parents/guardians until the child's safety is ensured. Examples of extenuating circumstances include, but are not limited to the following instances:
  - a. There is a risk that delay in proceeding with the interview may pose imminent danger to the health or safety of students, school employees, or other persons in the community.
  - b. The student's parents/guardians are suspected of serious criminal activity or of co-involvement with the student in criminal activity.
  - c. Law enforcement authorities need to act promptly to prevent destruction of evidence of a serious crime, or flight from jurisdiction by a person suspected of serious criminal activity.
- 4). The building principal or designee will document attempts to contact the student's parents/guardians. If the parent/guardian conditions consent on being present then, absent exigent circumstances, the interview should be delayed until the parent/guardian arrives.
- 5). Interviews will be conducted in a private setting. If a parent/guardian is absent, and the building principal or designee determines

that is appropriate for the police officer to interview the student at school, the building principal or designee will be present at the interview.

- 6). If the student refuses to speak to law enforcement authorities, the interview may not proceed on school grounds.
- 7). No minor student shall be removed from the school by the police officer without the consent of a parent/guardian, except upon service of a valid warrant of arrest, in cases of warrantless temporary protective custody or when probable cause for arrest exists. If an officer states probable cause exists, the officer will provide the reasons for this and the principal or designee shall document. When a police officer has no warrant and asserts that probable cause exist, the building principal or designee shall inform the police officer that removal of the student from the school will occur in the least disruptive setting as determined by the building principal or designee. The building principal or designee will be present during the removal of the student from the building.

## **INTERVIEWS BY THE ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)**

- 1). The building principal or designee will check the agent's credentials and any papers pertaining to a legal process. If DCFS presents a court order, an interview must be allowed. If no court order is presented by DCFS, the building principal or designee will allow reasonable access to interview the student who is a suspected victim of child abuse or neglect.
- 2). The building principal or designee shall immediately coordinate the timing of any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement when contacting or attempting to contact the student's parents/guardians to inform them that the student is subject to an interview.
- 3). If the DCFS agent does not want parents/guardians to be notified or present during the interview, this stipulation should be in writing and signed by the DCFS agent.
- 4). Interviews will be conducted in a private setting. If a parent/guardian is absent, the building principal or designee will condition the interview upon his or her presence along with one other adult witness, a member of the district staff.
- 5). If circumstances warrant, the student may be removed from school by the DCFS agent pursuant to the Juvenile Court Act, or if the police officer, or a DCFS agent assume temporary protective custody pursuant to the Illinois Abused and Neglected Child Reporting Act. The building principal or designee will request that the DCFS employee/agent or police officer: (1) sign an appropriate document memorializing that fact before assuming custody; or (2) provide permission for the building principal or designee to create a copy of the documentation presented authorizing the temporary custody of the student. The person taking or retaining a student in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the student's welfare and shall immediately notify DCFS.
- 6). No district employee may act as a DCFS agent.

## **AUTHORIZATION FOR INTERNET ACCESS**

The purposes of providing Internet access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end, PBL CUSD #10 reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods of learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or proscribed behavior. The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges, and may result in disciplinary action. Student misuse of computer, networks, or the Internet may result in legal liability of the student and/or his or her parents.

A complete copy of the *Acceptable Use Policy for Internet Access* is attached to this student handbook. This policy is reviewed by teachers, with their students, at the beginning of the year. Both the parent and the student will be expected to read the terms and conditions of the *Acceptable Use Policy for Internet Access* and sign the agreement prior to the student utilizing PBL internet services.

## **STUDENT FUND-RAISING ACTIVITIES**

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities, programs, district policies or nutritional guidelines.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.
7. Any fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement of any message's content by the District."

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, or Building Principal.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

## **RECOGNIZING AND AVOIDING SEXUAL ABUSE**

The PBL School District is required by the State of Illinois to provide instruction to all students in Grades K-8 in recognizing and avoiding sexual abuse. For more information about this instruction, please contact the building principal.

# **STUDENT TO STUDENT HARASSMENT**

At PBL we respect individual differences which exist among us. Students are not to harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally. Actions such as name calling, unwelcome physical contact, and insults are detrimental to a positive school environment, and will not be tolerated. Students are expected to treat each other with courtesy and respect at all times.

## **PREVENTION OF & RESPONSE TO BULLYING, INTIMIDATION, & HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

## **BULLYING PREVENTION & RESPONSE PLAN**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted at 217/379-3314.

Nondiscrimination Coordinator: Cliff McClure

PBL Unit Office, Panther Way

Paxton, IL 60957

217/379-3314

[cmclure@pblpanthers.org](mailto:cmclure@pblpanthers.org)

Complaint Managers: Josh Didier, Principal of PBL JH & Tara Chandler, Director of Curriculum and Instruction

PBL Junior High School

700 W. Orleans St

Paxton, IL 60957

217/379/9202

[jdidier@pblpanthers.org](mailto:jdidier@pblpanthers.org) or [tchandler@pblpanthers.org](mailto:tchandler@pblpanthers.org)

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District

and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services.

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

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

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it.

This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

## **PUBLIC ACT 94-994 – INFORMATION REGARDING REGISTERED SEX OFFENDERS**

This Act mandates that all schools notify parents where they can obtain information regarding registered sex offenders living within the school district. Two websites containing these details are linked at the bottom of the PBL District Information page, <http://www.pblunit10.com/districtinfo.html>.

By scrolling to the bottom of the page, you can link directly to the National Sex Offender Registry ([www.familywatchdog.us](http://www.familywatchdog.us)) and/or Illinois Sex Offender Information ([www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)). Both locations provide similar information. If you can't access this information via the World Wide Web, please contact the school office for this information.

# **IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS**

## **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

## **EYE EXAMINATION**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

## **DENTAL EXAMINATION**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (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 the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **VISION & HEARING SCREENING MANDATES**

Vision screening must be provided annually for **preschool children** 3 years of age or older in any public or private educational program or licensed child care facility, and for **school age children** in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transfer students. Such screening services shall be provided in all public, private and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

Hearing screening must be provided annually for **preschool children** 3 years of age or older in any public or private educational program or licensed child care facility, and for all **school age children** grades kindergarten, first, second and third; are in special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

Screening instruments, test procedures and referral criteria are defined in the Illinois Administrative Code - Child Vision and Hearing Test Act(410ILCS205)(<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1538&ChapAct=410%20A0ILCS%20A0205/&ChapterID=35&ChapterName=PUBLIC%20HEALTH&ActName=Child%20Vision%20and%20Hearing%20Test%20Act>). Children whose test results meet referral criteria are referred for further evaluation.

Mandated screening services must be provided by vision and hearing screening technicians trained and certified by Illinois Department of Public Health. Services currently provided by Ford County Public Health Department.

## **MEDICATION ADMINISTRATION POLICY**

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. If a student is required to take medication during school hours, and a parent cannot be at school to administer the medications, only the School nurse, school administrator or designee may administer the medication in compliance with the regulations below.

The District will administer over the counter medications and prescribed medications, deemed necessary by your child's physician, at the discretion of the school nurse and/or administrator. **All medication must be supplied by the student's parent or guardian in its original or pharmacy provided packaging.** The District reserves the right to refuse to administer medication that is not provided in the appropriate packaging. Prior to the administration of any medication the student's parent or guardian must provide a copy of the medication authorization form. The form must be signed by both the parent and physician to administer prescription medication and must be signed by the parent to administer over the counter medication.

A new medication authorization form will be required at the start of each school year. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as described in this policy.

The School nurse and other personnel may administer medications to students; however, the principal shall not require non-administrative certificated personnel nor support staff who object to performing such procedures to directly administer student medications.

All individuals responsible for the administration of students' medications or for supervising the self-administration of medications by students shall made available appropriate training from a school nurse or other health professional provided by the District.

All medicines, except those approved for self-carry according to state law, must be stored in an appropriate locked closet or file cabinet in the building office or classrooms. A log should be kept of all dispensed medication. All narcotic medication will be stored in a locked cabinet that is secured to the wall, as per state regulation.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

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

The Principal shall include this policy in the parent/student handbook/packet and shall provide a copy to the parent(s)/guardian(s) of students.

IN ALL CASES THE SCHOOL RETAINS THE DISCRETION TO REJECT TO ADMINISTER MEDICINE.

## **EMERGENCY MEDICATION SELF ADMINISTRATION POLICY**

Under Public Act 92-0402 enacted in August of 2001, students with asthma have the right to carry their asthma medication. Student with known allergies may carry their prescribed epinephrine auto injector with them. In either case they must inform the school of their condition and file a Medication Authorization Form that has been completed by the child's physician and parent, and must indicate that the child may self-carry. Such request is valid only for the school year in question and should be renewed each year. The School and its agents

are to incur no liability, except for willful or wanton conduct as a result of any injury arising from the self-administration of asthma medication or epinephrine auto-injector by the student.

## **CHRONIC ILLNESS**

PBL School District is committed and dedicated to ensuring the safety and wellbeing of all our students by identifying those students with chronic health conditions. Those students with chronic illness will have access to the same education as those students without disabilities. Chronic health conditions shall include those with “nut allergies” and/or other food allergies, asthma/allergies, diabetes, seizures, muscular/skeletal disorders, bowel and/or bladder, and including but not limited to other chronic diseases. If their condition requires them to have special instruction for them to benefit educationally or to ensure their health and safety while in school, they will be eligible for accommodation/modifications/ interventions of the regular classroom, curriculum, or activity as instructed per their Primary Health Care Provider. All information regarding student identification, healthcare management, and emergency care shall be safeguarded as personally identifiable information and will be shared on a need to know basis in the coordination of the student’s medical and health care management by the school staff. An Individualized Action Care Plan will be developed specific to the student’s condition and in coordination with the instructions provided by the Primary Care Provider. The development of the Individualized Care Plan is in accordance with specific protocols to prevent exposure/episodic reactions; awareness and training for school staff on acute and routine management of the student’s chronic health condition, information on signs and symptoms of the student’s chronic health condition, medication and administration if needed, and emergency protocol for dealing with reactions should they occur. All students including those with Chronic Illness needing to receive medication at school will be required to have a Medication Administration Form completed and signed by a Physician on file at the school your child attends to have immediate access to any medication and to have possession of their self-care and self-administer medications such as inhalers, epi-pens, glucagon, insulin diabetic devices, and diabetic supplies.

## **FOOD ALLERGY POLICY**

Individualized Health Care Plans will be completed by the parent/guardian, and school nurse on each student identified as having a food allergy. Annual training of all staff on signs and symptoms of an anaphylactic reaction, and use of an Epi-Pen will be completed each year at staff orientation/or within four weeks of staff orientation.

Resources on food allergies, including a school approved list of snack, will be provided on the school nurse portion of the Unit 10 website. Letters will be sent out to parents of any class room that has a child with a food allergy, informing them of any additional restrictions on snacks. The school nurse and the food service department of each school will keep an updated list of students at that school with known allergies. Food service at each school will be responsible for reviewing food labels to assess for the presence of the eight most common allergens in foods (i.e. Milk, fish, shellfish, tree nuts, peanuts, wheat, and soybeans.) Any child requiring a food substitution due to allergy will complete, along with their doctor, the proper forms, and return them to the child’s school. Each school will provide a peanut free table at each cafeteria.

## **VOMITING & DIARRHEA POLICY**

A child will be sent home from school if they have vomited/diarrhea during the school day and show any one of the additional signs or symptoms of illness including but not limited to fever, diarrhea, pale, clammy skin, abdominal cramping, or at the discretion of the assessing staff member. That child may not return to school until they have gone 24 hours without vomiting or loose stools. In the case of reoccurring diarrhea student may return 24 hours after starting doctor pre scribed medication (with an appropriate doctor’s note).

## **FEVER POLICY**

In accordance to the CDC recommendations a child will be sent home from school for a fever of greater than 100° F. That child must remain at home until at least 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications. (Fever reducing medications include, but are not limited to, acetaminophen and ibuprofen.) If the child returns to school prior to that 24 hour period of time the parents will be contacted by staff or administration to come collect their child.

## **HEAD LICE POLICY**

A student will be assessed by the school nurse for head lice at the request of a staff member or the student. PBL follows a strict “no nit” policy. If the student is found to have nits or live lice, the parent or guardian will be contacted and the student will be excluded from

school until a treatment has been performed and nits have been removed. A note will be sent home with the student explaining that lice/nits were found and will contain a list approved and recommended treatments. The student may return to class at any point in time following treatment and nit removal, including same day return. Prior to the student being allowed to reenter the classroom the nurse/administration will reassess the student to determine that all lice and nits have been removed. We will do our best to maintain confidentiality in all cases. No child will be embarrassed or singled out of his/her classroom. Our main concern is that all children in our school district are healthy, safe and comfortable in their school environment. For more information in about lice and how to treat them please visit: <http://www.headlice.org/index.html>

## **PINK EYE POLICY**

If a student exhibits one or more symptoms of pink eye, (including redness of one or more eye, drainage from eye, complaint by the student of itching or pain in eye), parents will be contacted and the student will be sent home from school. Students may return to school:

- 24 hours after they are started on antibiotics, with proof of a doctor's note.
- They are symptom free for more than 24 hours (this includes no redness or drainage)

## **INJURY POLICY**

During school hours, if a student sustains an injury while on school grounds a staff member will assess the extent of the injury. If the injury requires treatment measures beyond ice or a simple bandage the school nurse will be contacted to assess the student. If there is an injury sustained to the head, in which the mechanism of injury could result in a concussion, the nurse will assess the student and enact the concussion protocol. If it is deemed that the students discomfort or injury can be reasonably managed with ice, splinting, rest, burn cream, bandage, etc., proper care will be administered and the student will be returned to class. If the student requires additional measures of care, the student's parents/guardian will be contacted to come get the student for additional treatment. If the student is allowed to return to class, but has sustained an injury that may require additional follow up, the parent/guardian will be contacted through phone call or note home advising them of the type of injury sustained, and the recommended follow up per the school nurse.

## **CONCUSSIONS AND HEAD INJURIES**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes.

The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/ guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

## **INSURANCE**

Student accident insurance is available for purchase through the school if needed. It is wise to have insurance coverage for the unforeseen accidents and illnesses. Even with close supervision accidents still happen. If an accident does occur at school causing an injury, it must be reported to the school office immediately. Information for properly filing a claim will be recorded.

## **ASBESTOS POLICY**

It shall be the policy of PBL School District #10 to remove asbestos containing material that creates an immediate health hazard to occupants and workers and to maintain all other asbestos containing material in an undamaged non-friable condition.

The Management Plan is not intended to be a static document, but it is anticipated that the plan will be adjusted, if conditions change or new information becomes available.

The Management Plan is available in the building administrator's office.

## **LEAD TESTING**

PBL Community Unit School District No. 10 has performed comprehensive sampling for Lead in our potable water sources (PWS) within the district potentially utilized for drinking and/or cooking in accordance with the new Senate Bill 550 recently passed in Illinois. The sampling was completed in accordance with the Senate Bill 550 requirements and the United States Environmental Protection Agency (USEPA) document titled "Lead in Drinking Water at Schools and Child Care Facilities" last updated November 9, 2015. PBL Community Unit School District No. 10 hired the specialty firm, Environmental Consultants, LLC (EC), to perform the lead testing of numerous water sources at all Paxton-Buckley-Loda school facilities. Sampling was performed by trained and licensed personnel in accordance with USEPA, United States Department of Housing and Urban Development (HUD), and State of Illinois Regulations and Guidelines. You may access the *Lead Testing Informational Letter to Parents* and *Lead Testing Results* for each of our grade centers by visiting <http://www.pblunit10.com/district/boe> and clicking on the hyper-links.

## **INTEGRATED PEST MANAGEMENT PLAN**

The Paxton-Buckley-Loda School District believes the best way to control pest infestations is through the use of an Integrated Pest Management (IPM) plan. The district understands that an effective IPM plan in schools involves the cooperation of school staff and pest control personnel to combine preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are less harmful to human health and the environment. PBL school district or hired contractor will keep records of all past pest control measures, pesticides used, and amounts and locations of treatments. These records shall be made available to staff and the general public during normal school operating hours. The PBL district is establishing a registry of people who wish to be notified prior to each unscheduled pesticide application. The regular schedule is the first Thursday of each month. Please refer to school board policy 4:160 & 4:160 AP for more information regarding the PBL IPM plan, or contact the unit office for a copy of the IPM plan.

## **NOTICE OF NON-DISCRIMINATION EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

It is the policy of the Paxton-Buckley-Loda C.U.S.D. #10 not to discriminate against any otherwise qualified individual with disabilities, solely for reason of his/her disability, in admission or access to, treatment or employment in, any program or activity sponsored by this school district. Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D. #10, P.O. Box 50, Paxton, IL 60957.

### **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

### **ADMINISTRATIVE IMPLEMENTATION**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

It is the policy of PBL not to discriminate against any otherwise qualified individual with disabilities, solely by reason of his/her disability, in admission or access to, treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D.#10, 700 West Orleans, Paxton, Illinois 60957;  
(217) 379-3314.

A complete copy of the PBL CUSD #10 School Board policy 7:190 which pertains to student discipline may be obtained by contacting the Superintendent of School's office in writing at 700 West Orleans, Paxton, IL 60957.

## PBL JH FACULTY AND STAFF

Superintendent: Cliff McClure  
Principal: Josh Didier  
Dean of Students: Melinda Busby  
Guidance Counselor: Stacy Johnson  
Athletic Director: Kelli Vaughn  
Secretary: Jeanne Peterson  
Lunch Clerk: Melissa Robbins

Faculty & Staff: Mary Ager, Art  
Lindsey Alred, Resource  
Atalece Bird, Librarian  
Margaret Borment, Cook  
Renaë Burkland, Custodian  
Tabitha Childers, Cook  
Deb Cook, School Psychologist  
Jodi Coplea, 6<sup>th</sup> Grade Math & Science  
Lisa Cox, Head Cook  
Tracey Devine, Resource  
Mike Elliott, Custodian  
Helen Ellis, Instructional Aide  
Sally Ellis, 7<sup>th</sup> & 6<sup>th</sup> Grade Social Studies  
Kim Frichtl, Cook  
Kathleen Goodson, 8<sup>th</sup> Grade Social Studies  
Sadie Grice, Resource  
Cindy Haile, 7<sup>th</sup> Grade ELA  
Kara Harrison, 7<sup>th</sup> & 8<sup>th</sup> Grade Math  
Mary Hastings, Instructional Aide  
Quinton Hatfill, PE  
Judi Hauck, Instructional Aide  
Tim Hess, Band  
Daron Johnson, 8<sup>th</sup> Grade Science  
Colleen Kever, Resource  
Casey Knoll, 8<sup>th</sup> & 6<sup>th</sup> Grade ELA  
Courtney Koonce, Cook  
Shelley Krumwiede, School Nurse  
Kayla Lampert, 8<sup>th</sup> Grade Math  
Collete Lee, 7<sup>th</sup> Grade Math  
Jeremy Loui, Band  
Christina Mauck, Chorus  
Hannah McDermaid, 6<sup>th</sup> Grade Math  
Stacy Morse, 6<sup>th</sup> Grade Social Studies & Science  
Jordan Pennington, 7<sup>th</sup> & 6<sup>th</sup> Grade ELA  
Kristin Ping, Resource  
Drew Renfrow, Custodian  
Tyler Rubarts, 7<sup>th</sup> Grade Science  
Hillary Sawyer, 6<sup>th</sup> Grade ELA  
Susan Schlickman, Cook  
Kris Schuler, Social Worker  
Kelli Vaughn, PE  
Beth Walder, Cook  
Steve Waugh, Resource  
Christine Williams, 8<sup>th</sup> Grade ELA  
Jennifer Wise, Instructional Aide

## SCHOOL HOURS & BELL SCHEDULES

7:30 a.m.	Students are allowed to enter the Commons Area (breakfast is served)
7:55 a.m.	Students are dismissed from the Commons Area to their 1 <sup>st</sup> hour classes
8:00 a.m.	1 <sup>st</sup> Hour begins
10:49-11:49	6 <sup>th</sup> -8 <sup>th</sup> grade students have lunch, lunch recess, and advisory (on Tuesdays lunch and lunch recess is 12:12-12:47 p.m.)
3:14 p.m.	Students are dismissed from school (on Tuesdays we dismiss at 2:30 p.m.)

Regular 6 <sup>th</sup> -8 <sup>th</sup> Grade	
1st Period	8:00 - 8:43
2nd Period	8:46 - 9:24
3rd Period	9:27 - 10:05
4th Period	10:08 - 10:46
Lunch - 6th, 7th, 8th	10:49 - 11:49
5th Period	11:52 - 12:30
6th Period	12:33-1:11
7th Period	1:14 - 1:52
8th Period	1:55 - 2:35
9th Period	2:38 - 3:14

Early Dismissal Tuesdays	
1st Period	8:00 - 8:39
2nd Period	8:42 - 9:21
3rd Period	9:24 -10:03
4th Period	10:06 -10:45
5th Period	10:48 - 11:27
6th Period	11:30 - 12:12
Lunch - 6th, 7th, 8th	12:12 - 12:47
7th Period	12:50 - 1:22
8th Period	1:25 - 1:56
9th Period	1:59 - 2:30

## ATTENDANCE POLICY FOR PBL UNIT SCHOOLS

Students who are absent will receive an excused absence for the following reasons:

- A. Student illness (illness exceeding 5 days may require a doctor’s verification). Please see **health section for defined chronic illnesses.**
- B. Observance of religious holiday.
- C. Death in the immediate family.
- D. Family emergency.
- E. Other circumstances which cause reasonable concern to the parent for the safety or health of the student.
- F. Other critical or emergency situations as approved by the principal.
- G. Pre-arranged absences for family vacation should be submitted for approval at least one week in advance. Homework should be completed prior to the pre-arranged absence, unless other arrangements are made with a teacher.

To receive an excused absence, the student’s parent must call to confirm that the absence meets one of the criteria. Students receiving an excused absence will be allowed to make up missed school work (one day for each day excused).

Absence for any other reason will be considered unexcused.

According to Chapter 105, Article 26 of the Illinois School Code, Chronic or Habitual Truancy is defined as someone who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days. After 10%, all absences may require a doctor's note to be considered a valid cause of absence. Students could also be referred to the Regional Office of Education for their Attendance Improvement Program.

## **ARRIVAL AT SCHOOL**

The day begins at 8:00 a.m. for students attending PBL Junior High School. We will be opening the Commons Area for students to come in at 7:30 a.m. so students can eat breakfast and sit to wait to be dismissed to class at 7:55 a.m. The Commons Area is supervised from 7:30-8:00 a.m. **Once at school students are not to leave school grounds.** At 7:45 a.m. students may attend to office matters (admit slips, permit to leave building slips, lunch tickets/charges, etc.) or go to a classroom or other area if they have prior approval, a pass from the teacher, or permission from a supervisor.

Students are not to go to their lockers, to the restrooms, or to classrooms, unless permission is given or a prearranged practice has been scheduled. Examples of a prearranged practice could be jazz band, music, or sports practice. The students are to remain seated and not be changing seats. A supervisor will be on duty from 7:30 a.m. until the 7:55 a.m. At this time all students will proceed to their lockers and first period classroom.

While in the Commons Area students should follow these expectations:

1. Use the bathroom by the main office if needed.
2. If students need to go to their locker they need to have permission from a supervisor.
3. If students need to go to a classroom they should have prior approval, a pass from the teacher, or permission from a supervisor. The main hallway doors to the junior high are opened at 7:45 a.m. for students to attend to these matters.
4. When students enter the building they should remove their hat or hood.
5. Once in the Commons Area for arrival students should find a seat and remain in that seat until dismissed.
6. No food or drink will be allowed into the Commons Area during the morning routine. If students bring a food/drink from home, the food/drink is to stay in their locker until lunch and must be in the form of an unopened can(s) or plastic bottle(s). If a student enters the Commons Area with an open food item or open drink they will be directed to throw it out immediately.
7. Students are to be in their classroom by the 8:00 a.m. bell for morning announcements, The Pledge of Allegiance and attendance.

## **ABSENCES**

Senate Bill 730 became effective in July, 1986. This law requires parents to notify the school when their children will not be present.

**Parents are required to call the school office by 9:00 a.m. each morning their child(ren) are absent.**

After 9:00 AM, the school will be calling parents at home or at work who did not call the school to report that their child would be absent.

If the child is with a sitter, grandparent, etc., please have the adult in charge of the child call the school. Students are not to call in their own absences.

When calling in the absence report, please do the following: give the child's name, the child's grade, reason for absence, and the name of the person who is calling in the absence. Please request homework at this time or by 10:00AM. Do not call your child's teacher or the principal at home to report the absence.

This law was implemented to help ensure that our students arrive at school safely. We realize that this may be an inconvenience to many, however, we feel that if both the school and the home know where our children are at all times, and we may avoid a dangerous situation sometime later.

## **TARDIES**

A student is expected to be on time for school or class. Sometimes that is not possible. If a parent keeps a child late in the morning, the parent should call or write a note to the school to excuse the child. If a teacher must keep a student late, that teacher must give that student a signed and dated pass that states the reason for tardiness. This pass should be presented to the teacher upon entering the room. The office will issue late passes only in special circumstances. Students will be counted tardy if they are late for any class for the day unless they have a pass.

**Procedures per Quarter – totals are for all classes (tardies are re-set at the end of each quarter)**

1st, 2nd, or 3rd tardy – Warning from teacher and/or principal (teachers will notify students when they have received a tardy for their class)

4th, 5th, and 6th tardy – intervention meeting with the guidance counselor to help prevent future tardies – possible parent contacted

7th and 8th tardy – The student will be issued 2 days of lunch and lunch recess detention and placed on a personal technology ban for the remainder of the quarter – parent contacted

9th tardy – The student will be issued an after school detention – parent contacted

10th tardy – The student will be issued an after school detention and placed on social probation for the remainder of the quarter – parent contacted

11 or more tardies – Redirected Study Hall for the day – parent contacted and a meeting will be set with the parent to work on specific plan of action

*\*Students may also be placed on a personal technology ban from their cell phone or other electronic devices if their tardies become excessive at any time during the school year. Carrying a personal technology device, cell phone or other electronic device in school is a privilege at the junior high.*

## **BREAKFAST & LUNCH**

### **JUNIOR HIGH LUNCH PIN NUMBERS:**

Students input their PIN Number to purchase lunch and/or breakfast. New students will be given their PIN number upon registration. Students may put any amount of money on their account. The amount will carry over from year to year and transfer from building to building with the student. For your convenience, Paxton-Buckley-Loda School District has contracted with RevTrak, a national credit card payment processor, to provide you the simple security and convenience of making online food service payments! Online payments can be made into food service accounts through the familiar Skyward Family Access portal, found on the front page of the PBL website, [www.pblunit10.com](http://www.pblunit10.com). If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA or MasterCard (credit/debit).

There will be a \$1.00 per transaction fee charged for the convenience of using this service.

1. PBL Junior High has a closed campus. Breakfast prices for 2018-2019 are \$1.70 for grades K-8 and for grades 9-12 it is \$1.80. Lunch prices for 2018-2019 are \$2.25 for grades K-5, \$2.65 for grades 6-8, \$2.70 for grades 9-12 and \$3.10 for adults. Parents who want their child to eat at home are required to sign the student out every day in the office, unless special arrangements are made. Students should be back on time for their next class.
2. Students who bring their lunch are to eat in the Commons Area. **If students bring a drink from home, the drink is to stay in their locker until lunch and must be in the form of unopened can(s) or plastic bottle(s).** Milk is provided for these students for a small fee. No drink or food will be allowed to leave the Commons Area at breakfast or lunch time.
3. Junior and senior high school students will be allowed to charge no more than 10 lunches. No juice or water bottles will be charged, only lunches. When the student has reached the limit they may have a sandwich and milk at no charge, but may not charge lunch. The lunch clerk will remind students often of charges and amount of money on their lunch card as they go through the lunch line. When a student has charged 5 lunches a letter will be mailed home to remind parents of the students' charges.
4. All students are to go to the Commons Area whether they choose to eat or not.
5. Students are expected to:
  - A. Act in a proper manner while in the lunch line. Any misconduct may result in lunch/lunch recess detention or other disciplinary action.
  - B. Clean up his/her area and deposit his/her plate and utensils, etc. in the proper area after finishing lunch.
  - C. Remain in their seats until dismissed.
  - D. Eat in a normal, healthy manner with good table manners.
  - E. Throw away all drink and food items at the conclusion of breakfast and lunch.
6. Lunch and lunch recess supervisors will dismiss students at the appropriate time.
7. Use restrooms and get drinks before they go to the cafeteria. Students are urged to wear their coats outside when the weather becomes colder.

8. Behave on the playground and follow all school rules. There is to be no tackle football, rough housing, wrestling, or any other action that may bring injury to another student.
9. Line-up promptly when the supervisors blow the whistle and wait to be dismissed inside.

## **PETS AT SCHOOL**

Due to various liability and health concerns, we ask that no pets be brought to school without prior approval from the principal.

## **SOCIAL MEDIA**

There will be many times during the school year that students may be photographed for classroom activities, school pictures, and school-wide events. In order to ensure the safety and privacy of all of our students, please do not post photographs taken at school of students on social media such as Facebook.

## **BUS CONDUCT**

The importance of proper conduct while waiting for, boarding, riding, or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:

1. Students are to remain well off of the roadway, street or loading area while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. Students are to remain seated while the bus is in motion.
4. No part of the body should ever be extended outside of the bus.
5. Aisles should be kept clear at all times.
6. Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous. There should be no inappropriate language or gestures while waiting to board the bus, riding the bus, or after departing the bus.
7. Nothing should be thrown either in or from the bus.
8. Smoking on the school bus and use of other tobacco products are strictly forbidden.
9. Crowding, pushing, shoving, or other physically aggressive behavior are unnecessary and dangerous.
10. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all concerned.
11. A student who fails to maintain appropriate conduct when on the bus, waiting for the bus, or walking to or from the bus may be suspended from riding the bus or subject to other necessary action.
12. Students are to be quiet at all railroad crossings.
13. Rules apply to all students riding the bus for any reason.
14. If a student needs to ride a bus they normally don't ride (i.e. to go home with a friend, to go to another family members house, etc.) the parent should either call the office or send a note with their student so that all are aware.

## **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

Pursuant to PBL School District School Board Policy No. 7:220, electronic visual and audio recordings are used on all PBL School District buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of such recording has been posted on the exterior of each vehicle.

# **GUIDELINES FOR ADMINISTRATIVE REVIEW OF BUS CONDUCT NOTICES**

- a) Once the notice is received, interview student to hear his/her defense of what happened.
- b) Determine if more investigation is needed or if immediate action is appropriate.
- c) When ready for action the following is listed as guidance for what could take place. Parents and students should know that based on the infraction a student could be suspended from the bus for up to 10 days or recommended for expulsion at anytime

**1st Notice** – warning – Notify parents via call or letter.

**2nd Notice** – possible additional warning or 3 day bus suspension - Notify parents via call and letter.

**3rd Notice** – possible 3 day bus suspension – Notify parents via call and letter.

**4th Notice** – possible 5 day bus suspension – Notify parents via call and letter.

**5th Notice** – possible 10 day bus suspension – Notify parents via call and letter.

**6th Notice** – recommendation for expulsion from bus for the remainder of the year – Notify parents via call and letter.

\*When a student is to be removed from riding the bus, a reasonable amount of time should be given for the parent to request a review of the action before it goes into effect.

## **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT (K-8)**

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

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

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

# SCHOOL VISITORS

The PBL School District invites parents/guardians to be involved in the educational process and welcomes visitors to all schools. It is strongly encouraged to make arrangements with the principal and/or your child's teacher ahead of time when visiting your child's school. New video and audio surveillance equipment has been installed to the main entrances at all buildings. When visiting school, please utilize the call box located near the main entrance of each school building. Building staff will respond and politely ask you to state your business, then allow you access to the building, and direct you to immediately report to the main office. When you arrive at the main office, you will be instructed to sign in and obtain a visitor's pass to wear during your visit. At the completion of your visit, please return to the main office to sign out.

## GRADING POLICY AND REPORTING SYSTEM

### Percentages for work that make up final grade:

- Major Grades 50%
- Daily Grades 15-50%
- Homework 0-35%

\*To be recorded as points earned out of points possible. Total points figured into overall %.

\*Percent ranges for daily grades and homework will be determined by grade level and/or department teams and will be consistent.

### Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 59 = F

*This grading scale applies to all classes except for Intervention.*

*Additional comments with explanations may appear on the report card.*

### Make-up/Late Work:

Current Policy: Must be consistent among grade/department or buildings.

### Minimum # of Grades

Teachers should have enough grades to insure a representative percentage.

### Student Grades/Extra Credit

Academic only (Credit is not to be given for supplying Kleenex, signing papers ETC)

### Grade definitions:

**Major Grades:** Assessments of complex assignments typically requiring more than one day to complete are called major grades. Advance notice must be given to students of any activity or test that constitutes a major grade. Some examples of major grades may include:

- Chapter or unit tests
- Projects
- Research paper
- Skill assessments, i.e. essays, performances, oral presentations, portfolios

**Daily Grades:** Assessments of assignments completed in class or at home, typically requiring only one day to complete, are called daily grades. Daily grades must be taken from a variety of different assessments of the curriculum. Some examples of daily grades may include:

- Guided or independent practice
- Quizzes
- Activities
- Participation
- Teacher observations, i.e. small group participation, labs, oral presentations

**Homework:** Graded homework should be based on previously taught materials. Homework should be used neither for punitive purposes, nor as a substitute for classroom instruction. It is understood that homework (completion of) is the responsibility of the student. Adequate time should be provided for the assignment to be completed, and appropriate resources need to be accessible to the student. When making assignments, the teacher needs to keep a perspective on the student's cumulative homework requirements.

Report cards are sent home with the students to parents each quarter upon request. "Interim" reports will be mailed upon request to parents at the discretion of school officials each five-week period following the quarterly report. Parents can also access grades on our Skyward system.

Academic awards provided include: Quarterly Honor Rolls and The Presidential Academic Fitness Awards.

## **GRIEVANCE PROCEDURES FOR STUDENT OR PARENTAL CONCERNS**

1. The student or the parent should discuss the matter with the person directly involved with the grievance.
2. If this does not resolve the problem, the matter should be directed to the building administrator. If this does not resolve the problem, the matter should be directed to the district superintendent.
3. If the matter is not resolved, the student and/or parent may request the permission of the School Board President to speak on the matter at the next school board meeting.
4. If the issue is not resolved after step three, the student and/or parent may take legal action in the judicial system of Illinois.

## **ACADEMIC INTEGRITY**

Engaging in academic dishonest including but not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help and wrongfully obtaining copies of any item considered a "major grade" will be handled as follows:

1. There will be conference with the student and teacher/administrator. The student may receive consequences. Additional consequences may be issued if the student has multiple academic integrity infractions.
2. The student will re-do the assignment in a time frame determined by the teacher and the administration.
3. Once completed, the assignment will be graded and 10% will be deducted from the grade earned.

## **LIBRARY EXPECTATIONS**

1. All materials to be taken from the Library must be checked out at the desk.
2. Students may have up to four items in their possession, including CD's, videos, books, e-readers, etc.
3. Regular materials are due thirty (30) days after they are checked out and may be renewed once. Items must be renewed in person. Student receive a date-due slip at the time of checkout which tells them when that item is due and are responsible for bringing them back on time.
4. Students must pay for any item lost or damaged beyond repair.
5. Students and parents may keep track of the students' library matters by logging in to the school library program at: <http://pbl.follettdestiny.com>. Each student is given a user name and password. Usernames are the student's name in the form of *firstname.lastname* and passwords are the student's skyward ID number. During the school year, students may renew their materials once and place items on hold.
6. Students may visit the library with a pass from their teacher. Upon entry to the library they will present their pass at the desk, sign in, and adhere to all library expectations.

## **STUDENT DRESS**

Students must be dressed in a reasonable manner and not disruptive to the educational process. School administration reserves the right to determine whether the student's attire is within the limits of decency and modesty and can amend the dress code as fashion changes. Examples of clothing that are deemed unacceptable and are not permissible during school hours or at school-sponsored activities include, but are not limited to the following: hats, clothing that display messages of alcohol, marijuana, illicit drug, violence, or are sexual in nature; clothing that is excessively baggy, torn, or tattered; clothing that is immodest such as halter tops, tube tops, tank tops, mesh tops, sheer/see-through tops, and spaghetti strap tops are not permissible unless a shirt is worn over them; Under garment clothing that exposes cleavage, torso, midriff, or navel; and shorts, skirts, or dresses that are above mid-thigh. Under garment clothing exposure is not permitted.

## **STUDENT LED GROUPS, CLUBS, AND ORGANIZATIONS**

Student groups or clubs that are not school sponsored may be granted free use of school premises for a meeting or series of meetings. Please see your building principal to complete an application form and receive rules that apply to these groups and clubs according to Board Policy 7:330.

## **CHAPERONES**

Chaperones shall provide assistance to full time staff in the monitoring and supervision of students on a field trip or other supervised event. Chaperones will report student misbehavior immediately to full time staff and staff will intervene and provide correction and if necessary consequences for the student misbehavior.

## **GENERAL RULES AND EXPECTATIONS**

We expect PBL Junior High students to act like ladies and gentlemen at all times. Therefore, the following general rules have been established to clarify student expectations for respecting yourself, respecting others, and respecting property:

1. Students should not throw any objects at school, i.e., snowballs, rocks, sticks, or any other object that may cause injury to another person or damage to the school building or property.
2. Students should not be running, roughhousing, yelling, or making unnecessary noise in the hallways.
3. Students are not to be in the teacher's lounge unless accompanied by a staff member.
4. Students are to have a signed, dated and timed pass. They are to proceed directly to and from their destination. Failure to follow this rule will result in further discipline.
5. Students sent to the office should have a signed pass as to why they were sent. The office will issue passes only in special circumstances.
6. Students may use the phone designated for student use only if they have a pass and have a good reason. Students are not to use the phone in the office without permission.
7. Students are issued lockers and desks that are school property and the school reserves the right to search this property if needed. Students will be issued a school lock for their hallway locker and their PE locker. Students are not allowed to bring locks from home. Any lock on a locker other than a school issued lock will be cut off. If a student has a special request for a lock they should bring that concern/question to the main office.
8. Book bags should not be brought to the classroom. They must be kept in the locker, not on the hallway floor. 9th hour students should only bring book bags and coats if the teacher gave them permission to do so for dismissal time.
9. Students are not to write on walls, desks, lockers or any other school property.
10. Students are expected to use proper language in school. Students are not to yell, scream, "cuss", use or make obscene gestures or behavior in school.
11. A student is not to enter or tamper with another student's property, i.e. desk, locker, bag, purse, etc., without permission. Otherwise, it will be treated as stealing and will be dealt with as such.
12. Students are not to spit on school property or at each other.
13. Students are to treat each other with respect. Students are to treat teachers, administrators, janitors, cooks, and other school personnel with respect.
14. Students are expected to be in the classroom and in their respective seats or desks when the bell rings to begin class. Anyone entering late without a signed pass will be tardy. (See tardy policy.)
15. Students are not to tamper with any objects in the classrooms, i.e., whiteboards, displays, lights, window, shades, etc. without teacher's permission.
16. Teachers are responsible for their classrooms and therefore have the authority to make any sensible rule for their classrooms to

- keep order, etc. These rules should be clearly outlined, usually in writing, to the student at the beginning of the year. Any rule not written or spoken by the teacher or school is implied.
17. Treats at school: At the recommendation of the Illinois Public Health Department, for the purpose of preventing the spread of illness and disease, only wrapped, store bought treats are allowed to be distributed at school. Treats should also be peanut free.
  18. Skateboards, roller blades (shoes), and scooters should be placed in the main office until dismissal time.
  19. Students are not allowed to bring or consume energy drinks at school (energy drinks are not the same as sports drinks, i.e. Gatorade).
  19. At assembly programs students are to follow all school rules. Students are to enter quietly and be seated in the appropriate section. Students should show respect to others during the program by remaining seated and quiet. Whistling and booing are not allowed. Students are to leave quietly when dismissed.
  20. Students are allowed to ride bikes to school. They are not to be ridden on school sidewalks. Students are to place their bikes in the racks provided. Bikes are to be placed in the rack horizontally. Students are not to gather around the bike racks at any time during the day. The school is not responsible for stolen and/or damaged bikes. Students are urged to lock their bikes. No student is to ride another student's bike without permission of the student owner. Failure to follow any of these rules may result in the loss of the privilege.
  21. Students can carry water with them during the day. The water must be carried in a see-through container and must be water only.
  22. Students may be placed on a personal technology ban from their cell phone or other electronic devices if they are not passing their classes at any time during the school year. Carrying a personal technology device, cell phone or other electronic device in school is a privilege at the junior high.

# Panther Pride

	All Settings	Hallway	Playground	Cafeteria/Commons	Bus	Office	Classroom	Restroom	Extracurriculars	Gym
Respect Ourselves	Be there and be ready Use time efficiently Always show my Panther Pride Give my best effort	Walk Have a purpose Use an inside voice	Use kind words Include others Fair and safe play	Eat my own food Stay in my seat Clean/sanitize my hands	Remain seated Take all my belongings	Enter with a purpose	Be there and be ready Give my best effort	Wash hands Return directly to class	Pre-arrange activities and transportation	Stay seated during event Listen and watch
Respect Others	Keep hands, feet, and other objects to myself Encourage others to do their best Use appropriate language Listen/follow directions the first time they are given Be polite to others	Quiet Walk on the right side of the hallway Stay close to lockers Move with purpose	Share equipment Treat other people the way I want to be treated. Include everyone	Use good table manners Say please and thank you Wait to be dismissed by an adult	Use quiet voice level Follow the driver's directions	Use quiet voice level Be polite to staff	Do my own work Use appropriate voice level	Clean up after myself respect others privacy	Stay in assigned area Use appropriate language	Listen and watch Exit orderly at appropriate time Stay seated during event
Respect Property	Be courteous of others and property	Keep hallways clean Close lockers quietly Use only my locker	Use equipment properly Stay within the boundaries given Use trash cans	Clean up after myself Help clean up my area even if trash doesn't belong to me	Keep feet on the floor Help clean up my area even if trash doesn't belong to me	Treat property with care	Clean up area Care for learning materials	Clean up after yourself	Leave school grounds promptly Clean up my area	Use equipment as intended

# CELL PHONES AND ELECTRONIC DEVICES

Students may carry their cell phone or electronic device with them during the day. The cell phone or electronic device should be turned off and out of sight during instructional time, during passing periods (in hallways), in locker rooms, and in bathrooms. Below is a list of acceptable use time for cell phones and electronic devices at the junior high.

Acceptable Use of Cell Phones and Electronic Devices:

- Students may use their cell phones or electronic devices during arrival time in the Commons Area until dismissed to class for the day.
- Students may use their cell phones or electronic devices during lunch and lunch recess.
- Students may use their cell phones or electronic devices after dismissal from school.
- Students may use their cell phones or electronic devices during instructional time if the principal/teacher/supervisor has given them permission to do so.
- Anything not listed above implies that the cell phone or electronic device should be turned off and out of sight.

***Important reminder: Cell phones and electronic devices should be turned off and out of sight during passing periods (in hallways), in bathrooms, and in locker rooms. Cell phones and electronic devices can only be used in class if the principal/teacher/supervisor has given permission to do so.***

If a student is found in violation of our cell phone or electronic device policy the following could occur:

- 1st Offense** The cell phone or electronic device will be confiscated and brought to the office. The student can pick-up the device at the end of the school day.
- 2nd Offense** The cell phone or electronic device will be confiscated and brought to the office. Guardians will be contacted and have to pick-up the device at the school for the student.
- 3rd Offense and beyond** The cell phone or electronic device will be confiscated and brought to the office. Guardians will be contacted and have to pick-up the device at the school for the student. Additional consequences may be issued to the student by administration. This could be a ban from personal cell phone or electronic device privileges.

***Depending on the nature of the violation to the technology policy the administration reserves the right to possibly ban a student from their personal cell phone or electronic device privileges at any time.***

## **Student Acceptable Use Policy for Internet Access:**

Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility. Both the parent and the student will be expected to read the terms and conditions of the **Acceptable Use Policy for Internet Access** and sign the agreement prior to the student utilizing PBL internet services.

## **Bring Your Own Device Technology:**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. "Bring Your Own Device" is defined as privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, laptop and mobile computers, existing and emerging mobile communication systems and smart technologies (Blackberry, Android, Iphone, etc), portable Internet devices (iPod touch, iPad, tablet PC, etc), e-books readers (Kindle, Nook, etc.) or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Students are allowed to bring these devices to Paxton-Buckley-Loda CUSD No. 10 at the start of the 2018/2019 school year.

- A. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. The school is not responsible for the security of personal technology.
- B. The student will use the Paxton-Buckley-Loda CUSD No. 10 wireless network. Use of 3G, 4G, LTE, or other commercial wireless connections for accessing the Internet is not allowed.
- C. Students are not allowed to transmit or post photographic images/videos of any person on school property on public and/or social networking sites.
- D. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in misconduct while using their personal device.
- E. Students must comply with teacher requests to shut down the device, close the screen or cease using the device. Devices must be

in silent mode and put away when asked by teachers.

- F. Violations of this AUP involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- G. Printing from personal devices will not be permitted at school.
- H. The District's does not repair or help maintain any personally owned device nor is the District responsible for any damage of a personal device while being utilized on school property.

## **DETENTIONS**

1. Any school personnel may give a detention for any student misconduct before, during, or after school and at any extracurricular event.
2. Misconduct includes, but is not limited to:
  - A. Breaking any school rule, listed or not listed.
  - B. Lack of preparation for class, including incomplete homework and no books, pens, pencils, etc.
  - C. Lack of respect for school personnel.
3. Detentions will be served the day after they are received, i.e., received on Tuesday serve on Wednesday, etc. and will be served with the issuing teacher at a time arranged by the teacher (before/after school, at lunch time, or another scheduled time). Detentions can be served the day of the infraction if the parent/guardian is contacted.
4. A copy of the detention will be sent home with the student to show his/her parents or a phone call will be placed. The signed detention form must be returned the next day.
5. Students are to follow all school rules in detention. If a student is a chronic problem in detention, he/she may face other disciplinary measures depending on the situation.
6. The rules may be altered by the building principal, according to individual circumstances.

## **REDIRECTED STUDY**

Students may receive a Redirected Study (RDS). This will involve the student attending school, but not the student's regular classes. The student will be monitored during this time by a certified teacher and/or office staff.

## **RULES FOR REDIRECTED STUDY**

1. Students will arrive on time in the morning by 8:00 a.m.
2. Students will be assigned work by their teachers. This work will include the student's work for the day. If not enough work is assigned by classroom teachers, the student will be given work to do by the RDS supervisor. In any event, the student will stay busy the whole day.
3. Students will not talk to each other in RDS.
4. A student will not be allowed out of his/her seat unless he/she raises his/her hand and gets permission.
5. A student will be allowed one morning restroom break and one afternoon restroom break.
6. A student will eat his/her lunch at a different time and away from the other students.
7. The student will follow all school rules in RDS.
8. If a student is absent the day of the RDS, he/she will be made to serve RDS the next day in attendance.

## **SOCIAL PROBATION**

Social probation is defined as a consequence for misconduct in which a student would not be allowed to attend extra-curricular activities and/or events as a spectator/participant for a specified amount of time. Attending extra-curricular activities and/or events as a spectator/participant is a privilege and not a right. Administration reserves the right to determine when social probation is an appropriate consequence for a student. Social probation could be used with students that have violated the prohibited student conduct policy. If a student is to be placed on social probation the parent/guardian will be notified.

## **DUE PROCESS**

Students are constitutionally guaranteed the basic rights to due process. In the case where the student poses an immediate danger to others, the student may be immediately removed from the school site, with a hearing to be scheduled promptly.

### **DUE PROCESS REQUIRES**

1. Due process requires the school rules be clearly defined, administered fairly, and related to a valid school purpose. No set of rules can describe every possible act of misconduct. Consequently disciplinary rules should adequately inform students of what basic conduct will result in discipline.
2. When discipline consists of temporary suspension, the student must be provided with an informal hearing (usually before the administrator involved). Parents must be notified within 24 hours of the disciplinary action to be taken. Parents and/or the student may request a formal hearing before the Board of Education, or the Board's representative. Suspension cannot exceed 10 days, except for safety reasons.
3. When discipline consists of expulsion from school, parents must be notified within 24 hours of the disciplinary action to be taken. A formal hearing before the School Board or its representative must be held.
4. Notice of a hearing must be given a sufficient time prior to the hearing to enable the student to prepare a defense. Usually five days has been sufficient.

## **EMERGENCY RESPONSE TEAM**

Josh Didier - first to the scene

Jeanne Peterson - communications (911, unit office, & incoming calls)

Melissa Robbins – intercom and/or announcements for school

Kelli Vaughn – contacting any specific parents needed

Head Custodian – guide for building (police or other emergency personnel)

## **FIRE DRILL (EVACUATION) PROCEDURES**

A. Signal: A continuous horn/buzzing sound.

B. General Instructions:

1. Books are to be left in rooms. Only purses or other valuables, etc. are to be taken.
2. Under no circumstances are students to go to their lockers.
3. All windows and doors are to be closed but not locked.
4. All electrical and gas equipment should be turned off.
5. Pupils with physical disabilities are to be assisted by the teacher or designated helpers.
6. Teachers must take a class list or something to take roll.
7. Ignore any class bells during the fire drill.

C. Procedures:

1. At the sound of the alarm, students are to form a line in the classroom and await instructions.
2. The teacher will instruct students when to leave and which route or exit to take.
3. Pupils are to walk quickly in compact lines to the exit.
4. The teacher and class are to proceed to the designated area.
5. ABSOLUTE SILENCE IS TO BE OBSERVED THROUGHOUT THE EVACUATION, THE WAITING IN THE DESIGNATED AREAS, AND THE RETURN TO THE BUILDING.
6. SPECIAL NOTE: No children, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill

## **TORNADO DRILL PROCEDURES**

A. Signal: P. A. announcement of a severe weather alert.

B. General Instructions:

1. Windows on the north side of the building are to be left open.
2. All electrical and gas equipment should be turned off if time permits.
3. Pupils with physical disabilities are to be assisted by the teacher or designated helpers.
4. Teachers are to take grade book or class list to check roll.
5. Ignore any class bells during disaster drills.
6. All teachers or other personnel without specific instructions or duties will report to their designated disaster shelter area and await instructions.

C. Procedures:

1. At the sound of the alarm, students are to form a line and await instructions from the teacher.
2. The teacher will instruct students when to leave and what route to take to the designated shelter area.
3. ABSOLUTE SILENCE IS TO BE OBSERVED THROUGHOUT THE DISASTER DRILL, WHILE IN THE DESIGNATED AREA, AND ON RETURNING BACK TO CLASSROOMS.

## **EXTRA AND CO-CURRICULAR ACTIVITIES**

All extra and co-curricular activities at PBL are a source of pride for the school and the community. They are a vital extension of the student's ability and maturation. Extra and co-curricular activity reveals the character of the individual and often encourages and enhances classroom growth. Students who are involved in extra and co-curricular activities on average, get better grades and have fewer absences or discipline problems. PBL Junior High School offers a wide variety of activities in which students can be involved. All students are encouraged to experiment and find their niche.

## **EXTRA CURRICULAR ACTIVITIES**

1. Students are expected to follow all rules at any home or away event.
2. Students who do not follow the rules may be asked to leave and be barred from future events.
3. Students are expected to follow the bus conduct rules for all bus trips.
4. Students are expected to sit and watch the games. They are not to be running around. Students should not leave the gym except during halftime or between games and are expected to return promptly.
5. All students are expected to pre-arrange homework and/or tests with teachers if that student-athlete will be missing all or part of a class due to an athletic event.
6. Students who are academically ineligible or serving a suspension for a code violation may not travel to away contests or activities.

## **ATHLETIC AWARDS**

Awards are given to athletes who compete in interscholastic sports. Each athlete can earn one letter if he/she participates on the 7th or 8th grade team. An insert will be awarded for each additional lettered sport during junior high. 6th grade athletes will earn a certificate through participation. The participant will receive his or her award at the awards night, which follows completion of the sport season. To receive the award, the participant must be present at the awards night unless excused by the coach presenting the award. Students must end the season in good standing in order to receive an award or attend a recognition ceremony.

**LETTERS/PENDANTS/PATCHES** will be awarded as follows:

1. To participants in all sports who meet criteria established by the coach in consultation with the Athletic Director and Principal.

**CERTIFICATES** will be awarded to 6th graders following the same guidelines as described above.

A 6th grade student may earn a letter if he/she meets the guidelines describe above.

The coach, athletic director, and principal will deal with special situations arising during the season.

## ELIGIBILITY

To be eligible to participate in or attend after school activities or practices, students must attend the last four periods of the school day (four class periods, not including lunch), unless excused by the administration.

Students who are absent due to illness for more than four periods, not including lunch, will not be allowed to attend an after school activity or practice.

Students who are unexcused for any part of the school day will not be allowed to practice or participate in any school activity or practice.

Scholastic requirements set by IESA and the Paxton-Buckley-Loda Board of Education must be met.

1. Must be passing all required semester long curricular classes. Eligibility is checked every Friday. Ineligibility from contests runs from Monday-Saturday.
2. Meet all other eligibility requirements of IESA.

## JUNIOR HIGH EXTRA-CURRICULAR CODE OF CONDUCT

### Purpose

The Board of Education and staff of Paxton-Buckley-Loda Community Unit School District No. 10 have adopted this Extra-Curricular Code that applies to all students in Grades 6-8 who desire to participate in competitive or performance extra-curricular activities. This policy applies in addition to other policies, rules, and regulations concerning student conduct and imposes additional requirements on student extra-curricular participants.

Participation in extra-curricular activities is a privilege available to qualified students. There is no right of students to participate in athletic competition, to participate in sports or cheerleading activities, or to participate in any other school governed extra-curricular activities. Those who participate in extra-curricular activities have a responsibility to favorably represent the school and community. Student extra-curricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Paxton-Buckley-Loda Community Unit School District No. 10.

Strict adherence to the rules and policies set forth in the Extra-Curricular Code is a responsibility, which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate in extra-curricular activities may be lost in accordance with the terms of this Extra-Curricular Code.

Administration reserves the right to modify this policy as necessary to fit particular situations and/or preserve the welfare and safety of the children and/or the safety, order, and discipline of the building.

The rules set forth in this Extra-Curricular Code are in effect throughout the calendar year, twenty-four (24) hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the participant's first try-out or practice in the first activity, which the participant attempts until the completion of the participant's extra-curricular eligibility in all activities.

Infractions include, but are not limited to, the following:

1. Alcohol and other Drugs (*Possession, Use, and/or Being under the influence*)
2. Tobacco Products (*Possession and/or Use*)
3. Criminal Behavior - Any participant who has committed or attempted to commit an act that would constitute violation of any criminal law may be suspended from extra-curricular activity notwithstanding whether the participant is arrested, charged, or convicted of any crime.
4. Other Misconduct - This includes willful destruction of/ or defacing school or private property, theft of school or personal property, and other act of gross disobedience or misconduct as defined in this handbook, school board policy, or as determined by the review committee.

## Consequences

Penalties shall be determined after a review by the athletic director. The consequences set forth below are guidelines to be used by the athletic director. The district grants the athletic director the discretion to impose more severe or less severe penalties depending upon, in his/her sole determination, the circumstances of each situation. Penalties for any infraction may range from a warning to a suspension from extra-curricular activities for the remainder of a student's junior high career.

Infractions or information of alleged infractions of the extra-curricular code can be brought to the attention of the athletic department/school by a police report, observation by school officials, faculty or staff, the student's parent(s) or guardian(s) report, or student admission.

**Any suspension shall begin on either the day of the infraction or when PBL Administration becomes aware of the infraction.**

A student who self-reports an infraction of No. 1 and No. 2 above within forty-eight (48) hours of the infraction may have any suspension reduced by one-third (1/3).

Consequences will be served in consecutive order if a student has an additional extra-curricular code violation while serving a suspension for a previous violation of the code.

Consequences are calculated upon scheduled regular season and guaranteed post-season contests. The athletic director may modify consequences.

Consequences that cannot be completely served prior to the end of the student's eighth grade school year will be carried over and served in high school. *For example: A student is suspended and can only serve two-thirds a suspension in junior high. The remainder of the suspension (1/3) would be served beginning in ninth grade or beginning with the first extra-curricular activity the student participates in. After serving this suspension, the student would begin their high school career with zero (0) infractions.*

After junior high, all participants will begin their high school career with a clean slate or zero (0) consequences after fulfilling any suspensions or consequences remaining from junior high.

All infractions of the extra-curricular code will be investigated by the athletic director. Should a student decide to appeal the decision of the athletic director, the appeal should be made with the building principal whose decisions will be final.

### 1<sup>st</sup> Offense Consequence

One-third (1/3) of games/contests scheduled during the season in which the infraction took place, or during the next season that the student-athlete participates.

If less than one-third (1/3) of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests in which the student participates. The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests in good standing, or else the full suspension will be applied to the next games/contests of participation.

### 2<sup>nd</sup> Offense Consequence

The student will be suspended from *extra-curricular games/contests/activities* for one (1) calendar year (365 days) from the date of the infraction.

### 3<sup>rd</sup> Offense Consequence

The student will be suspended from *extra-curricular games/contests/activities* for at least one (1) calendar year or the remainder of his/her junior high career.

## **MORNING PRACTICES**

1. It is very possible that a student will have a practice in the morning before school, such as Jazz band, Show Choir, basketball, etc. If so, the student may enter the building before 7:45a.m.
2. Students entering for band or chorus practice will use the band and chorus entries.
3. Students having basketball practice are to use the North (by Unit Office) entry doors.
4. For any other practices, cheerleading etc., students are to use the North (by Unit Office) doors.
5. All students are to go directly to their practice and not to lockers or rooms.
6. All students will remain in their practice area with their coach/ teacher until the 7:55 a.m. The coach/ teacher will not dismiss the students early, unless the coach/ teacher escorts the students to the Commons area.

## **SPORTSMANSHIP**

Students who participate in or attend athletic activities should always show respect for the participants and officials. Unsportsmanlike conduct will not be tolerated. Students are expected to cheer for their school team in a way which is in the spirit of the contest and not derogatory towards opponents players/coaches, opposing fans, and officials. Students who are in violation of this sportsmanship policy could be sanctioned as determined by the Administration.

## **STUDENTS INVOLVED IN MULTIPLE EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

**Students who are involved in two extracurricular or co-curricular activities or a combination of the two on the same date may choose the activity in which they will participate without fear of punishment from the other activity. Students must notify the sponsors.**

In case of a conflict between two practices, the student shall be allowed to make a choice, without fear of punishment.

In case of a conflict between a practice and a "regular season" competition, the student shall attend the competition.

In case of a conflict between two competitions that are not at either state or national level, the student shall be allowed to make the choice of which competition to attend.

In case of a conflict between a state level of competition and a "regular season" competition, the student shall attend the state competition.

To be excused from an activity to attend a church function, the student must notify the director or coach of the activity in advance. No disciplinary action will be taken against the student for missing the activity.

## **TRANSPORTATION TO AWAY ACTIVITIES**

Students are to ride the school transportation to and from away activities with the group they represent, unless their parents or guardian call and make arrangements with the Administration/Athletic Director prior to the activity, or at the event if the parent makes satisfactory contact with the Administration/Athletic Director. The activity sponsor or coach may release students to their parents, guardian or the approved designee, after the parent, guardian or the approved designee signs the appropriate sign out sheet. This sign out sheet shall be a form approved by the Administration/Athletic Director and kept on file.

## **ORGANIZATIONS AND ACTIVITIES**

The major portion of the school day at the junior high school level is devoted to academic subjects, some extra class activities are scheduled in order to promote social growth, citizenship, physical development and skills, and experience in democratic procedures. The following are organizations and activities in which junior high students may engage:

1. Student Council
2. Band
3. Vocal Music
4. Show Choir
5. Interscholastic Basketball, Boys and Girls
6. Interscholastic Track, Boys and Girls
7. Interscholastic Volleyball, Girls
8. Interscholastic Baseball, Boys
9. Interscholastic Cross Country, Boys and Girls
10. Interscholastic Softball, Girls
11. Speech and Dramatics, Boys and Girls
12. Cheerleading 7<sup>th</sup> and 8<sup>th</sup> grades
13. Library workers
14. Lego League
15. Scholastic Bowl
16. Panther Pals (based on yearly needs)

## **THURSDAY NIGHT SCHOOL**

Students may be assigned to Thursday Night School at the discretion of the Principal through teacher recommendation.

Thursday Night School is not a punishment. It is assigned to students who have missed the required skills and/or practices outlined in the goals that have been established by PBL JH. In particular these goals reflect the descriptors of the Common Core State Standards.

Dates for Thursday Night School will be determined by the Principal.

There will be no sleeping, talking, radios, electronic devices, or hats during Thursday Night School. Students must use time for working on assignments. Students will not be allowed to leave the building during breaks.

# PAXTON BUCKLEY LODA CUSD NO. 10

## STUDENT ACCEPTABLE USE POLICY

**2018-2019**

All student (users) use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or prescribed behavior.

The purpose of providing Internet access in the school environment is to provide access to new means to gather information, provide research experience, and to teach responsible use of computers, network, and the Internet. To that end the District reserves the right to limit access to everyone, and to prohibit access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted. The District complies with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

### Terms and Conditions

#### 1. *Acceptable Use*

Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the school.

#### 2. *Privileges*

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a user has violated applicable rules, and may deny, revoke, or suspend users access at any time. Such decisions are final.

#### 3. *Unacceptable Use*

Users are responsible for their actions and activities involving school computers, the network or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of computers, network or the Internet.

Some examples of the unacceptable uses of school computers, the network or the Internet are:

- A. Any illegal activity
- B. Violation of copyright, intellectual property rights, or unauthorized use of property of others
- C. Download, installation or use of files without authorization
- D. Using or downloading a file for a purpose other than that authorized
- E. Use of district resources for private financial or commercial gain
- F. Hindering, delaying or obstructing others' use of computers, networks, or the Internet
- G. Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, database, and files, or information contained therein
- H. Invading the privacy of others
- I. Using or attempting to use another's account or password or other identification

- J. Posting material authored/created by another without his/her consent
- K. Posting anonymous messages
- L. Use for commercial or private advertising
  - \*This includes email announcements made on behalf of non-school organizations
- M. Submitting, posting, publishing or displaying material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented
- N. Use or attempting to use while access privileges are suspended or revoked
- O. Failure to follow network security rules
- P. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the District
- Q. Attempting or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network or file
- R. Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity
- S. Use of computing facilities knowingly to disrupt normal operation of any computing system
- T. Posting of messages or material under a false name, or corrupting or changing any data or material of any other person without consent
- U. Use of computers, network, or the Internet to engage in any theft or fraud

Subject to Change

These rules may be supplemented at any time in the discretion of the District. Any supplementary rules will immediately be upon students.

4. *Network Etiquette*

The PBL School District believes all students should learn digital citizenship.

While using the Internet users are required to abide by the generally accepted rules of network etiquette.

These include, but are not necessarily limited to, the following:

- A. Be polite. Do not become abusive in your messages to others
- B. Use appropriate language
- C. Do not reveal personal information (passwords, personal addresses, phone, etc)
- D. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail
- E. Consider all communications and information accessible via the network to be private property

5. *No Warranties*

The district makes no warranties of any kinds, whether expressed or implied, regarding the use of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software.

The district is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects.

The district specifically denies any responsibility for the accuracy or quality of information obtained through use of the network, or the Internet.

#### 6. *Indemnification*

By agreeing to use the network and Internet access provided by the District, students, and/or parents/guardians agree to indemnify the District for any losses, costs, or damages related to use.

You also agree to hold PBL CUSD #10 harmless for any damages, including reasonable attorney fees, incurred by the District relating to or as a result of any breach of School Rules by the student in using computers, the network, or the Internet.

#### 7. *Security*

Network security is a high priority. If a user identifies a security problem failure on the school computers, the network, or the Internet, the user is required to notify the Building Principal or Technology Coordinator.

The following rules apply to network security:

A. Users must not demonstrate any security problem or security defeating technology to any other user

B. Users must keep accounts and passwords confidential. A user providing an account or a password to another, or using or attempting to use another individual's account or password violates this rule

C. Attempting to log onto or use school computers, the network or the Internet using any other person's accounts, password or identification is a violation of these rules

#### 8. *Telephone Charges*

The School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Ordinary Internet and network access and use will incur no such charges.

Any such charges are the responsibility of the Parent/Guardian.

#### 9. *Privacy*

Users should have no expectation of privacy while using the district's network, Internet or email via a computer, laptop, tablet, phone or any other mobile technology device.

Electronic communication and downloaded material may be monitored or read by School officials.



# STUDENT ACCEPTABLE USE POLICY

## 2018-2019

PLEASE RETURN THIS FORM TO THE PBL JUNIOR HIGH SCHOOL MAIN OFFICE

**Student's Last Name:** \_\_\_\_\_

**Year In School:** FRESHMAN      SOPHOMORE      JUNIOR      SENIOR

(*please circle*)      6th      7th      8th  
3rd      4th      5th

**Student Form:**

I have read Paxton-Buckley-Loda CUSD No. 10 Student Acceptable Use Policy. I understand and will abide by the Terms and Conditions. Should I commit any violation, my access privileges may be suspended, revoked, and/or appropriate disciplinary action taken.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent Permission Form:**

As a parent or guardian of \_\_\_\_\_ (student's name above) at Paxton-Buckley-Loda CUSD No. 10, I have read the above document concerning the appropriate use of computers and internet access at Paxton-Buckley-Loda CUSD No. 10. I understand and endorse the agreement that my child is making at the Paxton-Buckley-Loda CUSD No. 10, and I understand this agreement will be kept on file at Paxton-Buckley-Loda CUSD No. 10.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**2018-2019**  
**PBL JUNIOR HIGH SCHOOL**

**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT & PLEDGE**

PLEASE RETURN THIS FORM TO THE PBL JUNIOR HIGH SCHOOL MAIN OFFICE

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

Parent \_\_\_\_\_ Date: \_\_\_\_\_

**Follow QR Code to the PBL  
Junior High School Student Handbook**

