

PAXTON-BUCKLEY-LODA HIGH SCHOOL STUDENT HANDBOOK

2017-2018

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PBL Unit #10 Vision Statement

Excellence through Rigor, Relevance, & Relationships

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.

PBL Unit #10 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 High School Mission Statement

It shall be the goal of Paxton-Buckley-Loda High School to aid students in being as successful as they can be in their academic and extra-curricular endeavors.

ACADEMICS

Schedules and Schedule Changes

Students are to carefully select courses after conferring with parents, counselors, and teachers during the spring enrollment period. Few, if any, reasons for schedule changes should exist when school opens in August. If students received their requested classes, schedule changes will be discouraged, and may only occur at the discretion of the administration. The guidance office may adjust the schedule of individual students to achieve balance in class sections, if a student did or did not complete a course of summer study, or if a student must make up a failed class. Any student dropped from a class for disciplinary reasons will receive a W/F. Any W/F is figured into the grade point average.

Withdrawing From a Class

The following procedures for withdrawing a student from a class will be followed when all efforts have been exhausted to work out an agreeable solution to keep the student in the class:

1. A student requests permission to withdraw from a class through their assigned counselor.
2. Withdrawal must be approved by administration.
3. If the request is approved prior to the midterm of first or third quarter the students' transcript will be marked "W," indicating that the class was attempted but not completed. The "W" has no impact on a students' GPA.
4. If the request to withdraw from a class is made after the midterm of first or third quarter the students' transcript will be marked "WF," indicating a withdrawal with a failing grade. The "WF" will negatively impact the students GPA.

If a student is unable to continue a course because of a medical problem or other extenuating circumstances, the student may request to withdraw from the class without any penalty. Requests must be made to the students' assigned counselor and then approved by administration. If approved, the students' transcript will be marked "W," indicating that the class was attempted but not completed. The "W" has no impact on a students' GPA.

If a student wishes to retake a course they previously received a "W" or "WF" in, they may do so for a grade and credit; however, the "W" or "WF" will remain on the student's transcript for the semester that they took the course and withdrew from it.

Course Credit and Student Classification

Students earn academic credit by passing a course according to the requirements set by the teacher. A ½ unit of credit is given for a successfully completed course designated as a semester course. 1 unit of credit is given for each successfully completed course designated as a year-long course. Successful completion of PE/Weight Training is given ½ credit per semester. Successful completion of Band, Chorus, and Visions is given 1 credit per year. Students are classified at the beginning of a year according to the number of credits earned by the end of the previous year.

*Freshman—First year student who has earned fewer than 5 credits

*Sophomore—Second year student who has earned a minimum of 5 credits

*Junior—Third year student who has earned a minimum of 10 credits

*Senior—Fourth year student who has earned a minimum of 15 credits

*To graduate—must earn 22 total credits

Course	Year Taken
4 units of English	9, 10, 11, 12
3 units of Math	9, 10, 11 (must include Geometry & Algebra)
2 units of Science	9, 10, 11
½ unit of Civics	10
1 unit of U.S. History	11
½ unit of other Social Studies	9, 10, 11, 12
½ unit of Health	9
¼ unit of Driver Education	9 or 10
½ unit of Consumer Education	12 (may be Intro. to Business, ICE, or Intro. to Ag. with Ag. Bus. Mgt.)
PE (as required)	9, 10, 11, 12 (waived during Health, Dr's Ed. marching band, & sports for grades 11 & 12)
1 unit from music, foreign language, or career tech	9, 10, 11, 12

Physical Education Exemptions

Students in grades 11 and 12 may be exempt from PE if:

- student is out for a varsity sport, but only during the semester that sport is in season,
- marching band for the semester during marching season,
- if a student provides evidence from an institution of higher education that they need a particular course for admission to that institution and the present course of study will not provide that course,
- OR a student lacks sufficient course credit of one or more courses required by state statute or local policies for graduation.

Students in grades 9 and 10 may be exempt from PE if student is enrolled in Health or Driver Education classes. Each request will be judged on a case-by-case basis by the district staff in conjunction with the principal. Approvals are for one semester only and must be renewed as circumstances warrant.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Driver's Education Eligibility

1. According to state law, to be in driver's education, a student must have passed a minimum of 8 classes over the previous 2 semesters. Every class, including PE, counts.
2. Driver's Education Behind the Wheel Eligibility:

- Grades will be checked by the behind the wheel instructor the Friday before a student is to begin driving.
- Any student with an "F" in any course will not be allowed to drive until the next available driving opportunity and the next student on the list, with passing grades in all courses, will drive in their place. The behind the wheel instructor will contact the parents/guardians of any student not allowed to complete this instruction due to grades.
- Any student not allowed to complete the behind the wheel instruction due to having an "F" in a course will remain first on the list of students needing to drive, but will not be allowed to complete the behind the wheel portion of Driver's Education at PBL High School until they have earned a "D" or above in all current classes.
- If, due to not having passing grades in all courses, a student is not allowed to complete the behind the wheel portion of Drivers Education during the current academic year, that student will be allowed to complete the behind the wheel instruction during the summer following the academic year when they complete the classroom portion of Driver's Education.

College Admissions Requirements

College and university admission requirements vary according to individual guidelines. Students contemplating attending college should consult the guidance office for information concerning a particular college's requirements. The recommended minimum requirements are:

- 4 years of English
- 3 years of social sciences
- 3 years of math
- 3 years of laboratory sciences
- 2 years of a foreign language, music or art

Grading Scale and Policies

PBL High School uses letter grades A, B, C, D, and F to designate a student's achievement in a class. The Official Grading Scale, as approved by the school board, is: A 100-90; B 89-80; C 79-70; D 69-60; F 59-0. This letter grade is determined by the classroom teacher, calculated by percentages.

All grades will be based on the following categories and percent ranges:

Major Grades 50%

Daily Grades 15-50%

Homework 0-35%

Percent ranges for daily grades and homework will be determined by departments. Different sections of the same course must use the same percentages for each category.

Semester Exams

Exams are required in all subjects. All students are required to take the exams, with the exception of juniors and seniors that meet the exemption criteria.

Exemption criteria for seniors:

- The student cannot have been suspended or placed in redirected study at any point during the semester AND
- The student must have an A or B in the class, have 4 or fewer absences for the semester and have 4 or fewer tardies for the semester in the class OR
- The student must have a C in the class, have 2 or fewer absences for the semester and have 2 or fewer tardies for the semester in the class.

Exemption criteria for juniors:

- The student cannot have been suspended or placed in redirected study at any point during the semester AND
- The student must have an A or B in the class, have 3 or fewer absences for the semester and have 3 or fewer tardies for the semester in the class.

Please note that all absences except school related absences and college visit days, that follow the districts college visitation procedures listed in the handbook, will count toward a student's total number of absences. Administration reserves the right to approve additional absences in extenuating circumstances.

Teachers of juniors and seniors may still require the student regardless of grade to take an exam in the class at the discretion of the teacher.

Unexcused Truant Absences on exam day will result in a zero (0) percentage grade on any test missed. This grade will then be averaged into the final semester grade.

Students with either Unexcused or Excused Absences must make arrangements with the classroom teacher to make up the exam. Failure to do so in the allotted time, as prescribed in the Attendance section of the handbook, will result in a 0 percentage on the exam which will then be averaged into the final semester grade.

The final semester grade is determined by calculating the semester's work as 80% of the grade, and the final exam as 20% of the grade. An example is as follows:

$$\begin{array}{l} \text{Semester grade percentage:} \quad 95\% \times 4 = 380 \\ \text{Semester final exam percentage:} \quad 93\% \times 1 = + 93 \\ \hline 473 / 5 = 94.6\%, \text{ rounds to an A} \end{array}$$

Incomplete Grades

An incomplete grade may be given if a student is absent for an excused reason at or near the end of a grading period. All incomplete grades must be removed within 1 week of the end of the previous grading period, or the grade will be changed to an “F” unless there are extenuating circumstances as deemed by the office. Seniors who have outstanding incomplete grades in courses needed for graduation will not be allowed to participate in graduation.

Auditing a Course

A student may audit a course with the permission of the instructor. No grade for the course will appear on the student’s transcript, nor will it be used to figure GPA, honor roll, class rank, or eligibility. No credit will be given for the course. A student may request an audited course grade appear on the official transcript with the permission of the instructor. The grade, however, will not replace the original grade given.

Receiving Credit for Failed Courses

Students may receive credit for failed courses by:

- Repeating the course and passing it,
- Meeting special requirements set up by the instructor with the approval of the principal, or
- Summer school through an accredited institution. (This grade will count towards credit, but will not be counted towards class rank or GPA unless taken at PBL.)
- The maximum number of semesters allowed through credit recovery is four. This can be no more than two English and Two Math.

Receiving Credit for Correspondence Courses

Students may receive credit for failed work by taking an accredited correspondence course not available in the present program of classes through an institution approved by the principal and guidance department. The student must be a third, fourth, or fifth year student. The student is responsible for all fees. Correspondence grades will count toward graduation credit, but will not count toward class rank or GPA. No more than 2 units may be applied to graduation. Correspondence work may not be used in order to graduate early. All correspondence work must be completed and final course grades received in the high school guidance office by the second Friday in May, or the student will not be allowed to participate in graduation exercises.

Appealing a Grade

The procedure for appealing a grade is on file with the superintendent’s office.

Class Ranking

The official grade point average (GPA) and class rankings are maintained in the guidance office and are considered confidential. Students may inquire as to their current standing. Subjects not included in the ranking: Band, Chorus, Visions, or courses taken by correspondence or at any post-secondary institution.

Early Graduation

A student may graduate early if they meet the following criteria:

- Meet with a guidance counselor during pre-registration of their junior year in order to initiate planning.
- Submit application by registration of your Senior Year.
- Have permission of their parents on a signed form obtained from the office,
- Meet with principal or counselor prior to the September deadline,

- Agree to not be a member of any team, club, or organization or participate in any activities or dances as a student following early graduation, and
- Meet all graduation requirements by the end of the first semester. Students who do not complete courses by the end of the first semester, must return for second semester classes.
- Correspondence work may not be used in order to graduate early.

Participation in graduation ceremonies will be allowed if requested at the time of application. It is the student's responsibility to maintain communication with the school regarding graduation practice, ordering cap/gown, etc.

Honor Roll

The Honor Roll is published at the end of each quarter and semester. Students with a GPA of 4.0 will be listed on the Straight A Honor Roll. Students with a GPA of 3.5 to 3.9 will be listed on the High Honor Roll. Students with a GPA of 3.0 to 3.49 will be listed on the Honor Roll. Band, Chorus, Visions, and PE are not used to determine honor roll. Any student who receives a "D," "F," "WF," or incomplete in any subject is not eligible for the honor roll.

Academic Recognition at Graduation

The valedictorian and salutatorian of the senior class who are honored at graduation will be those students who have achieved the highest GPA (valedictorian) and the second highest GPA (salutatorian). In the case of ties, all students with the same GPA will be honored accordingly. A transfer student will be eligible for the honor if he/she enters no later than the first day of class their senior year and all previous courses of study have been approved for these honors through the guidance office in conjunction with the high school principal.

Advanced Placement (AP) Courses

Advanced Placement courses will be provided in grades eleven and twelve in English, Mathematics, and Art. Pre-Advanced Placement English courses are available for grades nine and ten. Students enrolled in AP courses will be provided with activities designed to challenge their talents. The Official Grading Scale for AP coursework, as approved by the school board, is: A 100-90; B 89-80; C 79-70; D 69-60; F 59-0.

Dual Credit Courses

Dual Credit Courses are offered through a relationship between PBL High School and Parkland College. Current dual credit courses include; English Language, Calculus, Horticulture, and Ag Business Management.

Dual Credit-Class taken at Parkland

- Students may elect to take courses at Parkland that are not offered at PBL High School.
- Classes must be approved by the guidance counselor and cannot be similar to a class at PBL High School.
- Classes cannot replace a failure at PBL High School. Parkland classes cannot substitute PBL graduation requirements.
- The student would be responsible for tuition and books.
- Students will earn ½ credit for every Parkland class that is 3 semester hours or more.
- Grade received for the Dual Credit class will reflect on both PBL High School and Parkland transcripts.
- Admission and **withdraw requirements and procedures** requirements would be subject to Parkland guidelines.
- Students will become official students of Parkland Community College once accepted.

Dual Credit-Class taken at PBL High School

- Students can take a Parkland class at PBL High School taught by a PBL teacher for credit at Parkland as well as credit at PBL High School.
- Students must meet the GPA requirement set by Parkland and pass an assessment exam given by Parkland in order to apply for admission to Parkland. Admission and **withdraw requirements and procedures** requirements would be subject to Parkland guidelines.
- Students will become official students of Parkland Community College once accepted.
- Students will earn ½ credit for every Parkland class that is 3 semester hours or more.
- Grade received for the Dual Credit class will reflect on both PBL High School and Parkland transcripts.

Parkland Classes taken at Parkland-No credit for high school requirements

- Students may take Parkland classes on Parkland campus.
- Students may elect to take courses at Parkland that are not offered at PBL High School.
- Classes must be approved by the guidance counselor and cannot be similar to a class at PBL High School.
- Classes cannot replace a failure at PBL High School. Parkland classes cannot substitute PBL graduation requirements.
- The student would be responsible for tuition and books.
- Admission and **withdraw requirements and procedures** requirements would be subject to Parkland guidelines.
- Students will become official students of Parkland Community College once accepted.

Release of Student Records

Student records consist of permanent records and temporary records. Please make sure that it is on file with the office.

Permanent Records shall include: basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved, and score on college entrance examinations; attendance record; accident and health reports; record of release of permanent record information in accordance with 105 ILCS 10/6(c); scores received on all State assessment tests administered at the high school level (grades 9 through 12). The permanent record may include honors and awards received and school-sponsored activities and athletics.

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include: a record of release of temporary record information in accordance with 105 ILCS 10/6(c); scores received on the State Assessment tests administered in the elementary grade levels (kindergarten through grade 8); information regarding serious infractions (involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit; completed home language survey.

The temporary record may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extra-curricular activities, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; verified reports or information from non-educational persons, agencies, or organizations; verified information of clear relevance to the student's education.

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

- 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 right to request the amendment of the student's education records that the parent(s), guardian(s), or eligible student believes are inaccurate, misleading, irrelevant, or improper.
- 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.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent(s)/guardian'(s) child.
- The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.
- 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.
- The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

Full and complete copies of this rule and laws pertaining to this rule are obtainable by contacting: Superintendent's Office, Panther Way, Paxton, IL 60957. Complaints may also be referred to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC. 20202-4605.

ATTENDANCE

General Attendance Information

It is important for each student to be in attendance daily to receive the best education possible. The school day officially begins at 8:00 and ends at 3:07. Students who arrive early must report to the lobby area and remain there until dismissed by the first bell at 7:52. Students are not to be in the rest of the building before this time. Once on school grounds, students may not leave without permission from an administrator. Students may see a teacher for academic assistance with permission from the teacher on duty or a classroom teacher. Once dismissed at 7:52, students may go to their lockers and their first period class. Students who arrive after 8:00 must be buzzed in by the secretary, as the front doors will be automatically locked. High school students are not to be in the cafeteria in the junior high before or after school unless as part of a school club or team. Students who wait for a school bus after school are not to leave school grounds.

Absence Guidelines

Excused Absences

To receive an excused absence, a student's parents must call the school and inform the office of the absence and its reason. The absence must conform to the accepted reasons noted in Illinois School Code. Parents and students should realize that a phone call from a parent does not excuse the absence if it does not meet the criteria for an excused absence. A doctor's note *may be* required after the 5th cumulative day of absences during the 1st semester or the 10th cumulative day of absence during the school year.

An excused absence can only be granted if the absence falls under Section 26-1 of the Illinois School Code: illness or injury, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to parent for the safety and health of the student, or other critical or emergency situations as approved by the principal.

It is the position of the Board of Education and the Administration of the PBL School District to discourage requests for excused absences for such things as: family vacations, hunting or fishing trips, visiting relatives, or shopping trips. In extenuating circumstances, (with administration approval) the day must be requested 3 days in advance with the office and all teachers. If the request is not made 3 days in advance, the absence will be marked as unexcused. The decision to excuse or not excuse a vacation is at the discretion of administration. It is the responsibility of the student to make arrangements with their teachers regarding the work they are going to miss.

All school-related absences are excused. Excused absences will be granted for prearranged trips to the IHSA State Tournament series in different sports and events only to those students who have participated in the particular sport or event during the school year (i.e. only basketball team members, managers, and cheerleaders would be able to attend the state basketball tournament). Individual exceptions will be made should PBL students be participating in a particular event or sport. School field trips and trips with extra curricular organizations (i.e. FBLA or NHS) are excused. Attending a military honors funeral to sound TAPS1 is excused.

Unexcused Absences

An absence that does not meet the requirements of the Illinois State Code and district guidelines, but the parents are aware of the absence, is unexcused. Unexcused absence totals are continuous throughout the year. Punishment for repeated infractions is set forth in the Discipline Guidelines.

Unexcused Truant Absences

An absence that does not meet the requirements of state or district guidelines and of which the parents are unaware is an Unexcused Truant Absence. This includes skipping any part of a day. Students who arrive to school or a class more than 15 minutes late could be deemed unexcused, not tardy. The administration reserves the right to judge each unexcused truant absence on its own merit. Students who are deemed unexcused truant will receive a "0" for any class missed, but will be allowed to make up any work missed. Please refer to the Disciplinary Guidelines for further actions taken against students who receive unexcused truant absence. Unexcused truant absence totals are continuous throughout the year.

Tardy Policy

Tardiness interrupts the flow of the class and often pulls others off task while prohibiting a smooth start to classroom activities. Students are considered to be tardy or late to class if they enter the classroom after the bell rings. All tardies will be monitored and reviewed/tallied weekly. Every 3 tardies (in a week) will result in a lunch detention(s) or Wednesday night detention. Every 12 (total) tardies will result in a Saturday School. Additional consequences (including the possibility of social probation) may be at the discretion of an administrator.

Illness While at School

A student who becomes ill during the day should report to the office. Students are allowed to stay in the office no more than one hour a day. Those who are in need of more time will have their parents contacted and be sent home. Students who wish to go home because of illness must contact either the front office or the guidance office before calling home for permission to leave.

Permit Slips

Students returning to school after all absences must bring a written note from their parent or guardian stating:

- The date(s) of absence(s);
- The reason for the absence(s);
- The parent's or guardian's signature; and,
- The parent/guardian phone number.

Students who must leave during the school day should bring a written note from their parent or guardian stating the items above. The student must bring this note to the office prior to the start of school. They will then be given a Permit Slip, enabling them to leave class at a designated time. The student is responsible for presenting this to their teacher prior to leaving class. Students leaving school because of illness or other excused reason must still submit a doctor's note or written parental excuse upon their return to school. The parental/medical verification note should be taken to the office when the student returns.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

For all other absences, the student should make up all work to be missed in advance, if required to do so by the classroom teacher. It is the student's responsibility to contact all teachers about making

arrangements for make-up work.

College Visitation Procedures

Two college visitation days will be allowed each year to juniors and seniors to make visits to prospective campuses. These visits must be arranged through the PBL Guidance Office, and students must bring back written notification of the visit from a college representative. College visits will not be allowed during the final two weeks of any semester at PBL High School. Students going on these trips must indicate a serious intention to attend the college or vocational school.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Equal Opportunity for Students

Equal Opportunity for students is provided under Title IV of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973. PBL Community Unit District 10 insures students and parents that all educational and extra-curricular programs, as well as services, are available to 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.

Students and parents have the right to seek information or lodge a complaint regarding discrimination in the school district in regards to programs, instructional materials, or the treatment of students. The complaint must be based on unequal treatment and/or opportunity because of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental handicap or disability, social or economic conditions, or actual or potential marital or parental status. The following procedure should be anticipated:

- Anyone with a complaint of the Title IX/504/Title VI regulations should direct their complaint to the Title IX/504/Title VI director. A verbal complaint must be lodged within 10 school days of the violation. A verbal response must be returned within 10 school days of the verbal complaint.
- If the complaint cannot be resolved at stage one, then a written notice of the complaint should be delivered to the Title IX/504/Title VI director within 10 school days.
- In the event that agreement cannot be reached after stage two, the complainant must present a written statement to the Board of Review which consists of the Superintendent and a school board member within 10 school days of the director's written response in stage two. The Board of Review will then meet with the complainant within 10 school days of the written request to review the problem and seek a resolution to the problem.
- If this does not solve the problem, the complainant must then request in writing, within 10 school days, a further review with the Board of Education. The complainant and the board of review will present in writing their positions at the next regularly scheduled meeting of the Board of Education. In the event that stage 4 does not resolve the problem, the complainant may further appeal the decision of the Board of Education to the Superintendent of the State Service Region pursuant to Section 3-10 of the School Code and thereafter to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code.

The Title IX/504/TitleVI director for the PBL School District is Mrs. Tara Wienke, at PBL Jr. High School, 379-9202.

ANNUAL NOTICE OF NONDISCRIMINATION, EFE 525

Paxton-Buckley-Loda High School insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, disability, or sexual orientation. Board of Education policies are in place, designed to eliminate the existence of any barriers regarding accessibility and/or participation in any programs, including Career and Technical Education (vocational) programs. Such programs offered by Paxton-Buckley-Loda High School include:

Agriculture Education
Business, Marketing, and Computer Education
Family and Consumer Sciences
Industrial Occupations

Questions regarding educational opportunities should be directed to the High School principal at (217) 379-4331

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 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, Panther Way, Paxton, IL 60957; 217-379-4331.

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>

Sexual Harassment

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

- 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.
- 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, Building Principal, or Assistant Principal.

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

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:

Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

Health examination or immunization requirements on medical grounds if a physician provides written verification;

Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

To be in compliance with the Illinois Department of Public Health regulations on immunization, a high school student must have received:

- Three or more doses of polio vaccine, with the last dose being a booster given after the fourth birthday and at least six months after the previous dosage.
- Three or more doses of TD or DPT with the last dose being a booster received on or after the fourth birthday and at least 8 months after the previous dosage with a booster every 10 years.
- Two doses of live measles virus vaccine, the first dose at no less than 12 months of age and the second dose no less than 1 month after the first dose, or other proof of immunity. If the student had the disease, a written verification from the doctor is required.
- A three-day rubella vaccine of at least 1 year of age or older.
- The mumps vaccine on or after first birthday, or had the disease. If a student had the disease, a written verification from the doctor is required.

Rights of Homeless Students

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, program, and activities provided or made available.

A student is considered "homeless" if he or she is presently living:

- in a shelter sharing housing with relatives or others due to lack of housing,
- in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing,
- at a train or bus station, park, or in a car in an abandoned building,
- temporarily housed while awaiting DCFS foster care placement.

All homeless students have rights to:

Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.

Enroll in:

- the school he/she attended when permanently housed (school of origin),
- the school in which he/she was last enrolled (school of origin),

- any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

Remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.

Priority in certain preschool programs.

Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.

Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.

Transportation services: A homeless student attending his/her school or origin has a right to transportation to go to and from the school of origin as long as he/she is homeless, or if the student becomes permanently housed, until the end of the academic year.

For more information, contact PBL District #10 Homeless Education Liaison, Stacy Johnson, at (217)379-9202.

Accident Insurance

Accident Insurance for students is available through the office for a fee. Students are encouraged to accept it as it covers bodily injury. It does not cover glasses, dentures, etc.

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 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 academic 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 and 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 (Social Probation)
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. Re-directed Study
7. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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 Prohibition

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 alikes” 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.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

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 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. 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.

Interview 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.

Academic Integrity

(This is in regard to MAJOR GRADES ONLY)

- 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:

- Student placed in (at least) one Saturday School. Additional consequences may be issued if the student has multiple academic integrity infractions.

- Student will re-do the assignment in a time frame determined by the teacher and the administration.

- Once completed, the assignment will be graded and 10% will be deducted from the grade earned.

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores is prohibited. Any student found guilty of the above explanation will be dealt with at the discretion of the teacher and/or administration.

Bullying and Harassment

Stalking, harassing, bullying, and hazing other students will not be tolerated. Students who exhibit behavior contrary to this will be dealt with according to the Discipline Guidelines. At PBL we respect the differences existing among us. Students are not to harass, bully, abuse, threaten, humiliate, torment, or intimidate other students either verbally, physically, mentally, or emotionally. Allegations that one student was harassed in some way by another student shall be referred to the Principal, Assistant Principal, or

Guidance Counselor for appropriate action.

Prevention of and Response to Bullying, Intimidation, and 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 and 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.

Complaint Manager: Cliff McClure

PBL Unit Office, Panther Way

Paxton, IL 60957

217/379-3314

cmclure@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.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170

(Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content),

6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic

Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating

Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230

(Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants

in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310

(Restrictions on Publications)

ADOPTED: October 15, 2014

Dress Code

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: 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, pajamas, tank tops, mesh tops, and spaghetti strap tops are not permissible unless a shirt is worn over them; clothing that exposes cleavage, torso, midriff, or naval; shorts, skirts, or dresses that are above mid-thigh; sunglasses, hats or hoods, or unusual headgear of any kind.

The rules that are PBL District policy are door-to-door policies; once students enter the front doors to the building, they are to abide by the rules until they exit the front doors.

Personal Communication Devices

- Acceptable Use of Cell Phones and Electronic Devices:
 - Students may use their cell phones or electronic devices during arrival time in the gym.
 - Students may use their cell phones or electronic devices during lunch.
 - Students may use their cell phones or electronic device during passing periods.
 - 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 site.

- If a student is found in violation of our cell phone or electronic device policy the following will 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 sign for and 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 sign for and pick-up the device at the school for the student. In addition, administration reserves the right to implement additional consequences including but not limited to banning a student from bringing electronic devices to school during the school day.

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 often earn better grades and have fewer absences or discipline problems. PBL High School offers a wide variety of activities in which students can be involved. All students are encouraged to experiment and find an activity which interests them.

Student Clubs and Organizations

Student organizations, clubs, or committees may not meet at the school without the presence of a faculty sponsor. Meetings should not be scheduled on Wednesday or Sunday night without the approval of the principal. Students are not to meet before 7:30am, after 3:05pm, or on weekends without a faculty sponsor present. Class meetings will be held upon the authorization of the class officers, a faculty sponsor, and the principal. Any club or organization not listed below must get yearly approval from the building principal, in order to meet on school grounds.

Band	National Honor Society
Baseball	Blue Crew
Basketball (girls and boys)	Speech Team
Cheerleading	Student Council
Chorus	Softball
Cross Country (girls and boys)	Sports Management
FBLA (Future Business Leaders of America)	Swimming (girls and boys)
FCCLA (Family Career Consumer Leaders of America)	Track (girls and boys)
FFA	Visions (Yearbook)
Football	Volleyball
Golf (girls and boys)	Weight Lifting
Art League	Scholastic Bowl
Math Team	Show Choir
Wrestling	

The following sports and activities are subject to the Extra Curricular policies and code of conduct:

Fall:	Winter:	Spring:
Football	Basketball	Track
Cross Country	Wrestling	Softball
Volleyball	Cheerleading	Baseball
Cheerleading	Scholastic Bowl	
Golf	Speech	
	Swimming	

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.

IHSA / PBL Board of Education Scholastic Requirements

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

- Must pass 5 academic classes in previous semester to be eligible for an activity.
- Must be passing 6 academic classes per week to be eligible. PE and Fitness Training are included as one of the 6 academic classes.
- Meet all other eligibility requirements of IHSA.

Exception: Seniors in the ICE or the ECCA Program must be passing 5 academic classes, which also include PE or Fitness Training or the current IHSA requirement.

- While in Drivers Education, a student must pass five academic classes, which include PE/Fitness Training, or meet current IHSA requirements.

Extra and Co-Curricular Code of Conduct

Participation in extra and co-curricular activities at PBL is a privilege and not a right. By accepting this privilege, a participant has responsibilities to the team, the organization, the school, and the community, and also understands and agrees that the participant may lose the privilege to participate in extra curricular activities consistent with district policies.

Expectations

Throughout his/her entire four year high school career, a participant is expected to:

- 1) Use good judgment, be responsible, and show respect for person and property. A participant will share responsibility in the actions of any group or individuals with whom he/she associates.
- 2) Refrain from the use or possession of tobacco products, alcohol, illegal drugs, or the misuse of prescription drugs or normally legal products that may cause harm when improperly used. ***On May 16, 2012, the PBL Board of Education adopted a drug testing policy for our students participating in extra-curriculars. Please refer to ADDENDUM C to read the specifics of our policy.**
- 3) Maintain a good reputation as a representative of the community and school.

Sportsmanship

Students who participate in or attend athletic activities should always show respect for the participants and officials. Un-sportsmanlike displays 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.

Infractions of Extra and Co-Curricular Activities Code

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

1. Alcohol and other Drugs (Possession, Use, 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, Board policy, or as determined by the review committee.

Consequences

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

Infractions or information of alleged infractions of the extra-curricular and co-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 admits to a first time offense of an infraction of #1 and #2 above within in 48 hours of the infraction will have any suspension reduced by 1/3.

All infractions of the extra-curricular and co-curricular code will be investigated by the Athletic Director in consultation with the Principal. 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.

Infractions of 1 and 2.

1st offense:

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

If less than 1/3 of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests/activities 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/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

2nd Offense:

The student will be suspended from extra curricular and co-curricular activities for one calendar year from the date of the infraction.

3rd offense:

The student will be suspended from extra curricular and co-curricular activities for remainder of his/her high school career

Infractions of 3 and 4:

1st offense:

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

If less than 1/3 of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests/activities 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/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

2nd Offense:

The student will be suspended from extra curricular and co-curricular activities for one calendar year from the date of the infraction.

3rd offense:

The student will be suspended from extra curricular and co-curricular activities for remainder of his/her high school career

Students Involved in Multiple Extra-Curricular 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 or national level of competition and a regular season competition, the student shall attend the state or national 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.

Quitting

When a student athlete quits a team, he/she will not be able to participate on another athletic team until the current season is completed. If the student athlete receives clearance from the Head Coach and Athletic Director prior to quitting, he/she may be eligible to participate on another team during the same season.

Attendance at School Events

Any event sponsored by a class or organization requires the attendance of 3 faculty sponsors whose services must be secured and reported to the principal 3 days in advance of the dance or event. Parent chaperones are welcome, but do not replace the need for the faculty sponsors. The class or organization sponsoring the event must secure a faculty and student ticket seller for the event. No event may last past

11:00 p.m. without the permission of the principal. All school rules and regulations apply before, during, and after the event or dance. PBL students must be in attendance at least half the school day in order to attend a school event or activity during the evening. If a student is unexcused absent, they cannot attend a school sponsored event. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Specifics to any disapproval may include, but are not limited to; expulsion, alternative placement, suspension, and/or excessive disciplinary referrals. All guests must be considered "age appropriate." All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and parent(s)/guardian(s) will be contacted. The school may also impose other discipline as outlined in the school's discipline code. In the event non-school guests are approved, they must be registered in the high school office two days before the dance and are subject to approval by the administration up to the date of the dance. Students are responsible for their guests and must accompany them throughout the dance or event. Should the PBL student leave the dance or event, their guest must also leave. Students or guests who leave the dance or event may not return.

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 retained on file.

Athletic Awards

Awards are given to student athletes who compete in interscholastic sports. Each student athlete can earn one letter per year, with each lettered sport represented for that year by an insert. 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 Athletic Director.

Varsity Letters will be awarded as follows:

- To seniors who have participated all four years in the particular sport,
- Foreign exchange students who participate for the entire season, and
- To participants in all sports who meet criteria established by the coach in consultation with the Athletic Director and Principal.

Freshman-Sophomore Letters will be awarded to freshman and sophomores following the same guidelines described above.

A freshman may earn a Freshman-Sophomore or Varsity letter if they meet the guidelines described above.

Numerals will be awarded to a student athlete upon completion of their first sport; a student athlete may also receive other awards in conjunction with receiving their numerals.

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

NCAA Guidelines/Transfers

Students who wish information on NCAA guidelines for eligibility should contact the Athletic Director or the Guidance Office for the guidelines. IHSA transfer rules as well as rules, which pertain to eligibility, can be obtained through the Guidance Office or the Athletic Office.

MISCELLANEOUS INFORMATION

Please see **Addendum A for information on Chronic Illness.**

Asbestos

An asbestos inspection has been completed for PBL High School. The locations of asbestos-containing materials have been identified in accordance with A.H.E.R.A. regulations. A management plan prepared by PST of Champaign in accordance with A.H.E.R.A. for the encapsulation, removal, or maintenance of asbestos is on file for public review in the Superintendent'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.

Care of the Building

The cleanliness of the building is partly the responsibility of the student body. Students are asked to keep the building presentable by using wastebaskets. Students are to keep all water, items from the vending machines, and food items brought into the building either in the cafeteria, the main foyer near the trophy cases, or in the hallway near the vending machines. No pop, fruit juice, sports drink, or food is allowed in the gym before school or during lunch periods. In the classroom, clear, bottled water will be the only liquid allowed.

Child Predators

Information on child predators can be located at the Illinois Sex Offender Information web site: <http://www.isp.state.il.us/sor/>.

Driving and Parking Lot Regulations

Motor vehicles may be driven to school by legally licensed and insured students who are following state and city traffic laws. Students may not move or go to the vehicle during the school day without the

permission of an administrator. Vehicles must be parked properly in spaces designated by the yellow lines. Students may only park in the front (east) parking lot. Violators are subject to penalties in the Discipline Guidelines, and/or to towing at the owner's expense. Due to prior history of students keeping forbidden items in their vehicles, all vehicles are subject to search.

Speed Limit

Students who drive to school should be aware that the speed limit on school property is 10 mph. Students who violate this speed limit are subject to lose parking privileges.

Building Access

All high school students are to enter and leave the building through the east doors to the main lobby of the high school. These doors will be automatically locked at 8:00. Students who arrive after this time will need to be buzzed in by the secretary and report to the office window for a pass. The north door adjacent to the junior high is not for the use of high school students' entrance or exit of the building.

Bus Rules and Regulations

Bus drivers have a great responsibility in providing safe transportation for school children, and are instructed not to tolerate any disturbance, which might distract them or in any way jeopardize the safety of all students. At times, special steps must be taken for those who do not follow the rules set down by the bus driver. The following steps may be followed in most instances. However, a student may be denied bus privileges at any time the administration deems it necessary.

1st OFFENSE --- the bus driver will notify the student in person, and give a written and oral report to the building principal concerning the specific nature of the offense. The principal will in turn contact the parents by phone or letter that same day and advise them of the problem and the procedure the school follows. The principal will have a conference with the student.

2nd OFFENSE --- the bus driver will notify the student in person, and give a written and oral report to the building principal concerning the specific nature of the offense. The principal will hold a second conference with the student and advise the parents that they will have to provide transportation for the student if a third offense occurs. Also, the parents will be asked if they desire a conference involving the student, driver, parent, and principal.

3rd OFFENSE --- the bus driver will notify the student in person, and give a written and oral report to the building principal concerning the specific nature of the offense. He/she will inform the parents and student(s) that bus privileges have been taken away from the student for a given period of time.

After a waiting period of two weeks, a student may be reinstated provided there is a unanimous agreement among all of the parties concerned. Generally speaking, two warnings should be ample for any student.

English Language Learners (ELL)

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 Tina Hyde at PBL High School (217) 379-4331.

Guidance/Front Office Policy

Due to issues of student privacy, students are not to be in the guidance office or front office at lunchtime unless they have an appointment with the guidance counselor, principal, or assistant principal. Students who are in areas deemed "off limits" could be assigned to detentions, Saturday School, Redirected Study, or suspensions.

Hall Usage

In order for students be in the hallways during class time, they must have a pass from a classroom teacher, administrator, guidance counselor, or secretary. Students must also sign out on the sign-out sheet in their classroom. Students must carry the pass with them in the hallway, as they will be asked to see it by a faculty member or Administrative Aide.

Field Trip Chaperones

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

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.

Internet Access

A complete copy of the Authorization for Internet Access is posted on the district's web page at <http://www.pblunit10.com/aup.html>. A complete copy of the Authorization for Internet Access is also posted in each district computer lab and reviewed by teachers, with their students, at the beginning of the school

year. A copy will be provided to parents/guardians by calling the principal's office.

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 2014/2015 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.

Library Guidelines

The library is a place for students to work independently; studying, reading or engaging in research. Library materials, services, and facilities are made available for the enrichment of each student's classroom experiences. To that end, the library's collection of more than 7,000 books, 500 CDs, and dozens of magazines and newspapers is provided for curriculum centered academic use.

The library is open every school day before school, after school, during study hall, and during homeroom. All students wishing to use the library during school hours must carry a pass signed by a classroom teacher. Before or after school, no pass is required.

Books and other materials may be checked out for an interval of nine weeks, and may be renewed.

Locker Assignments

Lockers are provided for students' belongings. The lockers have locks whose combinations are known only to the individual student. Students are not to share lockers or combinations with other students. Lockers are subject to search at any time without notice or reasonable cause. The School District does not assume any liability for any items stolen from lockers. Any books or school district items issued to the student are the responsibility of the student and must be replaced at the expense of the student or parents/guardians. Lockers in need of repair should be reported to the office.

Lost and Found

Lost and found articles should be turned in to the office where students can claim them through proper identification.

Lunch Period

Lunchtime is a time of relaxation and socialization. PBL has a closed campus during lunch periods, so students must remain at school. All students must report to the Commons area (cafeteria) during their lunch time.

Everyone must enter the serving area through the first set of doors. Students who are eating only salad or submarine sandwich must line up and go through the serving line. All exits must be made through the door near the cash register. There are no second servings for high school students.

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 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. 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).

Lunch is \$2.50 for students. Adult Lunches are \$2.90. Students may put money on their account before school in the high school office. Money for student accounts will not be accepted during the lunch period. A limit of \$20 can be charged to a student's account; after that no charges will be allowed. Students will be given a sandwich and milk until charges are paid.

Juice, sports drinks, and bottled water must be paid for at the cash register. No food or drink (including sports drinks, juice, bottled water, etc.) is allowed to be taken from the cafeteria after lunch. Once finished

eating, students are to remain in the Commons area until dismissed by a supervisor or administrator. Students may use the restrooms in the junior high with permission from the teacher on duty.

Students may not accept food or beverages from any person outside the building or in the school lobby without the permission of the principal. Parents are welcome to attend lunch and sit with their student in the cafeteria after making arrangements with the building principal. Parents who wish to take their student out for lunch must come into the building and sign the student out and come into the building and sign the student back in. Parents should make sure that the student is back to school on time for their next hour class. Students will not be allowed to leave at lunch unless a parent or guardian makes arrangements with the building principal or his designee, and then signs the student out.

Breakfast

High School Breakfast is served from 7:30 to 7:50 in the High School Concession area. The cost is \$1.60 for students, and \$1.65 for adults.

Response to Intervention (RtI)

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

- High quality, researched-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.
- Parent involvement throughout the process.

School Messenger / Skylert (Mass Communication Notification System)

School Messenger / Skylert is a parent/guardian mass communication notification 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.

Student Fees and Fee Waivers

2016-2017 High School student fees are the following:

Registration Fee: \$120.00

Driver's Education Fee: \$150.00

Advanced Placement/Dual Credit Fee: \$ 30.00

The Paxton-Buckley-Loda Board of Education through sections 10-2.13 and 34-21.6 provides waiver of school fees. A waiver of school fees shall be provided to parents/guardians as they enroll their child(ren) in the district for the first time or upon request thereafter.

Eligibility:

All students who are eligible to receive free lunches or breakfasts under the Community School Lunch Program or unusual circumstances that cause a significant loss of income that would cause the student to become eligible to receive free lunches or breakfasts under the Community Lunch Program.

Fees subject to waiver:

Textbooks and workbooks needed for the instructional program of the school

Fees not subject to waiver:

Extra milk, field trips, graduation fees, school pictures, etc., or any fee that is not required for the regular instructional program of the district

Procedure for application:

Complete the appropriate application form available in the school office

Telephone Use

Students are not to make personal calls from the phone in the main office or the guidance office. In case of illness, the guidance secretary or secretary will contact the parents, or give the student permission to contact their parent(s) or guardian(s).

Textbooks

Textbooks and other educational materials (novels, disks, workbooks, etc.) are assigned to students and are their responsibility. The student must pay for the replacement of the materials if loss or damage occurs. The amount of the fine cannot exceed the price of the new book less one year's rental fee. If a student withdraws from school during the school year, his/her book rental will be refunded on a pro-rated basis. The refund schedule is available in the office. The refund will not be made until all fees and fines due to PBL High School are paid. Paxton-Buckley-Loda School District participates in the State Textbook Program and strict accountability is required.

Vending Machines

Students who wish to buy a drink from the vending machines may do so after school; the machines will remain off during the school day including lunch periods. Bottled drinks may not be purchased from the vending machines during class periods. In the classroom, clear, bottled water will be the only liquid allowed subject to the teacher's discretion.

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."

LEGAL REF.: 105 ILCS 5/10-20.19(3).

CROSS REF.: 4:90 (Activity Funds), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: January 12, 2011

In addition, PBL follows the "*School-Based Child Nutrition Programs Administrative Handbook*" (2008), which outlines requirements for foods sold to students in participating schools in the food service area during meal periods. Any foods sold outside of the reimbursable meal to grades Pre-K – 12 in the food service areas during meal periods cannot include any FMNV (chewing gum and certain candies [hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun sandy, and candy coated popcorn]) unless exempted by the USDA.

Visitors at School

Visitors with students are not allowed without prior approval of an administrator and each individual teacher. It is the general policy that visitors are not allowed unless they have something to offer to the educational process in each class.

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 principal's office. When you arrive at the 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 office to sign out.

Crisis Management/ALICE Procedures

PBL Unit #10 Schools employes 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 ALICE and school safety drills will be practiced throughout the school year.

ADDENDUM A

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.

ADDENDUM C

PAXTON-BUCKLEY-LODA COMMUNITY UNIT SCHOOL DISTRICT NO. 10

STUDENT ATHLETE DRUG-TESTING POLICY

Adopted: May 16, 2012

The Paxton-Buckley-Loda CUSD No. 10 Board of Education believes that the use of alcohol or drugs by a student who participates in extra-curricular activities presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Board encourages students to participate in extra-curricular activities, but believes the opportunity to participate in school sponsored extra-curricular activities is not a right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to participate in any school sponsored extra-curricular activity program, students must agree to submit to random testing for the use of illegal drugs, if selected, in accordance with this policy.

The purpose of this policy is to protect the health, welfare, and safety of students engaged in extra-curricular activities. It is to better assure the student’s health and physical fitness to participate in extra-

curricular activities and not to provide a means in which the District may use to punish a student other than by disqualification from participation in extra-curricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for or participate in extra-curricular activities and for no other disciplinary purpose.

The decision to implement the Drug-Testing Program is the result of increased student reporting of illegal drug usage amongst their peers and the increase in the extra-curricular code of conduct infractions.

DEFINITIONS:

- A). Extra-Curricular Activities: School sponsored activities outside the regular school day, conducted by and representing Paxton-Buckley-Loda Community Unit School District No. 10 where participation is voluntary, no academic credit or grades are awarded, including but not limited to the following list of extra-curricular activities: Interscholastic Athletics, Scholastic Bowl and Speech Team.
- B). Extra-Curricular Participant: Any student who is trying out for or participating in any school sponsored extra-curricular activity.
- C). Alcohol: Any liquor, wine, beer, or other drink containing alcohol.
- D). Illegal Drugs: Any substance considered illegal or controlled by the Food and Drug Administration or prescription drugs not prescribed to the student taking the drugs.
- E). Self-Referral: Process of a student coming forward voluntarily seeking help for a problem with an illegal drug or alcohol. This is done before a violation of the Extra-Curricular Code has been verified by notifying staff or administration.

CONSENT FORM:

To try out for or to participate in any school sponsored extra-curricular activities, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extra-curricular activities, he/she will consent to the drug testing program outlined in this policy. The student's parents or guardians at the beginning of the school year or prior to try-outs for a specific activity must also sign this consent form. Students declining to participate in an extra-curricular activity after the first sign-up deadline will be required to be tested after the signed consent form is returned and their parents or guardians will be financially responsible for this test.

WITHDRAWAL OF CONSENT:

Consent for participation may be withdrawn under the following conditions:

- 1). Student fails to make the team/activity under try-out procedures.
- 2). Senior student will not be participating in any additional qualified extra-curricular activities for the remainder of his/her school career.
- 3). Parents/guardians must submit a written request for withdrawal of consent indicating intentions in #2 above.
- 4). Withdrawal of consent must be sent to the building principal who will verify the student is no longer participating in any qualified extra-curricular event.

Should the student elect to resume participation in any qualified extra-curricular activity again in his/her school career, the student will be required to be tested on the next scheduled test date prior to activity try-out or participation. This test will be at the expense of the students' parents or guardians.

NON-COMPLIANCE:

If the extra-curricular participant, his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of the activity until such consent form is signed. Also, if the extra-curricular participant refuses to be tested or does not complete the test as instructed, the extra-curricular participant will be considered in violation of this policy, and it would be considered a violation of the code of conduct.

RANDOM SELECTION OF EXTRA-CURRICULAR PARTICIPANTS FOR TESTING:

At the beginning of each school year, Carle Clinic will be provided the student identification numbers of each student that is participating in an extra-curricular activity. The selection of numbers will be computer generated and made by Carle Foundation Hospital. Participants will be eligible for random testing throughout the school year. There will be a minimum number of tests administered equal to fifty percent (50%) of the number of extra-curricular participants subject to testing. For example, if there is a total of 50 participants in extra-curricular activities at least 25 tests will be administered.

STUDENT TRANSFERS:

A student transferring to Paxton-Buckley-Loda Community Unit School District No. 10 will be provided a copy of this policy/procedure. Transfer students and parents/guardians will be given a reasonable period of time (not to exceed five (5) school days) to determine whether or not the student intends to participate in extra-curricular activities. If within the period of time given, the consent form is signed appropriately, the student's name will be added to the random list. If a decision is made to participate after the original timeline for consent, the student will automatically be tested on the next scheduled test date prior to activity try-out, or participation.

FINANCIAL RESPONSIBILITY:

- 1). Under this policy, the Paxton-Buckley-Loda Community Unit School District No. 10 will pay for all initial drug tests requested by the District if the student signs up by the fall deadline.
- 2). Students deciding to participate in an extra-curricular activity after the first sign-up deadline date will be required to be tested after the signed consent form is returned. The cost of this test will be the financial responsibility of the student's parents/guardians.
- 3). A request for another re-test of a "positive" urine specimen is the financial responsibility of the student's parents/guardians.
- 4). A student/parent/guardian may request a re-testing of the urine specimen within three (3) days of notification of a positive test. The student will be ineligible to participate in extra-curricular activities until the final results are reported.

- 5). Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent/guardians.

CONFIDENTIALITY:

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extra-curricular participant, his/her parents or guardians, and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the Paxton-Buckley-Loda Community Unit School District No. 10 Extra-Curricular Code of Conduct. The test results will not be part of the extra-curricular participant's permanent student record, but will be kept in a secure file in the High School office. The results for testing, negative or positive, will be kept until the student graduates.

Under this drug-testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved other than by order of a court competent jurisdiction.

SELF OR PARENT/GUARDIAN REFERRAL:

Student self-referral or parent/guardian referral is a process designed to allow a student or parent/guardian to recognize a prohibited substance problem and bring it to the attention of staff or administration. Under the Extra-Curricular Code of Conduct, a student receives no consequences for self or parent/guardian referring, but will count as the first offense under the code of conduct. However, the student must receive a substance assessment and/or counseling at the parents/guardians expense.

Under the random drug-testing policy, self and parent/guardian referrals are still available. However, once a student is selected by number for testing, a self-referral is no longer an option. Second or any subsequent self or parent/guardian referrals will be reviewed individually with regard to the basis for self or parent/guardian referral and Extra-Curricular Code of Conduct. The Principal and Athletic Director will conduct this review.

CHAIN-OF CUSTODY:

- 1). The testing organization will provide appropriately trained staff members, set up the collection environment, guarantee specimens, and supervise the chain-of-custody.
- 2). A District or testing organization staff member will escort students to the collection site. No student is allowed to go to his/her locker. The staff member should minimize classroom interruptions.
- 3). Before the testing organization staff member can test a student's urine, he/she must sign any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

- 4). Students will be instructed to remove all coats and wash their hands in the presence of the staff member before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The staff member will wait outside the restroom stall. The testing organization staff member will obtain the urine specimen.
- 5). A sanitized kit containing a specimen container will be given to each student. The container will remain in the student's possession until the staff member performs the rapid test.
- 6). If the test is found negative, the student will be notified immediately. If the test is inconclusive, then the specimen bottle will be sent to Medtox Lab for more testing.
- 7). The specimen container will be sealed, and only the lab testing the specimen may break the seal.
- 8). If the seal is tampered with or broken after leaving the student's possession or prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extra-curricular activities subsequent to a re-test.
- 9). After it is sealed, the specimen will be transported to the testing laboratory by testing organization personnel. The testing organization will report the results to the building principal or designee.

TESTING NEGATIVE:

By using the Rapid Testing, the student will know immediately if the test is negative. The parents/guardians of the extra-curricular participant who tests negative will be notified by mail.

INCONCLUSIVE TEST:

If the test is inconclusive, it will be sent to the Medtox Lab for further testing. The parents/guardians of the extra-curricular participant who tests are inconclusive will be notified by phone and by mail. If the results from the inconclusive test come back as positive, the extra-curricular participant will be considered in violation of Paxton-Buckley-Loda Community Unit School District No. 10 Extra-Curricular Code of Conduct.

TESTING POSITIVE:

The Carle Clinic Medical Review Doctor will notify the school district, student, and parents/guardians within twenty-four (24) to forty-eight (48) hours. A letter of the results will also be sent home. A positive test will result in a violation of Paxton-Buckley-Loda Community Unit School District No. 10 Extra-Curricular Code of Conduct. The consequences of this violation are outlined in the Code of Conduct.

PAXTON-BUCKLEY-LODA COMMUNITY UNIT SCHOOL DISTRICT NO. 10

**EXTRA-CURRICULAR PARTICIPANT ELIGIBILITY RANDOM DRUG TESTING
STUDENT AND PARENT/GUARDIAN CONSENT FORM**

I have read the Paxton-Buckley-Loda Community Unit School District No. 10 Extra-Curricular Drug-Testing Policy for student participants, and I understand the Board of Education's policy and procedures and agree to follow said policy and procedures, including being subjected to drug testing as a condition of participating in extra-curricular activities. I also understand that if I disobey the rules I will be excluded from the opportunity to participate in extra-curricular activities as provided by the Board of Education's policy and procedures.

I accept the method of obtaining urine samples, testing, and analysis of such specimens and all other aspects of the program. I agree to cooperate in furnishing such urine samples which may be required at random times. I also give the drug testing facility permission to discuss all results with the proper Paxton-Buckley-Loda Community Unit School District No. 10 personnel. This consent is given pursuant to all State and Federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent such disclosure is authorized by the program. This consent is valid for the current school year.

I understand the costs for random drug tests will be paid for by Paxton-Buckley-Loda Community Unit School District No. 10 unless the student misses the first sign-up date. Students deciding to participate in extra-curricular activities after the first sign-up deadline date will be required to be tested after the signed consent form is returned. The cost of this test will be the financial responsibility of the student's parents/guardians.

Student Participant – PRINT NAME

Student Participant - SIGNATURE

Parent/Guardian Signature / Date

Health Policies

PBL Unit 10 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 emesis or loose stools. In the case of reoccurring diarrhea student may return 24 hours after starting doctor prescribed medication(with an appropriate doctors note).

PBL Unit 10 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.

PBL Unit 10 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.

PBL Unit 10 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>

PBL Unit 10 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)

Administering Medications to Students

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 prescribe 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.

PBL 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.

Student Athlete 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.

LEGAL REF.: 105 ILCS 5/10-20.54.

CROSS REF.: 4:170 (Safety),
7:300 (Extracurricular Athletics)
ADOPTED: June 12, 2013

Vision and 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 (410 ILCS 205)

(<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1538&ChapAct=410%20ILCS%20205&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.

EPSDT Medicaid Provider

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

Disclaimer

The contents of this handbook are a reflection of, but do not include all PBL School Board policies. Rules are subject to change without notice. These changes may be due, but are not limited to changes in school board policy or state or federal statute. This Student Handbook is being provided for your convenience; regard it as a tool to help you know your school better and to function within it.

The administration retains the right to address all school-related issues as needed. Other regulations may be determined by the administration and the faculty as the need arises during the school year.

A complete copy of the PBL CUSD#10 School Board policy 7:190 which pertains to student discipline may be obtained by contacting in writing Mr. Cliff McClure, Superintendent of Paxton-Buckley-Loda Unit School District, Panther Way, Paxton, IL 60957.

If a student or parent has questions, he/she should contact Mr. Travis Duley, PBL High School Principal, Panther Way, Paxton, IL 60957. (217)379-4331.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Parent/Guardian Acknowledgement

The school handbook can be found on our district website at www.pblunit10.com. For your convenience we have also included a QR code to access the handbook easily.

I acknowledge receiving and/or being provided electronic access to the school handbook and school board policies on student behavior. I have read these materials and understand all rules, responsibilities and expectations. I understand that the 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.

As a parent/guardian I will also support my child's learning by:

- Discussing with my child the importance of effort and striving for success
- Discussing with my child and holding him/her accountable for appropriate school behavior
- Making sure my child attends school regularly and arrives on time each day
- Allowing the school to provide interventions when necessary
- Monitoring my child's progress at school
- Attending and participating in parent teacher conferences
- Supporting my child to complete their work
- Communicating regularly with the school staff in regards to what my child is learning and accomplishing at school

Parent/Guardian Signature: _____ **Date:** _____

As a student I will be an active learner by:

- Respecting myself, other students, faculty and the property of the school
- Working hard to do my best at school each day and asking for help when I need it
- Communicating honestly and respectfully with my teachers and my principal

Student Signature: _____



Follow QR code to the Student handbook

Regular Day Bell Schedule

1st Hour	8:00	8:48
2nd Hour	8:51	9:39
3rd Hour	9:42	10:30
4th Hour	10:33	11:21
5A Lunch	11:21	11:51
5A Guided Study	11:24	12:04
5B Lunch	12:04	12:34
5B Guided Study	11:54	12:34
6th Hour	12:37	1:25
7th Hour	1:28	2:16
8th Hour	2:19	3:07

Early Dismissal Tuesday's Bell Schedule

1st Hour	8:00	8:42
2nd Hour	8:45	9:27
3rd Hour	9:30	10:12
4th Hour	10:15	10:57
5A Lunch	10:57	11:27
5A Guided Study	11:00	11:40
5B Lunch	11:40	12:10
5B Guided Study	11:30	12:10
6th Hour	12:13	12:55
7th Hour	12:58	1:40
8th Hour	1:43	2:25

Assembly Schedule

Period	Start Time	End Time
1st Hour	8:00	8:48
2nd Hour	8:51	9:39
3rd Hour	9:42	10:30
4th Hour	10:33	11:21
5A Lunch	11:21	11:51
5A Guided Study	11:24	12:04
5B Lunch	12:04	12:34
5B Guided Study	11:54	12:34
6th Hour	12:37	1:16
7th Hour	1:19	1:58
8th Hour	2:01	2:40
Assembly	2:40	3:07

Early Dismissal Heat Bell Schedule

1st Hour	8:00	8:42
2nd Hour	8:45	9:27
3rd Hour	9:30	10:12
4th Hour	10:15	10:57
5A Lunch	10:57	11:27
5A Guided Study	11:00	11:40
5B Lunch	11:40	12:10
5B Guided Study	11:30	12:10
6th Hour	12:13	12:45
7th Hour	12:48	1:20
8th Hour	1:23	1:55

10:00 a.m. Start Bell Schedule

1st Hour	10:00	10:32
2nd Hour	10:35	11:07
3rd Hour	11:10	11:42
4th Hour	11:45	12:17
5A Lunch/Guided Study	12:20	12:50
5B Lunch/Guided Study	12:53	1:23
6th Hour	1:25	1:57
7th Hour	2:00	2:32
8th Hour	2:35	3:07

First Day of School Schedule

Meet in Gym	8:00	8:07
1st Hour	8:12	8:51
2nd Hour	8:54	9:33
3rd Hour	9:36	10:15
4th Hour	10:18	10:57
5A Lunch	10:57	11:27
5A Guided Study	11:00	11:40
5B Lunch	11:30	12:10
5B Guided Study	11:30	12:10
6th Hour	12:13	12:54
7th Hour	12:57	1:38
8th Hour	1:40	2:22

Semester Exam Even Hours

2nd Hour	8:00	9:27
4th Hour	9:32	10:59
5A Lunch/Guided Study	11:02	11:32
5B Lunch/Guided Study	11:35	12:05
6th Hour	12:08	1:35
8th Hour	1:40	3:07

Semester Exam Odd Hours

1st Hour	8:00	9:27
3rd Hour	9:32	10:59
5A Lunch/Guided Study	11:02	11:32
5B Lunch/Guided Study	11:35	12:05
7th Hour	12:08	1:35
Make-Up Exams	1:40	2:25