

**Clara Peterson Elementary
Student Handbook
2010-2011**

Joshua M. Didier
Principal

580 E. Franklin
P.O. Box 50
Paxton, IL 60957
Phone: 379-2531
Fax: 379-9781

Office Hours: 7:45 a.m. to 3:45 p.m.

PBL Unit Office
Cliff McClure, Superintendent
Panther Way – Jr. High
Paxton, IL 60957
Phone: 379-3314

Illinois State Police
School Safety Tip-Line:
1-800-477-0024

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WELCOME TO CLARA PETERSON ELEMENTARY SCHOOL

A Special Message to Parents

The faculty, staff, and administration of Clara Peterson Elementary School would like to welcome you to the 2010-2011 school year! We are dedicated to providing each child within our district an opportunity for continued educational growth and success.

This handbook is provided to acquaint students and their families with the rules, policies, procedures, and services of our district and school. Thank you in advance for taking the time to read and discuss the contents of the handbook with your child.

Our goal is to work together with you and your child to make this year rewarding, productive, and successful. We can ensure the best educational program for our children when home and school work together as a team!

Sincerely,

Joshua M. Didier, Principal

Disclaimer

The contents of this handbook are subject to change without notice. These changes may be due, but not limited to changes in school board policy or state and federal statutes.

Clara Peterson Elementary Mission Statement

Clara Peterson Elementary School is a partnership of students, teachers, parents, and community who work together to give children the opportunities to develop to their highest potential.

PBL DISTRICT INFORMATION

Board Meetings

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

Board of Education

President	Mike Short
Vice President	Dave Dowling
Secretary	Dean Swan
Member	Dawn Bachtold
Member	Jeff Jarboe
Member	Cris Thompson
Member	Shawn Young

VISION AND MISSION STATEMENT

PBL Unit #10 Vision Statement

“Excellence through Rigor, Relevance, & Relationships”

Definition & Expectations

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

Due to a rigorous curriculum:

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

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

My educational experiences are relevant to me because:

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

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

To build positive relationships:

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

Mission Statement

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

Response to Intervention

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

English Language Learners (ELL)

"Instruction of English Language Learners"

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

Homelessness

Getting your child into school:

If You:

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

You have the right to:

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

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

PBL Web Page

The PBL web page is located on the Internet at pblunit10.com. At that site you can view Clara Peterson's monthly lunch menu, activity calendar and newsletter.

Skyward Family and Student Access

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

Your data connection is secured by a unique username and password to ensure security and privacy. Please contact your child's school to receive your username and password.

In case your username and/or password is lost or forgotten, go to the PBL website (www.pblunit10.com), scroll to the bottom of the page, click on Family Access, then click on the link, "Forget your login or password?" Insert your email and within minutes the username and password will be sent.

Cell Phones

Cell phones are not to be used during the school day and should be turned off and kept in lockers and/or book bags. If students violate this policy, the cell phone will be confiscated and will be dealt with by the administration.

Recognizing and Avoiding Sexual Abuse:

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

Website Link for Sex Offender Information and Registry

The PBL web page contains a link to the National Sex Offender Registry and the Illinois Offender Information websites. To access from the PBL web page, under District, click on Information and scroll down to the bottom of the page.

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.

Clara Peterson School Calendar 2010-2011

August 5	School Registration 12:00-7:00 at the Junior High Commons
August 20 & 23	Teacher Institute and Kick-off
August 24	HALF DAY – First Day of Student Attendance First and second grades at Clara Peterson will dismiss at 11:45 . The kindergarten and preschool “Get Acquainted Day” is from 8:30-11:00.
September 3	School Picture Day
September 6	NO SCHOOL – Labor Day
September 13	EARLY DISMISSAL – Professional Development Clara Peterson will dismiss at 2:10 .
September 16	Open House 6:00-7:00
October 8	NO SCHOOL – School Improvement
October 11	NO SCHOOL – Columbus Day
October 22	EARLY DISMISSAL – Paper Reduction Clara Peterson will dismiss at 2:10 . End of First Quarter (41 days)
October 27 & 28	Parent Teacher Conferences – 3:30 to 7:00 p.m.
October 29	NO SCHOOL – Fall Break
November 11 - 16	Book Fair
November 15	EARLY DISMISSAL – Professional Development Clara Peterson will dismiss at 2:10.
November 15	Book Fair Family Night
November 25 & 26	NO SCHOOL – Thanksgiving Break
December 6	EARLY DISMISSAL – Professional Development Clara Peterson will dismiss at 2:10.
December 22	EARLY DISMISSAL – Paper Reduction Clara Peterson will dismiss at 2:10. End of Second Quarter (40 days)
Dec. 23 – Jan. 2	NO SCHOOL – Winter Break
January 3	School Resumes
January 17	NO SCHOOL – M.L. King Day
January 24	EARLY DISMISSAL – Professional Development Clara Peterson will dismiss at 2:10.
February 18	NO SCHOOL – School Improvement
February 21	NO SCHOOL – Presidents Day
March 11	EARLY DISMISSAL – Paper Reduction Clara Peterson will dismiss at 2:10 . End of Third Quarter (47 Days)
March 21-25	NO SCHOOL – Spring Break
March 28	School Resumes
April 4	EARLY DISMISSAL – Professional Development Clara Peterson will dismiss at 2:10.
April 22	NO SCHOOL
April 25	NO SCHOOL
May 2	NO SCHOOL – School Improvement
May 16	EARLY DISMISSAL – Professional Development Clara Peterson will dismiss at 2:10.
May 24	EARLY DISMISSAL – Paper Reduction Clara Peterson will dismiss at 2:10.
May 25	NO SCHOOL – Teacher Institute
May 26	Report Card Pick Up Day – Clara Peterson will dismiss at 8:25 am. End of Fourth Quarter (45Days)

If any snow days are used during the year, they will be added to the end of the calendar and thereby extend the school year beyond May 26th.

Faculty and Staff

Superintendent	Cliff McClure
Principal	Joshua M. Didier
Secretary	Sandra Schweighart
Kindergarten	Connie Early Cyndi Jensen Britney Gass Laura Peden Brandi Rogers Anna Talbert
First Grade	Karen Kummerow Gayle Lemenager Susan Naugle Kelly Neukomm Linda Tammen
Second Grade	Jamie Grider Amy Johnson Margo Jones Jake LeClair Jill Steiner
Preschool	Sharon Higgins
Librarian	Susan Skonberg
Physical Education	Marsha Thompson
Music	Weston Henry
Reading Specialist	Mary Jo Pavilion
Math Specialist	Kathy Green
Special Education	Cara Fitton Diane Kaiser Jeannette Funkhouser
Custodian	Doug Eichelberger Wendy Watkins
Cooks	Sandy Ecker Marilyn Fields Marta Knox Margaret Sparks
Lunch Clerk	Kim Garney
Instructional Aides	Soyna Coulter Christina Harms Colleen Keever Kathleen Lee Sandra McKinney-Cardiff Julie Rogers Lynnette Rudin Linda Schoonveld Kirsten Wallace
Special Services	Victoria Appl – Hearing Specialist Susan Baine – Occupational Therapy Theresa Carley – Hearing Specialist Deb Cook – School Psychologist Rebecca Edington – Speech Pathologist Cheryl Elder – Occupational Therapy Annette Fairchild – Speech Pathologist Sarah McCall – Speech Pathologist Nicole Shields – Social Worker Heather Walder – Physical Therapy

DAILY SCHOOL SCHEDULE

AM Preschool	8:00 to 11:00	
PM Preschool	12:00 to 2:55	
Kindergarten	8:05 to 10:50	11:40 to 2:55
First Grade	8:05 to 11:25	12:15 to 3:00
Second Grade	8:05 to 11:50	12:40 to 3:00

The tardy bell rings at 8:20.

VISITORS AT SCHOOL

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

Please do not approach students while outside for recess or PE. Students will not be allowed to talk to anyone who pulls up in a vehicle or enters the playground on foot. Our recess supervisors have been instructed to direct all visitors to the office.

Our hallways are also closed to visitors unless they have properly checked in. Parents picking students up at dismissal time do not need to check in but should not arrive before 2:50 and are asked to please remain in the main foyer area and refrain from entering the main hallways. This helps us maintain both a quiet and safe environment for our students.

Classroom Deliveries

To minimize classroom interruptions, deliveries to students should be brought to the office. Office personnel will see to it that the delivery of books, lunches, P.E. shoes, treats, etc. are taken to the classrooms at an appropriate time. Please be sure items to be delivered are labeled with child's name. Deliveries of flowers and gifts will be taken to the classroom at the end of the school day.

Pets at School

Due to various liability and health concerns, we ask that no pets be brought to school.

Volunteering

We encourage parents and community members to become involved. If you are interested in volunteering at Clara Peterson Elementary School, please contact the school office.

ACADEMICS

Grade Change Policy

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

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

Reasons for changing a final grade- a student's final grade shall be raised only:

--Where the teacher's grade clearly reflects an unreasonable emphasis on format over content (as where the student receives a failing grade in a course because a single assignment was single-spaced, rather than double-spaced); or

--Where the teacher's grade clearly reflects bias against the student (as when the student, having done work comparable to other students, receives a substantially lower grade); or

--other unusual circumstances which, based on the elements of grading, make the student's final grade unfair or unreasonable (as where a student who exhibits a broad mastery of the subject matter receives a low final grade due to absence because of illness).

*A student's final grade shall be lowered only where the teacher's grade clearly reflects inappropriate preferential treatment given to the student in question.

Procedure: All requests for the raising of a final grade shall be made to the principal in writing by a parent of the student who received the final grade and shall identify the student, class, teacher and grading period, together with an explanation of the circumstances and the reason for the request. The school must receive said request on or before the 15th calendar day after the school sends the final grade to the parent.

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

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

If the principal makes a grade change pursuant to this procedure, the principal shall initial the grade change where it appears in the permanent record of the student.

Review

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

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

Kindergarten Grading Scale

S=Satisfactory I=Improving, but not yet satisfactory N=Needs Improvement

First & Second Grading Scale

+ =Exceeds goals ✓ =Meets goals - = Does not meet goals

Report cards will be issued at nine-week intervals. The teacher will send notes and ask for conferences with parents between reporting periods when he or she feels it is necessary. Parents may keep each card but should sign and return to the teacher the attached slip to confirm receipt of the report card. To communicate academic progress, interim reports are sent to parents of all students during the fifth week of school. For the remainder of the year, if the child is failing or having other difficulties, the parents will receive a progress report midway through the quarter.

Remediation

The PBL School District adheres to the promotion policy set forth in Section 10-20.9 of the Illinois School Code, which has been amended through H.B 452 that requires districts to have in place a no social promotion policy. This policy states that each student must meet or exceed the standards in three of the four criteria listed below. Kindergarten students must meet two of the four below.

- Attendance – The State of Illinois defines a student as a chronic truant if he/she is absent without valid cause from school attendance for 10% or more of the previous 180 regular attendance days.
- A passing average in core subjects (math, language arts, social science, and science)
- A composite score in or above the 35th percentile on the local standardized test

- Teacher information – information provided by teacher other than that specified above

With a successful remediation plan, a student may be promoted to the next grade level. The parent, teacher and principal must agree a remediation plan other than retention on. After the completion of the remediation plan, school staff will determine if sufficient progress has been made to warrant promotion to the next grade level.

- Retention
- School bridge program (i.e. summer school)
- Tutoring

Homework

Homework is a valuable part of every child's education. It is part of a student's grade and is expected to be completed as required. The most important homework activity is reading. Please read to your child daily or have them read to you.

Library

The library enriches the educational program by providing books to students and teachers. Books are loaned to all students for a period of one week. Books are the responsibility of the student and must be returned promptly and in good condition. Students with overdue books or who have damaged books and not paid for them may be restricted from borrowing more books.

Parent/Teacher Conferences

The school schedules Parent/Teacher conferences in November, though parents should feel free to call or meet with their child's teacher whenever there is a need. Other conferences with teachers must be scheduled before or after school. Teachers may be reached through the school office at 379-2531.

Program Offerings

Clara Peterson Elementary may offer these programs: Title I Reading & Math, Reading Improvement, Gifted, Hearing-Impaired, Speech & Language, and Special Needs.

Gifted/Talented

Programs and activities for gifted and talented students will be provided at Clara Peterson in first and second grade. Students will be identified on the basis of achievement test scores, teacher's assessment of abilities, past performance, grades, and group tests of academic ability. Students ranking in the top 5-10% of their assigned grade will be identified and provided activities designed to challenge their talents. The gifted talented program will be planned by district personnel and included in classroom activities.

Reporting to the Parents

Test papers will be sent home periodically for parents to view and sign. This is to keep parents informed of the student's weekly work. It is the responsibility of the student to see that his/her parents have viewed school papers and to returned them to school the following day when requested.

Internet

The purposes of providing Internet access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end, PBL CUSD #10 reserves the right to limit access by students, and to prohibit student access to network

resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

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

A complete copy of the **Authorization for Internet Access** is posted on the districts web page at <http://www.pblunit10.com/aup.ytml> and reviewed by teachers, with their students, at the beginning of the year. A copy will be provided to parents/guardians by calling the principal's office.

ATTENDANCE PROCEDURES

Arrival and Departure Procedures

Arrival: Entrance doors will remain locked until 8:00 a.m. except during inclement weather when children are permitted to enter the building.

Pick up and drop off procedures:

- Parents having only kindergarten or preschool students are required to park on Park Street as their students will enter into and be dismissed from the west exit adjacent to Park Street.
- Parents having only 1st or 2nd grade students are required to park on Franklin Street for drop off and after school pick-up. Second graders will be dismissed from the main entrance and first graders from the northeast entrance.
- Parents having students in multiple grades will use the back parking lot (adjacent the cafeteria and blacktop surface) as their children will be able to meet one another in the cafeteria and then proceed to their ride.
- Busses will load and discharge students along the walk in front of the building. All students riding the busses will use the main entrance to enter the building.
- In order to deep hallway traffic to a minimum, it is strongly suggested that parents please drop off and meet their children outside the building at a designated spot or inside the building in the entrance areas only. Please refrain from entering the hallways except under special circumstances.

Locked Doors: For reasons of safety, all entrances to school except the main front door will be locked during the day. The front main entrance will be the only entrance that will remain **unlocked throughout the school day**. In addition, the cafeteria door, the northeast first grade door and the west pre-k and kindergarten door will be unlocked for arrival from 8:00 to 8:20. Of course all doors are capable of opening from the inside so that students may exit from any door at any time.

Bus Transportation: There are school buses to provide transportation for all children living 1 1/2 miles or more from the nearest collection point (PBL High School/PBL Junior High or Eastlawn School). Children living less than 1 1/2 miles from the nearest collection point may catch a bus at the high school/junior high at approximately 7:55 a.m. for transportation to Clara Peterson. Buses will depart from Clara Peterson at approximately 3:15 p.m. Buses will proceed to the Junior High/High School (with one bus making a drop off at Eastlawn before it continues on to the Junior High/High School) and arrive at approximately 3:40 p.m. **Bicycles:** Bikes must be placed in the racks at all times if space is available. If there is no space, they are to be lined up at the end of the racks.

Pedestrians: Students are urged not to walk in the middle of the street or driveways. They are to use sidewalks when possible, not cutting across the lawns of nearby residents. Children should not cut across the front school lawn in coming to school or leaving the grounds in the evening. They are expected to use the walks provided.

Parking: Except for emergencies, no parking is permitted in the circle drive in front of the school. This is for buses only. Parking is permitted on Franklin Street and Park Street. In addition, there is a marked parking area available on the back blacktop. For the safety of our children, parking or turning around in the restricted area on the south blacktop (marked with diagonal yellow lines) is strictly prohibited.

Attendance and Absence Procedures

Prompt and regular attendance by all students is required. State law regarding compulsory attendance places responsibility for attendance on the parent/guardian. When it is necessary for a student to be absent from school, the office should be notified anytime before 8:45 a.m. If you call before our office opens at 7:45 a.m., leave a message on our answering machine. When calling in an absence, please give the child's name, grade, and teacher, who is calling, and reason for the absence.

The only excused absences are those resulting from illness, medical/dental appointments, court appearances, death in the immediate family, observance of religious holidays, or prearranged vacations (not to exceed 10 days per year). Absence for any other reason will be considered unexcused. A chronic truant as defined by Illinois State school code is a student who has been absent without valid cause from school attendance for 10% or more of the previous 180 regular attendance days. Students will be allowed to make up schoolwork following an excused or unexcused absence. One day will be allowed to make up work for each day the student is absent. Students not seated and prepared to begin the school day at 8:20 a.m. will be considered tardy.

Kindergarten and first grade students who arrive after 10:05 a.m. will be counted 1/2 day absent. Second grade students who arrive after 9:05 a.m. will be counted 1/2 day absent.

Kindergarten and first grade students leaving before 12:55 p.m. will be counted 1/2 day absent. Second grade students leaving before 1:55 p.m. will be counted 1/2 day absent.

Kindergarten and first grade students must be in attendance for 4 clock hours of student instruction (not counting lunch & noon recess) to be considered present (2 hours for 1/2 day). Second grade students must be in attendance for 5 clock hours of student instruction (not counting lunch & noon recess) to be considered present (2 1/2 hours for 1/2 day).

Parent cooperation is requested regarding students coming to school late. If a student is tardy an excessive number of times, the principal will contact the parent for a conference. If continued tardiness occurs, the parents may be referred to the Truancy Assistance Program.

Children who do not ride the bus should not arrive at school before 8:00 a.m. and must leave immediately after being dismissed in the afternoon.

Leaving the School Grounds

The school is responsible for your child during school hours. No child is ever permitted to leave the school grounds without permission from the office. If it is necessary for a student to leave early, a note must be brought to the classroom teacher or office before school. An authorized adult must pick up the student from the office. No one will be permitted to pick up a student without authorization from the parent or guardian. Please check your student out from the office. **Office personnel will get your student from the classroom.**

TRANSFER STUDENTS

Grade Placement of Transfer Students

Any student transferring into the P.B.L. District #10 from a private school, a home school, another school district or any other educational setting shall be placed in the P.B.L. District #10 in a course schedule or grade level determined to be appropriate by School District officials. In making placement determinations, the School District shall consider the chronological age of the child, the social and physical maturity of the child, transcripts, grade cards or other educational assessment documents, ability or achievement test scores, recommendations of teachers, parents, physicians and/or other specialists and such other factors as School District officials shall deem appropriate.

When school officials deem it appropriate, an appropriate test shall be administered to the child to assist the School District in making a placement decision. School officials may make temporary placement decisions pending their acquisition of complete information about the child. As soon as possible after complete information is obtained about the child, a placement shall be made.

Transfer Students to Clara Peterson

When a child enters Clara Peterson from another school district, the parents should present the child's current report card and health record card. The Principal's office will send for the child's cumulative folder and other educational records filed with the former school.

Transferring to Another School

When a child leaves Clara Peterson, a copy of the students records will be forwarded to the new school upon the receipt of a signed request for records. Students must pay all charges and fines and return all school property before checking out of school.

SCHOOL RULES AND PROCEDURES

School-Wide Rules – “The 3 R’s”

As an elementary school student, you have a lot of privileges-but with privileges come certain responsibilities. One of these responsibilities is to follow basic rules, which protect the rights of others. To keep things simple, the “3 R’s” system will be used at Clara Peterson School. Here is what it means:

- **R**espect yourself
- **R**espect others
- **R**espect property

Student Responsibility

Traditionally, public schools have shared the responsibility with parent/guardians for the education of children. Students must be aware of their rights and their responsibility for their actions. Clara Peterson's rules are to assure a safe caring environment for each student. A discussion with students as to the reasons for each responsibility will be initiated in each classroom.

Students will:

- Allow others to work.
- Bring proper supplies such as paper, books, and pencils to class
- Dress in proper school attire. Students may not wear clothing that promotes alcohol or cigarettes.
- Be respectful.
- Contribute to Clara Peterson’s excellent learning environment.
- Keep all school areas clean.
- Come to school daily, on time, and enter the building and classroom in an orderly manner.
- Take school messages home.
- Complete class work and homework.
- Follow school and classroom rules.

Bus Rules

- Be courteous and cooperate with the driver.
- Use acceptable language.
- Keep the bus clean. No eating or drinking on the bus.
- Students are to remain well out of the roadway, street, or loading area while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles should be kept clear at all times
- Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous.
- Nothing should be thrown either in or from the bus.
- Smoking or use of other tobacco on the school bus is strictly forbidden.
- Crowding, pushing, shoving, etc. are not only unnecessary, but dangerous as well.
- Any child who rides a bus must have a note from their parents if he/she is going home by any other means, or if riding another bus to visit a friend. A child must also have a note from a parent if he/she plans to go home with another child or is staying in town after school.

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Students will be assigned a bus during the first week of school.

The bus driver shall report misbehavior to the principal who shall follow this procedure:

1. Upon first report, a note shall be sent to parents informing them of the misbehavior reported. The student will be given opportunity to present his/her side of the incident. The principal shall judge whether a letter is sent. The letter shall state the misbehavior and inform parents of this procedure.
2. Upon second report, a conference between the parent, principal and bus driver, if possible, shall take place at the school. Parents will subsequently receive written notice of the misbehavior and conference and be advised that upon further offense, the student shall be suspended or excluded from riding the bus.
3. Upon third report, the child shall receive a written suspension from riding the bus. Records of these suspensions will be kept on file.

General Student Rules

- Students will walk and use quiet voices while inside the school.
- Students will use appropriate language.
- Students will be respectful to others.
- Students will leave gum, candy, toys, etc. at home. Any toys, balls, outdoor
- Equipment or items that have no bearing on schoolwork are to be left at home with the exception of footballs, basketballs and jump ropes. Footballs and basketballs should be clearly marked with the student's name. Confiscated toys or items must be retrieved by the parent/guardian.
- The students will assume responsibility for any items that are brought to school.
- Students have primary responsibility for their actions. We encourage self-control.
- Students must observe the safety rules of the school for their own security and that of others.
- Student must show respect for the truth.
- Students shall follow classroom rules established by the teacher(s).
- Children may bring treats for their class by prearranging a suitable time with the child's teacher.
- Party invitations may not be handed out at school, unless an invitation is provided to all members of the homeroom class.
- No headwear such as hats or scarves, or hair paint may be worn inside the school building.
- Roller skate shoes (shoes containing retractable rollers) may not be worn to school.

Lunchroom Rules

- Good manners must be used at all times.
- Stay seated until you have finished eating.
- Students are encouraged to drink their milk and eat their food.
- All food must be eaten in the cafeteria.
- Leave the tables and floor as neatly as possible.
- Students may go home for lunch; however, parents must pick the student up or make other arrangements with the principal.
- Please do not bring fast food for your child to eat in the cafeteria.
- No soda pop may be brought into the cafeteria.

Playground Rules

- Play in assigned areas only.
- Use playground equipment properly.
- Take turns on all playground equipment.
- Throwing of rocks or snowballs is not allowed at any time.
- Fighting or tackle games are not allowed.
- Line up quietly at the end of recess.
- If a ball goes in the street, notify the teacher.
- Students may bring footballs or basketballs if clearly marked with the student's name.

STUDENT CONDUCT AND DISCIPLINE

Student to Student Harassment

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

Sexual Harassment

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

1. An employee's or district agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
 2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex that has the purpose or effect of:
 - (a) substantially interfering with a student's educational environment;
 - (b) creating an intimidation, hostile, or offensive education environment;
 - (c) depriving a student of educational aid, benefits, services, or treatment; or
 - (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
- Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, or Building Principal. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

Forbidden Items

Possession of a firearm, knife, or instrument that could be used as a weapon, on school property or at any school-sponsored activity, is an act of gross misconduct.

School Code-Chapter 122, par. 10-22.6:

The Board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis. A student who has been determined to have brought a weapon to school, any school-sponsored activity or event, or activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case-by-case basis.

The term “weapon” means possession, use, control or transfer of any object, which may be used to cause bodily harm including but not limited to guns, knives, clubs, or “look-a-like”. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Student Removal From Classroom

A teacher may remove a student from the classroom when a student's behavior becomes disruptive to the normal achievement of learning objectives by other students in the class. This practice will be used only in cases of repeated poor behavior and only after other corrective measures have been taken. Each case will be considered for its own merit and the need for further disciplinary action.

Suspension

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified of the action taken, and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity. A student will not be readmitted to school until parents and administration agree upon a satisfactory solution to his/her conduct.

Vandalism

Students marking or damaging school equipment or property in any way will be required to clean the article or to pay for the damage done. The law specifically provides that parents and students are responsible for materials loaned to the students.

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

STUDENT HEALTH

Immunization

The Illinois State Law requires a medical examination of pupils before entering kindergarten, fifth, and ninth grades. This includes immunization against measles, mumps, rubella, polio, tetanus, diphtheria, and whooping cough (pertussis). If you have not had your child to a doctor for his/her physical examination, it must be arranged before entering school. It is best to have this early in the summer so that the required corrections may be made before entering school in the fall.

New students transferring from out of state might need a new physical examination on an Illinois State form. These forms can be obtained from the school office. All students must meet state immunization standards. Students not meeting state standards will not be allowed to attend school until deficiencies are remedied.

Dental Exams

Dental exams are required for all kindergarten and second grade students. Proof of School Dental Examination Forms are due May 15th and may be completed up to 18 months prior to this date. This form as well as a dental waiver form is available in the school office.

Eye Exams for Students Entering Kindergarten

Students entering kindergarten are required to have an eye examination. This exam should be performed by a qualified doctor such as an optometrist or Ophthalmologist. The law requires an eye exam to take place within one year prior to the first day of school. Proof of the eye exam or an eye exam waiver form should be submitted by October 15th.

Vision Screening

“Vision screening will be done, as mandated for the following children, (special needs students, transfer students, and students referred by their teacher) during second semester. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.”

Lice

Head lice (pediculosis) are a nuisance and not a disease. It can be easily treated in individual situations, but lice are communicable and can create a difficult situation in the school. Although most people do not like to talk about lice, all socioeconomic levels can be affected. Pediculosis is not associated with personal hygiene. Lice can be picked up from any close contact, including sharing of combs, brushes, scarves, hats, and caps or from rugs, pillows, sleeping bags, and furniture. Parents should be aware of lice and its manifestations. Parents are urged to check their children's scalps prior to the opening of school and after any lengthy vacation period. If you discover that your child has head lice, please notify the school office. Students returning to school must be completely nit free.

Treats at School

At the recommendation of the Illinois Public Health Department, for the purpose of preventing the spread of illness and disease, only wrapped, store bought treats are allowed to be distributed at school.

Medication in School

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parents/guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and wellbeing of the student. Parents/guardians may authorize their child to self-administration of medication according to the District's procedures for student self-administration of medication. A complete copy of the PBL CUSD #10 School Board Policy 7:720, which pertains to the administration of medicines to students along with the School Medication Authorization Forms will be sent home with each student on the first day of school. Additional copies of the policy and forms are available in the office.

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

Asthma Self Administration Policy

Under Public Act 92-0402 enacted in August of 2001, students with asthma have the right to carry their asthma medication with them provided they inform the school of their condition and file a **Parent Agreement for Child to Carry Medication** form with the school office. Such request is valid only for the school year in question and should be renewed each year. School employees 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 by the student. Parents must sign a copy of the District Policy Statement and file it with the school office.

Staying Indoors during Recess and PE

Students must have a note to stay inside during recess and PE. A student may stay inside for one day with a parent note. A physician's note is required for a student to stay inside during recess for any longer than one day. Our students do go out to recess for part or all of the recess period if at all possible.

EMERGENCY INFORMATION & PROCEDURES

Early Dismissal or Emergency Closing of School

Parents are to list the names of family or friends who can be contacted in case of emergency. These people will be authorized to pick up the student from school because of illness or some other reason.

The three inclement weather plans are:

1. The complete closing of school for the day.
2. Closing the school during the school day for safety reasons.
3. The limited closing of a specific school building.

When the district plans to close school early, School Messenger, the telephone notification system will be activated and local radio and television stations (WCIA and WPXN) will be notified as early as possible.

Emergency Information

In the event of a natural or other disaster, please listen to WPXN Radio for information and instructions.

If a child becomes ill or is injured while at school, the parent/guardian will be immediately contacted. If they are not available, the school will contact emergency names listed on the enrollment form. So that our files have accurate information, parents **MUST SUBMIT TO THE OFFICE ANY CHANGES OF ADDRESS, TELEPHONE NUMBERS OR EMERGENCY CONTACTS**. Every child must have an emergency telephone number on file.

REGISTRATION INFORMATION

General Registration

The Clara Peterson School holds a regular school registration each year during the month of August. Children are enrolled in classes, and all rental fees are paid at this time. Parents who register their children at a later date are asked to report to the office of the building principal at the attendance center the children expect to attend. After school is in session, all registrations must be made through the building principal's office.

When registering for school for the first time, an official certificate of birth is required. Hospital certificates do not satisfy this requirement. Students may be assigned to any room to keep class sizes as equal as possible.

Insurance

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Please refer to the insurance policy for specific benefits and rates.

Kindergarten Entrance Age

To enter kindergarten, a child must be five years of age on or before September 1 of the current school year. First grade pupils must reach their sixth birthday before September 1 of the current school year in order to enroll at this grade level for the first time.

Preschool Milk Fee

Pre-School students receive a carton of milk daily at school. The Board of Education has set the milk price at \$30.00 per semester or \$60.00 per year. A choice of chocolate or white will be offered. Payment cannot be made on a daily basis but must be paid for by the semester or the year. Refunds will not be given for absences. Potential absences were taken into consideration when determining the price per semester and year. Students moving out or into the district will be reimbursed or charged on a pro-rated basis. All students will receive milk unless we receive a written request to withhold milk from your child. At registration, the family of each preschool student will receive a federal application for free milk. If you qualify financially, the milk fee will be waived. Students in kindergarten who qualify for free lunch are not eligible for free milk.

Student Lunch

Student lunches, including milk are \$1.60 daily and \$2.60 for an adult. Extra milk or a carton of milk to supplement a sack lunch may be purchased for \$.35. A limit of \$15.00 can be charged to a student's account; after that no charges will be allowed. Students will be offered a peanut butter sandwich and milk, free of charge, until payment is received. Parents may put any amount on the account. The amount will carry over from year to year and transfer from building to building with the student.

Student Breakfast

Breakfast is available for students in kindergarten through second grade. Students can purchase a breakfast for \$1.25. An adult breakfast is \$1.50. Breakfast will be served daily from 7:45 a.m. to 8:10 a.m. Students wishing to participate will be allowed into the cafeteria after 7:45 a.m. with bus students allowed into the cafeteria immediately upon their arrival. The menu will consist of a cold breakfast menu on Monday through Thursday with a hot breakfast on Friday mornings. The breakfast menu is on the back of the monthly hot lunch menu.

Free/Reduced Price Student Lunch and Breakfast Program

You will receive an application for the Free/Reduced Price Student Lunch and Breakfast Program at school registration. These applications are available in the school office throughout the year as well. If you qualify financially, school lunches and breakfast will be provided for free or at a reduced price of \$.40 per lunch and \$.30 per breakfast. If your application is approved, you will be notified.

Textbook Fees and Supplies

A registration fee will be required of all pupils. This fee will be assessed at the beginning of each school year to take care of workbooks and supplies needed for the year. Each student should make payments promptly, since materials of this nature are bought on consignment basis by the school. Students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books to avoid having to pay for them at the end of the year.

Waiver of Fees Policy

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

ELIGIBILITY:

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

FEES SUBJECT TO WAIVER: Textbooks and workbooks needed for the instructional program of the school curriculum.

FEES NOT SUBJECT TO WAIVER: Extra milk, field trips, athletic fees, graduation fees, school pictures, etc. Any fee that is not required for the regular instructional program of the school curriculum is not subject to waiver.

PROCEDURE FOR APPLICATION:

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

APPEAL PROCEDURE:

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

- The decision of the appeal board will be reduced to writing and a copy of the decision will be mailed to the applicant.

AMENDMENTS TO WAIVER OF FEES POLICY: If there are any changes in the policy or procedures of the policy, parents will receive written notice within 30 calendar days following the adoption of the amendment or change.

CONFIDENTIALITY: Information on applications is protected by the Illinois School Student Records Act (Ill. Rev. Stat. 1989, ch. 122, par. 10-1 et. seq.). Disclosures of information pertaining to these applications are confidential and may only be disclosed as provided in this Act.

NON-DISCRIMINATION: No discrimination or punishment of any kind may take place upon any student if the parent or guardian is unable to purchase the required textbook or instructional materials.

VERIFICATION: school officials may check Eligibility at any time during the school year. Parents/guardians may be asked to provide information to prove that their child/children qualify for the school fee waiver.

REPORTING CHANGES:

- If a waiver is granted and income and/or family size changes during the school year, this information must be reported to the school.
- If you no longer qualify for the free lunch program you are no longer eligible for the school waiver or fee program.

STUDENT RECORDS

Student Permanent Records

In accordance with the Illinois School Records Act, students and parents have the right to inspect and/or challenge the contents of their permanent records. Parents also have the right to inspect certain instructional materials and to request that their child not participate in programs requiring release of specified personal information. Any parent or student wishing to exercise this right should make an appointment with the building principal. If a student or parent wishes to review the state guidelines regarding student records, they may make an appointment with the principal. Copies of the PBL Board of Education policy 7:340-E1 are available in the school office upon request.

STUDENT PROPERTY AND RIGHTS

Lost and Found

Articles of value that are found will be turned in at the office. These items will be discarded or given to a local charity if not claimed by the owner after a reasonable time.

Personal Property at School

Articles of value should be labeled. It is best not to bring anything of value, including money. If money is brought, it should be put in an envelope that is labeled with the child's name, the child's teacher, the amount, and the purpose. The school is not responsible for loss or damage.

Equal Opportunities

The PBL Unit 10 Schools insure that equal educational opportunities are offered to students regardless of race, color, national origin, age, gender, religion, or handicap. Questions in reference to educational opportunities may be directed to Mr. Eshleman at the Clara Peterson Elementary office or to Mr. McClure at the Unit Office in Paxton.

Section 504 of the Rehabilitation Act of 1973:

It is the policy of the Paxton-Buckley-Loda C.U.S.D. #10 not to discriminate against any otherwise qualified individual with disabilities, solely for reason of his/her disability, in admission or access to, treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be direct to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D. #10, 700 W. Orleans, Paxton, IL 60957.

Asbestos Management

As required, our building has been inspected for asbestos. Our inspection, conducted on 4/4/95, confirmed that some areas do contain asbestos. The ABERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. The inspection/management plan is available for public review in the Clara Peterson principal's office.