

# **PBL Eastlawn School**

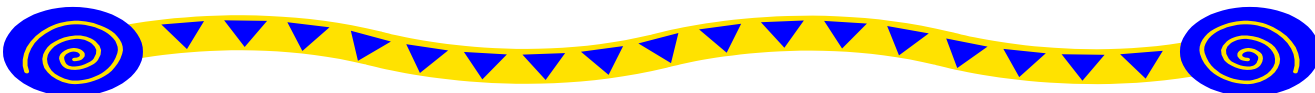
## **Student Handbook**

### **2011-2012**

341 East Center  
P.O. Box 50  
Paxton, IL 60957  
Phone: 379-2000 or 379-2009  
Fax: 379-2055

<http://www.pblunit10.com>

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



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## WELCOME TO PBL EASTLAWN ELEMENTARY SCHOOL

Welcome to PBL Eastlawn Elementary School. This Parent/Student Handbook has been prepared for you, the parents and students of PBL Eastlawn Elementary School. We hope that the information in this booklet will give you a better understanding of the school's policies, programs, and procedures. We ask you to familiarize yourself with this handbook and refer to it when you have questions regarding PBL Eastlawn Elementary.

The entire staff at PBL Eastlawn looks forward to working with you during the 2011-2012 school year in a common effort to provide the finest educational opportunities possible. If you have questions or concerns, please call the appropriate personnel as listed in this handbook. I am looking forward to a productive, challenging, and rewarding school year.

Barry Wright  
PBL Eastlawn Principal

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 VISION AND MISSION STATEMENTS

### 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

### 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.

**FACULTY AND STAFF  
PBL EASTLAWN SCHOOL  
2011-2012**

Superintendent: Cliff McClure  
 Principal: Barry Wright  
 Secretary: Judy Schneider  
 Grade 3-1: Michele Coe  
 Grade 3-2: Katie Grice  
 Grade 3-3: Charley Kietzman  
 Grade 3-4: Lacey Smith  
 Grade 3-5: Sharla Waugh  
 Grade 4-1: Peg Francisco  
 Grade 4-2: Cheryl Pitman  
 Grade 4-3: Amy Swan  
 Grade 4-4: Emilie Ross  
 Grade 4-5: Kelly Reid  
 Grade 5-1: John Rawdin  
 Grade 5-2: Brad Pickens  
 Grade 5-3: Lisa Niewold  
 Grade 5-4: Heidi Brown  
 Grade 5-5: Kathy Dowling  
 Spec. Needs: Jaleigh Brill  
                   Pat Eyre  
                   Jill Manley  
 Hearing Impaired: Tori Appl  
                   Theresa Carley  
 CDA Teacher: Lyndsey Curry  
 Librarian: Susan Skonberg  
 Title I: Peggy Seibring  
           Carol Thilmony  
 Speech: Annette Fairchild  
           Sarah McCall  
 Vocal Music: Gail Lithgow  
 Band: Beth Nuss  
           Tim Hess  
 Physical Education: Rebecca Flessner  
 Cooks: Pam Moore  
           Kathy Page  
 Servers: Susan Bailey  
           Betsy Bloodworth  
 Custodian: Scott Swanson  
 Custodian: Art Nelson  
 Lunch Clerk: Alice Houtzel  
 School Social Worker: Nicole Shields  
 School Psychologist: Deb Cook  
 Aides: Donna Howe  
           Lisa Brocato  
           Kevin Cantillon  
           Deb Kennedy  
           Jessica Rassi  
           Kim Brown  
           John Zimmerman  
 School Nurse: Tammy Glazik

**PBL UNIT #10 ADMINISTRATION**

Unit District 379-3314  
 Cliff McClure, Superintendent 379-4212  
 PBL High School 379-4331  
 Trent Eshleman, Principal  
 PBL Junior High School 379-9202  
 Dave Snider, Principal  
 Clara Peterson Elementary 379-2531  
 Josh Didier, Principal  
 PBL Eastlawn School 379-2000  
 Barry Wright, Principal

**SCHOOL BOARD**

President: Dawn Bachtold  
 Vice President: Dave Dowling  
 Secretary: Dean Swan  
 Member: Michael Short  
 Member: Shawn Young  
 Member: Doug Wolken  
 Member: Cris Thompson

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 Unit Office. All citizens of the community are cordially invited to attend. Our local news media (Paxton Record, Champaign Urbana New-Gazette, and WPXN Radio) provide coverage of each meeting.

**DISCLAIMER**

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.

As new policies or regulations are developed by the school board, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

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

Barry Wright, Principal

## ASBESTOS

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

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

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

## WAIVER OF FEES POLICY

It is the policy of the PBL 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(ren) in the district for the first time or upon request thereafter.

### 1. ELIGIBILITY:

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

### 2. FEES SUBJECT TO WAIVER:

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

### 3. FEES NOT SUBJECT TO WAIVER:

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

### 4. PROCEDURE FOR APPLICATION

- A. Complete the appropriate application form.
- B. Turn the completed application form into the PBL Eastlawn School office.
- C. Barry Wright, Principal will approve or deny the request within thirty (30) days of the receipt of the request.
- D. Written notification will be given to all requests. If the request is denied, the reason(s) will be sent to the applicant.
- E. If the request is denied, the notice will include a statement indicating the procedure for the right to appeal the decision.

### 5. APPEAL PROCEDURE:

- A. If the waiver of fees is denied, the appeal must be in writing to Barry Wright, Principal within

ten (10) days of the date the request was denied.

B. The PBL Board of Education will be the appeal board.

C. The time of the appeal will be scheduled in executive session at a board of education meeting with the applicant having the right to attend the meeting and provide information to the appeal board at the time of the hearing.

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

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

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

### 7. CONFIDENTIALITY:

A. Information on applications is protected by the Illinois School Records Act (IL Rev. Statute 1989, Ch. 122, par. 50-1 et seq.). Disclosure of these applications is confidential and may only be disclosed as provided in the act.

### 8. NON-DISCRIMINATION:

A. No discrimination or punishment of any kind may take place upon any student if parents or guardian is unable to purchase the required textbook or instructional material.

### 9. VERIFICATION:

A. Eligibility may be checked by school officials at any time during the school year. Parents or guardian may be asked to provide information to prove their children qualify for the school fee waiver.

### 10. REPORTING CHANGES:

- A. If a waiver is granted and income and/or family size changes during the school year corrected information must be supplied to the school.
- B. If you no longer qualify for free lunches, you are no longer eligible for the waiver of fees program.

## STUDENT DRESS

Students are to dress in a manner that does not cause a disturbance or distracts from classroom work, school activities or create a danger to the health and safety of others. Any clothing promoting or displaying alcohol, cigarettes, drugs or foul language will not be permitted. Based upon prior history of students concealing items in outside apparel, no coats or outside apparel shall be worn in the school building during the school day. *Due to safety concerns, no "Heelies" or "Skate Shoes" will be allowed on school grounds.*

## NOTICE OF NON-DISCRIMINATION

### Equal Educational Opportunity

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 Barry Wright at the PBL Eastlawn School office or to Cliff 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 directed to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D. #10, Panther Way Jr. High, Paxton, IL 60957.

### Sex Equity

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

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

### Administrative Implementation

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

### SEXUAL HARASSMENT

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

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex that has the purpose or effect of
  - A. substantially interfering with a student's

educational environment;

B. creating an intimidating, hostile, or offensive educational environment;

C. depriving a student of educational aid, benefits, services, or treatment; or

D. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

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

### STUDENT TO STUDENT HARASSMENT

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

### SEARCHES

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

### BIRTH CERTIFICATE

When registering for school for the first time, an official certificate of birth is required. Hospital certificates are not legal documents.

### PHYSICAL EXAMINATION, IMMUNIZATIONS, AND DENTAL EXAMS

ALL incoming Pre-K, Kindergarten, Sixth grade and Ninth grade students are required by law to have a school physical prior to starting the school year. This includes immunizations to be up to date and recorded on the physical form. It is also required that the parent portion of the physical form is filled out and signed by a parent (not the student). In addition to the physical, incoming Kindergarten, Second and Sixth grade students are required to have a dental exam. Kindergarten students will also need an eye exam (to be done by an Ophthalmologist or Optometrist) and be on file by the start of the school year. All new students entering an Illinois school for the first time are required to provide a physical (performed by an Illinois Medical Provider) with an up to date immunization record and an eye exam (performed by an Optometrist or Ophthalmologist) within 30 days from the first day the

student starts school.

### **MEDICATIONS**

Parents must request a form from the office requesting their child be permitted to take medications while at school. Medication will be stored and consumed in the school office except for certain asthma medications. For our protection, your protection and the safety of every child, please send medication in an **ORIGINAL CONTAINER WITH THE CHILD'S NAME, DATE OF PRESCRIPTION, DOSAGE, AND TIME TO DISPENSE.** District policy #7.270 will be available for review upon request from parents.

### **INSURANCE**

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

### **SCHOOL HOURS**

- 8:00 A.M. Students should enter classrooms and prepare for the day.
- 8:10 A.M. Tardy Bell
- 11:15 A.M. Grade 4 dismissed for lunch.
- 11:40 A.M. Grades 3 dismissed for lunch
- 12:05 P.M. Grade 5 dismissed for lunch.
- 3:00 P.M. Students are dismissed.

### **SAFETY**

1. Cross streets only at corner or designated crosswalk areas.
2. Never run out from behind parked cars.
3. Know your name, address, telephone number, and the name of your parents and family emergency plan.
4. Stay on the sidewalks.
5. Refuse to talk to or ride with strangers.
6. Parents who are bringing or picking up their child should stop in the designated drop-off zone.
7. Any child who rides a bus must have a note from his/her parents if going home by any other means, or if riding another bus to visit a friend, or if taking a friend home on their bus.
8. A child must have a note from his/her parents if he/she plans to go home with another child or is staying in town after school.

### **GENERAL INFORMATION**

1. Label all articles of clothing, school supplies, and items brought to school.

2. Attend school regularly and punctually except when ill.
3. Notify the office of changes in phone numbers and address.
4. If you are moving from the district, let us know several days in advance, so that transfer cards and personal material can be gathered to take along on the last day.
5. Feel free to talk with your teacher and principal as often as needed to be successful.
6. Wear clothing appropriate for the weather conditions. We will play outside except when weather is extreme.
7. Keep belongings in your locker or desk.

### **HOMEWORK**

Homework is an important part of every child's education. It is expected that each child will be responsible for doing his/her homework and returning it to school the next school day or on a specific date set by the teacher.

### **REPORTS**

A report of student progress will be available each quarter. Mid-term reports will be sent home when teachers determine student progress is not acceptable. If a student is having difficulty with his work or personal adjustments and relationships, he/she and his/her parents may be asked to come in for a conference with the teacher. Parents should also feel free to request a conference.

Once a year, the school will declare a Parent-Teacher Conference Day. Parents will be notified well in advance and will be assigned a time for their conference. Efforts will be made to consider individual schedules.

### **VISITING SCHOOL**

A parent/guardian's visit to their child's classroom is always welcomed and encouraged. By state law, all visitors must check in at the office first. Visitors will be asked to sign in and given a visitor badge to wear while visiting the school. These badges must be visible at all times. When leaving, visitors should sign out and return the badge.

Even though visits are welcomed, please consider the following recommendations.

1. Call the school office to make arrangements.
2. Visiting during the first and last month of school is discouraged.
3. Talk with the teacher and discuss the purpose of your visit.
4. Inform the lunch clerk if you wish to stay for lunch.

## PETS AT SCHOOL

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

## GRADING SYSTEM

3<sup>rd</sup>, 4th and 5th Grades

A – Excellent	92-100
B - Good	83-91
C - Average	73-82
D - Below average but passing	65-72
F - Failing	64-0
I - Incomplete (a reasonable amount of time will be allowed to make up work from excused absences before a grade of F is given)	

## PROMOTION/RETENTION POLICY

Promotion policy—Section 10-20.9a of the Illinois School Code has been amended through H. B. 452 to require districts to adopt a “no social promotion” policy by September 1, 1998.

All students in grades K-8 must meet or exceed the standards in 3 of the 4 criteria;

1. attendance – state’s truant standard
2. passing average in core subjects (math, reading, English, spelling, social science, and science)
3. local standardized test results – 35<sup>th</sup> percentile composite score
4. teacher recommendation

## GRADE CHANGE POLICY

DEFINITION:

"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 legal guardian of the student in question.

## ELEMENTS OF GRADING:

A student's grade should be reflective 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.

## APPEALING A GRADE:

The procedure for appeal of a grade is on file in the principal's office. To appeal a grade, contact the principal.

## LOST AND FOUND

Articles of value found at school will be turned in to the school office. Items will be discarded or given to the finder if not claimed within a reasonable time by the owner.

## ATTENDANCE

Punctual and regular attendance is of great importance. If a child does good work in school it can usually be linked with good attendance records. Listed are some practices that must be followed after an absence or tardiness.

1. If a student is absent from school, parents are expected to call the school by 9:00 A.M. to report the absence. If the school is not notified, we will make every effort to locate the parent to verify the security of the student. Please give the reason for the absence to help us maintain and track health problems.
2. Students who are tardy are expected to give reasons. Parents will be contacted when tardiness is frequent.
3. Extended absences may require a doctor's note of explanation.
4. Excused absences are for:
  - A. Illness
  - B. Doctor's appointments
  - C. Family vacations (arrangements must be made with the teacher in advance)
  - D. Other absences will be evaluated on an individual basis
  - E. Observance of Religious holidays
5. Unexcused absences are:
  - A. Shopping
  - B. Truancy
  - C. Appointments that can be made at times other than school hours
  - D. Other absences will be evaluated on an individual basis
6. Excused tardiness:
  - A. Illness
  - B. Mechanical problems with transportation
7. Unexcused tardiness :
  - A. Overslept
  - B. Didn't know the time
  - C. Hair appointments
  - D. Other cases will be evaluated on an individual basis
8. A student is considered tardy until 9:15 A.M. He/she will then be counted absent for either a half or a whole day. A student will be counted present the whole day if he/she attends until 2:00 P.M.
9. Students are considered tardy when they are not in their assigned area and ready for work at 8:10 A.M. Bells are set to help students be on time.

No attendance will be counted for less than two and one-half clock hours of attendance. At least one day will be allowed to make up work for each day the student is absent.

To receive an excused absence, the student's parent must send a signed note to confirm that the absence

meets one of the criteria. Students receiving an excused absence will be allowed to make up schoolwork missed.

Absence for any other reason will be considered unexcused.

Chronic absences for illness may require a doctor note to be excused.

Disciplinary action for **unexcused absences or tardies** may require the time to be made up accordingly in detention or at noon recess.

### **LIBRARY**

The library enriches the educational program by providing resource materials to students and teachers. Resource materials are loaned to all students for a period of one week. Resource materials are the responsibility of the student and must be returned promptly and in good condition. Students with overdue resource materials or who have damaged resource materials and have not paid for them may be restricted from borrowing more resource materials. Students may use the library at times when the librarian or the classroom teacher is there for proper supervision.

### **ACCIDENTS AND ILLNESS AT SCHOOL**

Each year some students become ill or hurt at school and parents cannot be located. To help insure the safety and well being of your child please develop a plan for times when you will be unreachable. Inform both your child and the school of your plan.

Procedures: Students will be evaluated by appropriate school personnel to determine their needs. Every effort will be made to contact parents when the illness or injury warrants. Emergency cards will be checked for appropriate emergency numbers and actions. When need is determined, an ambulance will be called to transport your child to the nearest appropriate medical facility.

### **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 accommodations/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 the ir self-care and self-administer medications such as inhalers, Epi-pens, Glucagon, Insulin diabetic devices, and diabetic supplies.

### **HEAD LICE**

Unfortunately, cases of head lice may occur in spite of all precautions we take as a school district to prevent an infestation. Fortunately, head lice do not pass any disease or illness. They are not a health hazard but are a social problem and frustrating nuisance. Head lice can affect children and adults of all socio-economic levels.

Please be assured should a case of lice be reported or found in our school, we will implement and follow all steps of our lice policy to prevent further infestation. The School Board policy regarding head lice may be found in the Nurse section on the PBL website at [www.pblunit10.com](http://www.pblunit10.com).

If you notice nits/lice in your child’s hair, you must report your findings to the school immediately, and your child will need to be kept at home. Your child will be unable to return to school until he/she has been treated and all live lice/nits have been removed.

When a case of lice/nits are noticed during the school day, a parent will be contacted to pick up their child. The student will be unable to return to school until they have been treated and all live lice/nits are removed. A letter will go home with the child simply explaining that their child has a case of head lice, and it will also provide information about treatment options.

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.

We do ask that parents periodically check their children at home. We also encourage parents to call the school with any questions of concerns.

### **BUILDING AND GROUNDS**

The school building will be opened from 8:00 A.M. to 3:30 P.M. for normal school activities. Many times personnel are present earlier and later to accomplish their work. Arrangements can and will be made to meet the needs of our students.

### **CLASSROOM PROCEDURES**

Nothing in any school is any more important than the work of students in the classroom. For a student to get the most from classroom experiences he/she must give his/her best at all times.

Teachers are employed to convey knowledge, motivate students to learn, furnish guidance, and to control the behavioral environment. Students are expected to conform to all reasonable demands of the faculty. Our goal is to provide a positive learning environment for all students with few interruptions from those who will not conform to rules. Talking back, impudence, swearing, and other negative behavior will not be tolerated.

Proper classroom behavior:

1. Be on time.
2. Take your seat promptly.
3. Be ready for class when the bell rings.
4. Complete all assignments and be ready for class.
5. Speak clearly and distinctly.
6. Volunteer information and share opportunities.
7. Be respectful to your teacher and your classmates.
8. Keep your surroundings in good repair, neat, and as clean as possible.

### **PHYSICAL EDUCATION**

All students are expected to participate in P.E. activities and classes unless a current letter from a doctor is provided that exempts them from such activities for a specified period of time. They are also expected to wear appropriate shoes and clothes for active P.E.

### **TELEPHONES/CELL PHONES/ELECTRONIC DEVICES**

Use of the telephones is restricted to school business and personal use is very limited. Students may only use the telephone after getting permission from their teacher. Parents are urged to limit calls to their child. In most cases messages can be relayed by the secretary or the principal at an appropriate time. 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. **We do not recommend valuable electronic devices be brought to school.**

### **STUDENT BREAKFAST/LUNCH**

Breakfast is available to students at Eastlawn for \$1.25 or a reduced price of \$.30. An adult breakfast is \$1.50. Breakfast will be served daily from 7:45 A.M. to 8:10 A.M. Lunches are \$ 1.60 and \$.40 for a reduced lunch. Extra milk or a carton of milk to supplement a sack lunch may be purchased for \$.35. Students are issued a PIN number to purchase breakfast and/or lunch. Parents may put any amount on their child's account. The amount will carry over from year to year and transfer from building to building with the student. Students will be allowed to charge no more than 10 times. After 10 charges they will not be allowed to charge lunch, but will be offered a peanut butter sandwich and milk, free of charge, until payment is received. The monthly menu for breakfast and lunch will be handed out or online the beginning of each month.

Lunchroom practices:

1. Wash hands before going to lunch.
2. Talk quietly with others at your table.
3. Keep your area of the table and floor free of food and papers.
4. Enter and leave the lunchroom quietly.
5. Obey the supervisor's rules.

### **ONLINE PAYMENTS**

For your convenience, Paxton-Buckley-Loda School District has contracted with RevTrak, a national credit card payment processor, to provide you the simple security and convenience of making online food service payments! Online payments can be made into food service accounts through the familiar Skyward Family Access portal, found on the front page of the PBL website, [www.pblunit10.com](http://www.pblunit10.com). If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA, or MasterCard (credit/debit). There will be a \$1.00 per transaction fee charged for the convenience of using this service.

### **BUS CONDUCT**

Bus conduct for all times students ride a bus to anywhere:

1. Be on time at the bus time to help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the bus stop.
4. Stay seated while the bus is in motion.

5. Be alert to danger signals from the driver.
6. Remain on the bus in the event of a road emergency until instructions are given by the driver.
7. Keep your hand and head inside the bus at all times and do not throw anything out of the window.
8. Speak in a manner that is not distracting to the driver.
9. Be absolutely quiet at railroad crossings.
10. Be careful not to damage the bus seat or any other equipment.
11. Help keep the bus clean and sanitary by discarding waste in the proper place (no eating is allowed on the bus).
12. Animals are not allowed on the bus.
13. Keep aisles cleared of personal items (keep them in your seat).
14. Take all of your belongings with you when you leave the bus.
15. Be courteous to everyone.
16. Help look out for the safety of smaller children.
17. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus and wait for the driver to signal that it is safe to cross.
18. Observe these same rules and guidelines for all bus trips (including field trips).
19. Please call the driver or the bus garage if your child(ren) will not be riding the bus.

Drivers may not let students off at places other than their regular bus stop without specific instructions from the principal.

Students who fail to comply with bus rules will first receive a warning from the driver and an explanation of the problem. Future misconduct will result in a bus conduct report and a visit to the principal. A copy of the report will be mailed to the student's parents. Students may receive up to three formal bus conduct reports before they are suspended from bus privileges unless behavior is severe enough to warrant an immediate suspension. Parents will receive a copy of each report and will be called in for a conference before a student will be allowed to return to the bus.

### **PLAYGROUND RULES**

1. Go down the slides seated with legs in front on the slide. Do not walk up or down the slide.
2. Keep your hands to yourself.
3. Only one person on a slide.
4. Hang onto the bars securely.
5. Return all equipment after recess.
6. Objects may not be thrown unless it's part of

proper games.

7. Stay on school property.
8. Use appropriate language.
9. Tag is not allowed on the equipment.

Failure to follow the rules and instructions of the playground supervisor will lead to a loss of playtime and may lead to a visit with the principal.

### **SCHOOL PROPERTY**

School property should be used for its intended purpose. Students who intentionally misuse and damage school property will be charged for the repair or replacement of it.

### **PARTIES**

Parents may send treats for their child's birthday and other parties during the year. At the recommendation of the Illinois Public Health Department, for the purpose of preventing the spread of illness and disease, only wrapped, peanut free store bought treats are allowed to be distributed at school. A list of approved peanut free snacks can be found on the district website or at the school office. **Please do not distribute invitations at school to a party that does not include the entire class.**

### **DISCIPLINE**

The administration at PBL Eastlawn School sincerely believes that our students should have a safe and orderly learning environment, free of psychological and/or physical threat. When any one student infringes on those rights of others, he/she will be disciplined accordingly. Discipline will be of a progressive nature based on the particular student's discipline record.

### **GENERAL CONDUCT**

1. Walk to the right in the halls.
2. Keep noise to a minimum in rest rooms and halls.
3. Return to the homeroom as quickly as possible following any other class.
4. Chewing gum will be allowed only with teacher permission.
5. Obey all school personnel.
6. Walk around people who are talking in the halls.
7. Do not interrupt when others are talking.
8. Be courteous to others in lines.
9. Teachers are to control windows and shades.
10. Bring only small amounts of money to school as needed.
11. Objects that could cause harm must be left at home. (including play weapons)
12. Hats may not be worn in the building.
13. Refer to adults as Mrs., Miss, or Mr.

14. Open all doors that swing into hallways cautiously.
15. Keep all equipment clean and sanitary.

### **PROCEDURE FOR MISCONDUCT IN SCHOOL**

The nature and severity of an offense will determine the action to be taken. The general progression of discipline could be as follows:

1. The first offense will result in a **STRICT WARNING**.
2. Succeeding offenses will each result in detentions.
3. If misconduct persists it will be punished by a one-day in-school suspension and a conference with parents will be requested.
4. Future misconduct may result in a one day out-of-school suspension with a parent-teacher conference required before re-admittance.
5. Any further misconduct may result in a 3-10 day suspension with a parent-teacher conference required before re-admittance.
6. Misconduct after the 3-10 day suspension may result in a recommendation to the board of education that the student be expelled.
7. Teachers are charged with responsibility for student discipline.

### **GROSS MISCONDUCT**

Includes but is not limited to the following:

1. The use or "being under the influence", sale, disbursement, or possession of tobacco products, dangerous drugs, (marijuana, hashish, etc.) or alcohol on school grounds
2. Possession of dangerous items at school (Dangerous items include: knives, razor blades, guns, firecrackers/fireworks, brass knuckles, as well as other items deemed as dangerous by the principal)
3. Fighting
4. Excessive detentions
5. Conduct that interrupts the learning processes or may be injurious to other personnel or students
6. Repeated violations of school rules
7. Vandalism
8. Student to student harassment

Gross misconduct may result in out of school suspensions and possible legal action.

### **SUSPENSIONS**

Student's suspended from school for gross misconduct may receive either an in-school or out-of-school suspension. The final decision (in or out-of-school) rests with the superintendent and/or principal. It is advised that the student do the missed work so as not to fall behind in his/her classes. The School Code of Illinois allows for suspension for a period of up to 10

days.

Students who are serving any type of suspension are not allowed to attend any school activities in the PBL District.

### **TYPES OF SUSPENSION**

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

Students may be suspended from school (OSS). This punishment will be for serious offenses (i.e., fighting, drugs, smoking, having tobacco products, fireworks, continued threatening of bodily harm to students etc.). This type of suspension can be used for repeat offenders.

Students who receive this type of suspension will not be allowed on school grounds during the suspension. They cannot attend any PBL School District sponsored activities or events.

Students may be suspended for a period of one (1) to ten (10) days depending on the offense and history of the student.

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

Students may receive an In-School Suspension (ISS). This will involve the student attending school, but not the student's regular classes.

### **RULES FOR IN-SCHOOL SUSPENSION (ISS)**

1. Students will arrive on time in the morning by 8:00 A.M.
2. The teacher will assign students work for the day.
3. Students will not talk to others while suspended.
4. Students must remain seated.
5. Students will be allowed one morning restroom break and one afternoon restroom break.
6. The students will eat their lunch at a different time and away from the other students.
7. If a student cannot follow the rules on in school suspension, his/her parents will be called and he/she will be suspended for a three day out-of-school suspension.

### **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 need for further disciplinary action.

### **GANG POLICY**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the

public good".

Being a designated safe school zone prohibits gang activities, illegal drug use, or the carrying of weapons within 1000 feet of school property. Penalties by the courts are more severe for individuals violating the safe school zone. School discipline policies will also be in effect.

While on school property or at any school related event, wherever held, no student shall participate in any gang-related activity including, but not limited to the following:

1. Shall not wear, possess, use, distribute, display, or sell any clothing, including jewelry, emblem, badge, symbol, sign or other things that may be viewed as evidence of membership or affiliation in any gang.
2. Possession and/or use of a beeper, portable phone, or any cellular communication device by a student on school property during school hours is prohibited unless authorized by local school officials.
3. Possession and/or use of a weapon including switchblades, mace, backpacks, pistols, revolvers, and other firearms is prohibited.
4. Solicit and/or recruit others for membership.
5. Participating in and/or inciting physical violence.
6. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any persons or living creature.
7. Using any communication, verbal or non verbal (gestures, handshakes, etc.) suggesting or showing a membership in, or affiliation with, a gang or secret society.
8. Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing, or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or secret society.
9. Any act or activity which violates any policy of PBL District #10 when such an act or activity is taken to further the interests of a gang or secret society.

### **DISCIPLINARY ACTION FOR GANG ACTIVITY**

The local law enforcement agency will be called in to deal with the unlawful act according to the safe school zone. The school policy of in-school suspension, out-of-school suspension, and/or expulsion will be used as a means to correcting the problem.

### **WEAPONS**

Possession of a firearm, knife, or instrument that

could be used as a weapon on school property, or 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 brought a weapon to school, any school-sponsored activity, or event, and which 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-alikes". 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 RECORDS**

Student records will be kept by the school to comply with the Illinois School Code paragraph 50-1 through 50-10.

The following is a summation of the major provision of laws and regulations regarding student records.

1. Permanent Records consist of: basic identifying information, academic transcripts, attendance record, accident reports and health reports, record of release of permanent information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. Temporary Records consist of: all information not required to be in the students permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdote and disciplinary information. The temporary file will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
  - A. Review and inspect substantially all of their student's records maintained by PBL.
  - B. Prevent disclosure of educational records to third parties with certain limited exceptions.
  - C. Seek to have corrected any part of the student's educational records which you may believe to be inaccurate, misleading or otherwise in violation of your rights.
  - D. Challenge the contents of the records, by notifying the Principal or custodian of any objection to information contained in the record. An information conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial

hearing officer.

- E. Request and receive copies of records proposed to be destroyed.
  - F. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Other General Information:
- A. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released, without parental consent, pursuant to a court order in connection with an emergency, where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of the release of records because of a court order. **ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED WRITTEN CONSENT OF THE PARENT OR ELIGIBLE STUDENT.**
  - B. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
  - C. Full and complete copies of the laws, rules and regulations on student records are on file with the records custodian of each school and the superintendent of the district.
  - D. There is a right to complain to FERPA office: Hubert H. Humphrey Building, Room 526F, Washington, D.C. 20201.
  - E. There is a right to obtain a copy of the policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or be mailed from: Office of the Building Principal, PBL Eastlawn School, 341 East Central Street, Paxton, IL 60957.
  - F. There is a right to obtain a copy of the notification to parents and students of their rights concerning a student's school records. (Policy 7:340-e-i) A copy may be obtained in person or be mailed from: Office of the Building Principal, PBL Eastlawn School, 341 East Center Street, Paxton, IL 60957.

#### **CORPORAL PUNISHMENT**

State law and local School Board policy no longer permit corporal punishment and it may not be imposed on any child.

#### **PROBLEM SOLVING TEAM (PST)**

PBL Eastlawn School has a building PST Team composed of teachers and the principal. The PST team continues studying results of recent test scores and

surveys of parents and faculty members to determine the areas in which to focus school improvement activities. The Problem Solving Team is in place to make recommendations for ongoing implementations. The building PST continues to meet and will use test results and surveys to create additional design teams.

Through our work we hope to move PBL Eastlawn School from a high performing school to a truly great school which meets the needs of its students.

#### **AUTHORIZATION FOR INTERNET ACCESS**

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

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or prescribed behavior. The 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 computers, 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 in each district computer lab and reviewed by teachers, with their students, at the beginning of the school year. A complete copy of the Authorization for Internet Access is also posted at <http://www.Pblunit10.com/aup.html>. A copy will be provided to parents/ guardians by calling the principal's office.

#### **PBIS**

The purpose of PBIS is to provide schools with the capacity for systematic planning and problem solving when preventing and responding to problem behavior.

Activities focus on:

- Enhancing communications.
- Increasing implementation consistency.
- Collecting and disseminating information.
- Identifying, implementing, and sustaining effective practices.

- Influencing & operationalizing policy, reforms, and initiatives.
- Increase efficiency and effectiveness of efforts.
- Formalize problem solving.

### **REGISTERED SEX OFFENDERS**

Public Act 94-994, mandates that all schools notify parents where they can obtain information regarding registered sex offenders living within the school district. Two websites containing these details are linked at the bottom of the PBL District Information page, <http://www.pblunit10.com/districtinfo.html>. By scrolling to the bottom of the page, you can link directly to the National Sex Offender Registry ([www.familywatchdog.us](http://www.familywatchdog.us)) and/or Illinois Sex Offender Information ([www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)). Both locations provide similar information. If you can not access this information via the World Wide Web, please contact the school office for this information.

### **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.

### **SCHOOL MESSENGER**

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

### **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.

### **PBL WEB PAGE**

The PBL web page is located on the Internet at [pblunit10.com](http://pblunit10.com). At that site you can view PBL

Eastlawn's monthly breakfast and lunch menu and activity calendar.

### **CHARACTER COUNTS!**

PBL Eastlawn School participates in the Character Counts! Program. Character Counts! is a character education program that focuses on teaching the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Character Counts lessons are provided twice a month at Eastlawn throughout the academic year.

### **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 PBL 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.

### **INTEGRATED PEST MANAGEMENT PLAN**

The PBL 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 location 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.

### **GIFTED**

PBL Eastlawn and PBL Jr. High utilize the Schoolwide Cluster Grouping Model for gifted services. In the SCGM, all gifted children at each grade level are

clustered together into an otherwise mixed-ability classroom with a designated gifted-cluster teacher. Gifted-cluster teachers provide individualized instruction or extended and accelerated learning opportunities as determined by the needs of the student.

In order to be screened to receive gifted services, students will be evaluated on a number of factors including NWEA (MAP) test scores, ISAT scores, classroom performance, and teacher/parent recommendation.

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

### **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](http://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.

### **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."





## PBL EASTLAWN SCHOOL BEHAVIOR EXPECTATIONS

### SETTING

		SETTING										
		All Settings	Hallways	Gym Before School	Bathroom	Playground	Cafeteria	Library/ Computer Lab	Assembly	Bus	Classroom	
<b>EXPECTATIONS</b>	<b>Respect Yourself</b>	Give your best effort. Be prepared.	Walk quietly.	Arrive 8:00 AM. Go directly to gym – no students in hallways without permission.	Wash your hands.	Walk to and from the playground. Use appropriate language.	Eat a healthy lunch.	Be a good listener.	Sit and listen quietly.	Take all of your belongings. Sit safely. Stay seated.	Be on task. Be on time. Be prepared – books, pencils, and paper.	
	<b>Respect Others</b>	Be kind. Hands/feet to self. Use appropriate language. Listen/follow directions.	Use a quiet voice. Walk to the right.	Hands/feet to self. Sit quietly. Become silent when bell rings.	Respect privacy. Use soft voices.	Play safe. Include others. Share. Line up quietly at the bell/whistle.	Show respect to cafeteria people. Use good manners. Follow the rules. Be considerate. Speak in quiet voices.	Come and go quietly. Keep hands/feet to self. Use good manners. Touch only your book/computer.	Enter/exit quietly. Be polite. Be a good audience.	Use a quiet voice. Listen to driver. Hands/feet to self.	Do your own work. Listen and follow directions.	
	<b>Respect Property</b>	Clean up after self.	Water fountain – clean up spills. Admire artwork/ displays without touching.	Keep personal property to yourself.	Flush toilet. Throw away paper towels.	Use equipment properly.	Clean up after self and neighbors. Throw away your trash.	Treat books/ computers carefully. Keep area neat.	Touch things only when you have permission.	Don't damage the bus. Keep the bus clean.	Keep area clean. Take proper care of books and desk.	



