

**PAXTON-BUCKLEY-LODA**  
**JUNIOR HIGH SCHOOL**  
**HANDBOOK**

**WELCOME TO THE PBL JUNIOR HIGH SCHOOL:**

The Board of Education, administrators, and members of the junior high staff extend a most cordial welcome to the newcomers in our community. To the residents of Paxton, Buckley, Loda, and Roberts who are entering children in school, we extend a hand of welcome and friendly greetings. We are happy to have you as patrons and your children as students in our school system.

It is the earnest and sincere desire of those in charge of the PBL Schools to furnish the youth of our community the best education possible, to develop and maintain high educational standards at all times, and to encourage, guide, and direct each individual child to the maximum of his or her potential, both academically and as a citizen of America. To these ends the schools solicit your suggestions, comments, and questions regarding the academic program as a whole as well as the general interests and concerns you may have in regard to your child's educational welfare.

Parents are invited and encouraged to visit the school and classes of their children at any prearranged time during the school year. Arrangements can be made by contacting the school office.

The PBL Junior High School, located at Panther Way, in Paxton, houses five sections (homerooms) of sixth grade students, five sections of seventh grade students, and five sections of eighth grade students. Grades seven and eight are departmentalized with a well-rounded curriculum. The junior high classes are 40 minutes in length.

**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.

### PURPOSE OF HANDBOOK:

This handbook will simplify and clarify some of the rules and regulations of PBL Junior High School. It is to be used as a guide toward uniformity and understanding for students and their parents. If you have any questions concerning this handbook, please feel free to contact your student's teacher or principal. The contents of this handbook are subject to change due to school board policy, revisions, and changes in State and Federal statutes and should not be viewed as a binding contract.

### REGISTERING THE CHILD IN SCHOOL:

The PBL Unit Schools hold a regular pre-school registration each year during the month of August at the building your child will be attending. Children are enrolled in classes and all rental fees are to be paid at this time.

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

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

### STUDENT INFORMATION CARDS:

The schools keep a special card for each child containing information and parental directions in the case of disaster, emergencies, and/or injury to the child while at school. **It is highly important that these cards be filled out accurately and filed with the principal.** All new students are handed such a card for the parent to fill out. Parents should notify the school office as to new addresses or new telephone numbers at home or work, in order to keep the information up-to-date.

### SKYWARD FAMILY & STUDENT ACCESS:

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

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

### BOOK RENTAL SYSTEM:

The PBL Unit Schools provide necessary texts and workbooks used by the students on a rental basis. Textbooks are rented to the child for the year. A standard charge is set each year by the Board of Education. The charge is \$80.00.

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

### HEALTH EXAMINATIONS:

A health examination is required for all children entering kindergarten, fifth grade, or ninth grade. The examination must be completed within one year prior to entry into the above grades. An out-of-state or out-of-country transfer student must present a health examination that was completed within one year prior to entry into an Illinois School.

Immunization schedule must be up to date.

### TRANSFER STUDENTS:

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

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

All students must clear their records and accounts with the school office before receiving the above records for their departure.

### WRITING PHILOSOPHY

All children at PBL Jr. High can become independent and effective readers, writers, and communicators who function successfully in society. Our goal is to provide children with many opportunities to engage in a wide variety of oral and written language experiences.

### WRITING POLICY

Writing is crucial in every aspect of our lives. Students should be encouraged to write. The policy of PBL Language Arts Department, grades 6-8, is all students must complete one (1) formal (five paragraph essay or research paper) writing assignment per quarter in order to pass the class.

### GROUPING THE CHILDREN:

The PBL Junior High School has ability grouping in the fields of language arts and reading, and mathematics. Also, there are enrichment classes in art, computer/technology/careers, music appreciation, speech and drama, and research skills on the seventh and eighth grade level. There are also enrichment classes for sixth graders in keyboarding, art, health, and library skills/research. As a rule, a broad cross section of children of varying academic and mental abilities are grouped together in each homeroom and/or classroom.

### ARRIVAL AT SCHOOL:

The day begins at 8:10 for students attending PBL Junior High School. Students (**who do not ride the bus**) should not arrive at the Jr. High School before 7:50 a.m. The Commons area is supervised from 7:50-8:10 a.m. **Once at school students are not to leave school grounds.** At 8:00 a.m. students may attend to office matters (admit slips, lunch tickets/charges, etc.).

Students are not to go to their lockers, to the restrooms, or to classrooms, unless a prearranged practice has been scheduled, such as jazz band,

music, or sports practices. The students are to remain seated and not be changing seats. A teacher will be on duty from 7:50 AM until the 8:05 bell. At this time all students will proceed to their first period classroom.

Students are to be in their classroom by the 8:10 bell for lunch count and attendance check.

#### MORNING PRACTICES:

1. It is very possible that a student will have a practice in the morning before school, such as Jazz band, basketball, etc. If so, the student may enter the building before 7:50.
2. Students entering for band or music practice will use the band and chorus entries.
3. Students having basketball practice are to use the North (by Unit Office) entry doors.
4. For any other practices, cheerleading etc., students are to use the North (by Unit Office) doors.
5. All students are to go directly to their practice and not to lockers or rooms.
6. All students will remain in their practice area with their coach/ teacher until the 8:05 bell. The coach/ teacher will not dismiss the students early, unless the coach/ teacher escorts the students to the Commons area.

#### BIKES:

Students are allowed to ride bikes to school. They are not to be ridden on school sidewalks.

Students are to place their bikes in the racks provided. Bikes are to be placed in the rack horizontally. Students are not to gather around the bike racks at any time during the day.

The school is not responsible for stolen and/or damaged bikes. Students are urged to lock their bikes. No student is to ride another student's bike without permission of the student owner.

Failure to follow any of these rules may result in the loss of the privilege.

#### NOONHOUR/LUNCH/BREAKFAST:

##### Junior-Senior High Lunch PIN Numbers:

Students input their PIN Number to purchase lunch and/or breakfast. New students will be given their PIN number upon registration. Students may put any amount on their account. The amount will carry over from year to year and transfer from building to building with the student. For your convenience, Paxton-Buckley-Loda School District has contracted with RevTrak, a national credit card payment processor, to provide you the simple security and convenience of making online food service payments! Online payments can be made into food service accounts through the familiar Skyward Family Access portal, found on the front page of the PBL website, [www.pblunit10.com](http://www.pblunit10.com). If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA or MasterCard (credit/debit). There will be a \$1.00 per transaction fee charged for the convenience of using this service.

1. PBL Junior High has a closed campus. Lunch prices for 2010-2011 are \$1.60 for grades 1-5, \$2.10 for grades 6-12 and \$2.60 for adults. Parents who want their child to eat at home are required to sign the student out every day in the office, unless special arrangements are made.

2. Students who bring their lunch are to eat in the Commons area. **If students bring a drink from home, the drink is to stay in their locker until lunch and must be in the form of unopened can(s) or plastic bottle(s).** Milk is provided for these students for a small fee.

3. Students in the Clara Peterson and East Lawn schools will be allowed to charge no more than 10 lunches. After 10 lunches 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.

4. Junior and senior high school students will be allowed to charge no more than 10 lunches. No ice cream or juices will be charged, only lunches. Juices cost 50 cents or \$1.00 (for bottled juices) and ice cream cups are 75 cents. When the student has reached the limit they may have a peanut butter sandwich and milk at no charge,

but may not charge lunch. The lunch clerk will remind students often of charges and amount of money on their lunch card as they go through the lunch line. When a student has charged 5 lunches a letter will be mailed home to remind parents of the students' charges.

5. All students are to go to the Commons area whether they choose to eat or not.
6. Students are expected to:
  - A. Act in a proper manner while in the lunch line. Any misconduct may result in late lunch or other disciplinary action.
  - B. Clean up his/her area and deposit his/her plate and utensils, etc. in the proper area after finishing lunch.
  - C. Remain in their seats.
  - D. Eat in a normal, healthy manner with good table manners.
7. Noon hour supervisors will dismiss students at the appropriate time.
8. Use restrooms and get drinks before they go to the cafeteria. Students are urged to wear their coats outside.
9. Behave on the playground and follow all school rules. There is to be no tackle football, rough housing, wrestling, or any other action that may bring injury to another student.
10. Go inside promptly when the bell rings.

#### GENERAL RULES:

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

1. Students should not throw any objects at school, i.e., snowballs, rocks, sticks, or any other object that may cause injury to another person or damage to the school building or property.
2. Students should not be running, roughhousing, yelling, or making unnecessary noise in the hallways.

3. Students are not to be in the teacher's lounge unless accompanied by a staff member.
4. Students are to have a signed, dated and timed pass. They are to proceed directly to and from their destination. Failure to follow this rule will result in loss of hall privileges.
5. Students sent to the office should have a signed pass as to why they were sent. The office will issue passes only in special circumstances.
6. Students may use the phone designated for student use only if they have a pass and have a good reason. Students are not to use the phone without permission.
7. Students are issued lockers and desks that are school property and the school reserves the right to search this property if needed. Students are not to place posters, pictures, locker organizers, etc. in or on the locker without office permission. A student may place a lock on his/her locker. The student must give the homeroom teacher the combination or a key. This is done for the student's benefit in case of illness or loss of key and protection of property.
8. Book bags should not be brought to the classroom. They must be kept in the locker, not on hallway floor.
9. Students are not to write on walls, desks, lockers or any other school property.
10. Students are expected to use proper language in school. Students are not to yell, scream, "cuss", use or make obscene gestures or behavior in school.
11. A student is not to enter or tamper with another student's property, i.e. desk, locker, bag, purse, etc., without permission. Otherwise, it will be treated as stealing and will be dealt with as such.
12. Students are not to spit on school property or at each other.
13. Students are to treat each other with respect. Students are to treat teachers, administrators, janitors, cooks, and other school personnel with respect.

14. Students are expected to be in the classroom and in their respective seats or desks when the bell rings to begin class. Anyone entering late without a signed pass will be tardy. (See tardy policy.)

15. Students are not to tamper with any objects in the classrooms, i.e., whiteboards, displays, lights, window, shades, etc. without teacher's permission.

16. Teachers are responsible for their classrooms and therefore have the authority to make any sensible rule for their classrooms to keep order, etc. These rules should be clearly outlined, usually in writing, to the student at the beginning of the year. Any rule not written or spoken by the teacher or school is implied.

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

#### MEDICATIONS

Parents must request a form from the office, or at registration requesting their student be permitted to take medicine at school. Medication will be stored and consumed in the school office except for certain asthma medications. District policy #7.270 will be available for review upon request from parents. Please see **Addendum A for defined chronic illnesses.**

#### SCHOOL VISITORS:

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

#### ATTENDANCE POLICY FOR PBL UNIT SCHOOLS:

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

A. Student illness (illness exceeding 5 days may require a doctor's verification). Please see **Addendum A for defined chronic illnesses.**

B. Observance of religious holiday

C. Death in the immediate family

D. Family Emergency

E. Other circumstances which cause reasonable concern to the parent for the safety or health of the student

F. Other critical or emergency situations as approved by the principal.

G. Pre-arranged family vacation and/or work days (7 day limit per year -leaving school early to go to a job will not be allowed as a work day.) Homework should be completed prior to the pre-arranged absence, unless other arrangements are made with a teacher.

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

Absence for any other reason will be considered unexcused.

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

#### SCHOOL MESSENGER:

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

#### ABSENCES:

Senate Bill 730 became effective in July, 1986. This law requires parents to notify the school when their children will not be present. **Parents are required to call the school office by 9:00 a.m. each morning their child (ren) are absent.**

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

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

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

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

#### TARDIES:

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

2. Students will be counted tardy if they are late for any class for the day unless they have a pass. They will be assigned a lunch detention for tardiness.

#### DISCIPLINE:

The administration at PBL Junior High sincerely believes that students should have a safe and orderly learning environment, free of psychological and/or physical threat. When any 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.

#### SUSPENSION:

Student's suspended from school for gross misconduct may receive either a redirected study or out-of-school suspension. The final decision (redirected study or out-of-school) rests with the principal and/or superintendent. Students who receive an out-of-school suspension will be allowed to make-up work. It is the parents/guardians responsibility for obtaining the homework from school while the student is on OSS. Work must be turned in on the day the student returns to school. 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 extra-curricular activities (field trips, dances, ballgames, etc.) in the PBL District or any away games, etc. sponsored by the PBL School District.

**Suspension from extra curricular activities will be for the length of the suspension and, at the discretion of the principal, could be for the rest of that quarter.**

## TYPES OF SUSPENSION:

### Out-of-School Suspension -

Students may be suspended from school (OSS). This punishment will be for gross misconduct (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 suspension. They can not attend any PBL School District sponsored activities or events. Includes but is not limited to the following:

1. The use, sale, disbursement, or possession of tobacco products on school grounds, or at any school event. This can or may result up to a 10 day suspension.
2. Drinking, possession, or being under the influence of alcohol, drugs (or look-alikes), or any drug paraphernalia at any time on school grounds, or at any school event. This can or may result up to a 10 day suspension. Other recommendations may be counseling, or expulsion.

(Police may be contacted.)

3. 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 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.

(Police will be called.)

4. Fighting  
This can or may result up to a 10 day suspension.

5. Conduct which interrupts the learning process or may be injurious to other personnel or students.

6. Repeated violations of school rules.

7. Destruction or defacing of personal or school property.  
This can or may result up to a 10 day suspension, and restitution for any offense. (Police may be called)

8. Theft  
This can or may result up to a 10 day suspension.

(Police may be called)

## REDIRECTED STUDY (RDS)

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

## RULES FOR REDIRECTED STUDY (RDS):

1. Students will arrive on time in the morning by 8:15.
2. Students will be assigned work by their teachers. This work will include the student’s work for the day. If not enough work is assigned by classroom teachers, the student will be given work to do by the RDS supervisor. In any event, the student will stay busy the whole day.
3. Students will not talk to each other in RDS.
4. A student will not be allowed out of his/her seat unless he/she raises his/her hand and gets permission.
5. A student will be allowed one morning restroom break and one afternoon restroom break.
6. A student will eat his/her lunch at a different time and away from the other students.

7. The student will follow all school rules in RDS.

8. If a student cannot follow the rules in RDS, he/she will be sent to the office and his/her parents will be called. He/She will not be allowed back into class and may be suspended up to a three (3) day out-of-school suspension, not including the RDS day.

9. If a student is absent the day of the RDS, he/she will be made to serve RDS the next day in attendance. If the absence is unexcused, the student will receive an additional RDS day.

#### STUDENT TO STUDENT HARASSMENT

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

#### STRIKING A TEACHER:

Striking or swinging at a teacher or any school personnel will result in a suspension for a minimum of 7 days or until the next school board meeting where more action may be taken. This action may result in legal action against the student according to laws of Illinois.

#### GANG POLICY:

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. State. 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 1,000 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. Wearing, possessing, using, distributing, displaying, or selling any clothing, including jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang.
2. Possessing and/or using a beeper, portable phone, or any cellular communication device by a student on school property unless authorized by local school officials.
3. Possession and/or use of a weapon including switchblades, mace, blackjacks, pistols, revolvers, other firearms.
4. Soliciting and/or recruiting 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 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. Violating any policy of PBL Junior High through actions that tend 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 of correcting the problem.

#### 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.

#### FORBIDDEN ITEMS:

1. Lighters and/or matches
2. Tobacco, alcohol, and drugs
3. Weapons
4. Fireworks

#### ITEMS THAT MAY BE CONSIDERED INAPPROPRIATE WITHOUT PRIOR APPROVAL:

1. Radios, head phone devices, electronic games, etc. **If a student has approval from a teacher to bring an electronic device, the student is responsible for the safety of the device and for the appropriate use of the device.**
2. Food and pop
3. Squir guns.
  4. Skateboards, roller blades (shoes), and scooters.
5. Other items deemed to be disruptive to the educational process.
6. Gum

#### 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.

#### STUDENT DRESS

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

#### FRIDAY NIGHT SCHOOL:

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

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

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

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

#### DETENTIONS:

1. Any school personnel may give a detention for any student misconduct before, during, or after school and at any extracurricular event.
2. Misconduct includes, but is not limited to:

- A. Breaking any school rule, listed or not listed.
  - B. Lack of preparation for class, including incomplete homework and no books, pens, pencils, etc.
  - C. Lack of respect for school personnel.
3. Detentions will be served the day after they are received, i.e., received on Tuesday serve on Wednesday, etc. and will be served with the issuing teacher at a time arranged by the teacher (before/after school, at noon, or during homeroom period).
  4. A copy of the detention will be sent home with the student to show his/her parents. The signed detention form must be returned the next day.
  5. Students are to follow all school rules in detention. If a student is a chronic problem in detention, he/she may face RDS or out-of-school suspension depending on the situation.
  6. The rules may be altered by the building principal, according to individual circumstances.

VANDALISM:

In the event of vandalism to school property or criminal acts against personnel, the school will call local police and prosecute the student according to the laws of Illinois.

DUE PROCESS:

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

DUE PROCESS REQUIRES:

1. Due process requires the school rules be clearly defined, administered fairly, and related to a valid school purpose. No set of rules can describe every possible act of misconduct. Consequently disciplinary rules should adequately inform students of what basic conduct will result in discipline.

2. When discipline consists of temporary suspension, the student must be provided with an informal hearing (usually before the administrator involved). Parents must be notified within 24 hours of the disciplinary action to be taken. Parents and/or the student may request a formal hearing before the Board of Education, or the Board's representative. Suspension cannot exceed 10 days, except for safety reasons.
3. When discipline consists of expulsion from school, parents must be notified within 24 hours of the disciplinary action to be taken. A formal hearing before the School Board or its representative must be held.
4. Notice of a hearing must be given a sufficient time prior to the hearing to enable the student to prepare a defense. Usually five days has been sufficient.

GRIEVANCE PROCEDURES FOR STUDENT OR PARENTAL CONCERNS:

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

GRADING AND REPORTING SYSTEM:

GRADING SCALE

- 92 - 100 = A
- 83 - 91 = B
- 73 - 82 = C
- 65 - 72 = D
- Below 65 = F

This grading scale applies to the core curriculum as well as art, computer science, music, physical education, and speech and drama. Citizenship carries ratings of S (Satisfactory) and U (Unsatisfactory). Target classes will be graded using the ratings of Satisfactory/Incomplete. Additional comments with explanations may appear on the report card.

Grading at PBL JH represents required skills, practices, and expectations outlined in the goals that have been established by PBL JH and the PBL School District. Specifically, these goals reflect the descriptors of the Illinois State Learning Standards.

Report cards are sent home with the students to parents each quarter upon request. "Interim" reports will be mailed upon request to parents at the discretion of school officials each five-week period following the quarterly report.

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

#### AUTHORIZATION FOR INTERNET ACCESS

The purposes of providing Internet access in the school environment are to provide access to new means of gathering information to provide research experiences, and to teach responsible use of computer networks and the Internet. To that end, PBL CUSD #10 reserves the right to prohibit student access to Internet information which certificated employees believe are not appropriate to the educational activity.

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 Internet 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 on the district's web page at <http://www.pblunit10.com/aup.html> and reviewed by teachers, with their students, at the beginning of the school year. A copy will be provided to parents/guardians by calling the Principal's office.

#### GIFTED/TALENTED STUDENTS

PBL Eastlawn and PBL JH 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 & PBL Junior High.

#### PROMOTION POLICY

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

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

Attendance - meet state truant standard

Passing average in core subjects (math, language arts, reading, science, and social studies)

Local standardized testing results - 35th percentile composite

Teacher recommendation through the use of PBL Junior High's current Remediation/Retention Referral form

A remediation (Summer School, retention, etc.) plan will be assigned for students who do not meet the above criteria.

Eighth graders are also required to pass the U.S. and the Illinois Constitution tests.

#### APPEALING A GRADE

The procedure for appeal of a grade is on file in the guidance counselor's and the principal's office. To appeal a grade, please contact the guidance counselor and/or principal.

#### STUDENT RECORDS POLICY:

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 records, accident reports and health reports, record of release of permanent file information, and any 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 student's permanent record including family background information, test scores, psychological evaluations, special education files, and teacher anecdotal 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 Junior High.

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 they may

believe to be inaccurate, misleading, or otherwise in violation of their student's rights.

D. Challenge the contents of the records, by notifying the Principal or records custodian. 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 mail from: Office of the Building Principal,

PBL Junior High School, Panther Way Jr. Hi.,  
Paxton, IL 60957

JUNIOR HIGH SCHOOL ORGANIZATIONS  
AND ACTIVITIES:

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

1. Student Council
2. Band
3. Vocal Music
4. Show Choir
5. Interscholastic Basketball, Boys and Girls
6. Interscholastic Track, Boys and Girls
7. Interscholastic Volleyball, Girls
8. Interscholastic Baseball, Boys
9. Interscholastic Cross Country, Boys and Girls
10. Interscholastic Softball, Girls
11. Speech and Dramatics, Boys and Girls
12. Cheerleading 7th and 8th grades
13. Library workers
14. Paw Power Committee

SCHOOL ASSEMBLY PROGRAMS:

1. Students are to follow all school rules.
2. Students are to enter quietly and be seated in the appropriate section.
3. Students should show respect to others during the program by remaining seated and quiet.
4. Whistling and booing are not allowed.

5. Students are to leave quietly when dismissed.

EXTRA CURRICULAR ACTIVITIES:

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

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**EXTRA and Co-CURRICULAR ACTIVITIES**

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

EXTRA AND CO-CURRICULAR CODE OF  
CONDUCT POLICY

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

EXPECTATIONS

Throughout his/her entire career, a participant is expected to:

Use good judgment, be responsible, and show respect for person and property. A participant will share responsibility in the actions of any group or individuals with whom he/she associates.

Refrain from the use or possession of tobacco products, alcohol, illegal drugs, or the misuse of prescription drugs or normally legal products that may cause harm when improperly used.

Maintain a good reputation as a representative of the community and school.

#### INFRACTIONS of EXTRA AND CO-CURRICULAR CODE

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

A. Alcohol and other Drugs (Possession, Use, Being under the influence)

B. Tobacco Products (Possession and/or Use)

C. Criminal Behavior

Any participant who has committed or attempted to commit an act that is in violation of any criminal law may be suspended from extra-curricular activity notwithstanding whether the participant is arrested, charged, or convicted of any crime.

D. Other Misconduct

This includes willful destruction of/or defacing school or private property, theft of school or personal property, and other act of gross disobedience or misconduct as defined in this handbook, Board policy, or as determined by the review committee.

#### CONSEQUENCES

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

curricular and co-curricular activities for the remainder of a student's junior high career.

Infractions or information of alleged infractions of the extra curricular and co-curricular code can be brought to the attention of the athletic department/school by a police report, observation by school officials, faculty or staff, the student's parent(s) or guardian(s) report, or student admission. **A student who admits to a first time offense of an infraction of #1 and #2 above within in 48 hours of the infraction will have any suspension reduced by 1/3.** All infractions of the extra curricular and co-curricular code will be investigated by the Athletic Director in consultation with the Principal. Should a student decide to appeal the decision of the Athletic Director, the appeal should be made with the building principal whose decisions will be final.

#### **Infractions of 1 and 2.**

##### **1<sup>st</sup> offense**

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

If less than 1/3 of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests/activities in which the student participates.

The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

**The student must also complete ten (10) hours of approved community service for the PBL School District.**

##### **2<sup>nd</sup> Offense:**

The student will be suspended from extra curricular and co-curricular activities for one calendar year from the date of the infraction. **The student will be allowed to have the suspension reduced if the parent/guardian requests in writing for the student to attend an approved Rehabilitation Program. The Student must provide documents that show**

**their enrollment and successful completion in this program. Once a student is enrolled the suspension will be reduced to ½ of the contests for any sport/activity that the student participates in for the next calendar year.**

**The student must also complete twenty (20) hours of approved community service for the PBL School District.**

The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

**3<sup>rd</sup> offense:**

The student will be suspended from extra curricular and co-curricular activities for remainder of his/her high school career. **The student will be allowed to have the suspension reduced if the parent/guardian requests in writing for the student to attend an approved Rehabilitation Program. The Student must provide documents that show their enrollment and successful completion in this program.**

**The student must also complete forty (40) hours of approved community service for the PBL School District.**

The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

**Additional Offenses:**

Consequences will be dealt with by the Athletic Director in conjunction with the Principal.

**Infractions of 3 and 4:**

**1<sup>st</sup> offense**

1/3 of games/contests/activities scheduled during the season in which the infraction took place, or during the next season that the student-athlete participates. If less than 1/3 of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests/activities in which the student

participates. The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

**The student must also complete ten (10) hours of approved community service for the PBL School District.**

**2<sup>nd</sup> Offense:**

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

**The student must also complete twenty (20) hours of approved community service for the PBL School District.**

**3<sup>rd</sup> offense:**

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

**Additional Offenses:**

Consequences will be dealt with by the Athletic Director in conjunction with the Principal.

**ATHLETIC AWARDS**

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

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

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

**CERTIFICATES** will be awarded **to 6th**

**graders** following the same guidelines as described above.

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

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

### ELIGIBILITY

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

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

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

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

1. Must be passing all **required year long** curricular classes. Eligibility is checked every Thursday. Ineligibility from contests run from Sunday to Sunday.

2. Meet all other eligibility requirements of IESA.

### STUDENTS INVOLVED IN MULTIPLE EXTRACURRICULAR and CO-CURRICULAR ACTIVITIES

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

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

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

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

In case of a conflict between a state or national level of competition and a “regular season” competition, the student shall attend the state or national competition.

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

### STUDENT ACTIVITY FEES:

All students who participate in extra-curricular or co-curricular activities will pay a fee of \$25 per year as set by the PBL CUSD #10 School Board. This one time fee covers all extra and/or co curricular activities in which the student might participate. Those activities not covered by this fee are Student Council, and manager of an athletic team. Students pay this fee whether they participate in one activity or many. It is not assessed on a per activity basis. All clubs and organizations with the exception of those mentioned above are included in this fee. The fee must be paid prior to the participation in the activity or organization.

### SPORTSMANSHIP:

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

### TRANSPORTATION TO AWAY ACTIVITIES:

Students are to ride the school transportation to and from away activities with the group they

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

### LIBRARY RULES:

#### Study Halls:

1. Students must come in on one of several passes: Study/Research (all period), Browse (10 minutes,) Internet (signed by subject teacher), Computer (Internet-signed by subject teacher, Accelerated Reader, typing).
2. The passes must be filled out completely and signed by the study hall teacher.
3. The librarian may decide where students will sit.
4. Students who choose not to follow the rules will be excluded from the Library and may be given detentions.
5. Students on Study/Research passes must have enough work for the entire period and must enter within the first 10 minutes of the period.

#### Book Check-Out:

1. All materials to be taken from the Library must be checked out at the desk.
2. Students may have up to four items in their possession, including CD's, videos, books, ect.
3. Regular materials are due the third Wednesday after they are checked out and may be renewed once. During the school year, all regular materials are due on Wednesdays. Students receive a date-due slip at the time of checkout which tells when that item is due.

4. Reference books may be borrowed for a period at a time or may be checked out the last period of the day for use overnight, but must be returned before school starts that next day.

5. Students who have overdue materials and/or fines may not check out anything else until cleared.

6. The fine for regular materials is \$.25 per day per book from the due date. Special materials such as reference books and special reserve books have an additional fine of 25¢ per period.

7. Students must pay for any item lost or damaged beyond repair.

8. Students who have been on the weekly overdue/fine list for at least 2 weeks face after school detention unless they clear their library matters.

9. Students and parents may keep track of the students' library matters by logging in to the school library program at: <http://pbl.follettdestiny.com> . Each student is given a user name and password. During the school year, students may renew their materials once and place items on hold.

### BUS CONDUCT:

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

1. Students are to remain well off of the roadway, street or loading area while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. Students are to remain seated while the bus is in motion.

4. No part of the body should ever be extended outside of the bus.
5. Aisles should be kept clear at all times.
6. Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous.
7. Nothing should be thrown either in or from the bus.
8. Smoking on the school bus and use of other tobacco products are strictly forbidden.
9. Crowding, pushing, shoving, etc. are unnecessary and dangerous.
10. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all concerned.
11. A student who fails to maintain appropriate conduct when on the bus, waiting for the bus, or walking to or from the bus may be suspended from riding the bus or subject to other necessary action.
12. Students are to be quiet at all railroad crossings.
13. No radios or tape players of any kind are permitted on the bus without permission of the chaperone in charge.
14. Rules apply to all students riding the bus for any reason.

**ELECTRONIC RECORDINGS ON SCHOOL BUSES:**

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

**ASBESTOS POLICY:**

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

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

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

**EQUAL EDUCATIONAL OPPORTUNITIES:**

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

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

**SEX EQUITY:**

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

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

**ADMINISTRATIVE IMPLEMENTATION:**

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

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

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

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

#### 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, Building Principal, Assistant Principal, or Dean of Students.

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

#### RECOGNIZING AND AVOIDING SEXUAL ABUSE:

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

#### FIRE DRILL (EVACUATION) PROCEDURES:

- A. Signal: A continuous horn/buzzing sound.
- B. General Instructions:
  1. Books are to be left in rooms. Only purses or other valuables, etc. are to be taken.
  2. Under no circumstances are students to go to their lockers.
  3. All windows and doors are to be closed but not locked.
  4. All electrical and gas equipment should be turned off.
  5. Pupils with physical disabilities are to be assisted by the teacher or designated helpers.
  6. Teachers must take a class list or something to take roll.
  7. Ignore any class bells during the fire drill.
- C. Procedures:
  1. At the sound of the alarm, students are to form a line in the classroom and await instructions.
  2. The teacher will instruct students when to leave and which route or exit to take.
  3. Pupils are to walk quickly in compact lines to the exit.
  4. The teacher and class are to proceed to the designated area.

5. ABSOLUTE SILENCE IS TO BE OBSERVED THROUGHOUT THE EVACUATION, THE WAITING IN THE DESIGNATED AREAS, AND THE RETURN TO THE BUILDING.

6. SPECIAL NOTE: No children, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill

TORNADO DRILL PROCEDURES:

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

B. General Instructions:

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

C. Procedures:

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

CODE RED

“CODE RED” (stay)

Indicates a very serious/dangerous situation exists. Teachers and students are to remain in their classroom.

\*If you are in a classroom with your students:

1. Tell class to be seated and quiet.
2. Check hallway for passing students and direct them into your room. Take attendance.
3. Turn out the lights.
4. Direct students onto the floor in a corner of the room away from the door.
5. Open the door only when a courier comes to your room. (During drills we will announce “All Clear”).
6. Students in the gym or cafeteria should be directed to nearest classroom.
7. Students at recess or P.E. (outdoors) should be taken to our staging area.

“CODE RED RESPOND”

Indicates a situation exists that requires the same response as a “Code Red” and activates the Emergency Response Team:

Emergency Response Team

- Dave Snider, Principal - first to the scene
- Linda Marquis - communications (911 and Unit Office)
- Melissa Robbins - intercom
- Kelli Vaughn - parents
- Tim Vest - Building and Guide (for police)

“Fire” - alarm

“Disaster” - intermittent horn

WAIVER OF FEES POLICY:

It is the policy of the Paxton-Buckley-Loda School District 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 when the child (ren) is enrolled in the district for the first time and upon request thereafter.

1. ELIGIBILITY:

A. All students who are eligible to receive free lunches or breakfasts under the Community School Lunch Program.

B. Unusual circumstances that cause a significant loss of income would cause the student to become eligible to receive free lunches or breakfasts under the Community Lunch Program.

2. FEES SUBJECT TO WAIVER:

A. Textbooks, workbooks, and athletic fees needed for the instructional program of the school curriculum and/or school sponsored extra-curriculars.

3. FEES NOT SUBJECT TO WAIVER:

A. Extra milk, field trips (unless school sponsored), 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. Application forms may be picked up in the school office.

PUBLIC ACT 94-994 – INFORMATION REGARDING REGISTERED SEX OFFENDERS:

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

**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.
- The use of a behavioral check system.

**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

### **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.

### **Vision Screening (written notification):**

“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.”

(Mandated Grades for Vision Screening are Kindergarten (unless the child has a current eye exam on file), 2<sup>nd</sup>, 8<sup>th</sup>, and special needs).

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***ADDENDUM A***

**CHRONIC ILLNESS**

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

## ADDENDUM B

### **Head Lice Protocol for Handbook**

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 schools, 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 or concerns.