

# Plano CUSD #88

## K-6<sup>th</sup> Grade



## 2022-2023

# Student/Parent Handbook

[www.plano88.org](http://www.plano88.org)

PH Miller (Pre-Kdg.-1<sup>st</sup> grades) (630) 552- 8504  
Centennial (2<sup>nd</sup> and 3<sup>rd</sup> grade) (630) 552-3234  
Emily G. Johns (4<sup>th</sup>-6<sup>th</sup> grades) (630) 552-9182  
Administration Office (630) 552-8978  
Transportation (630) 552-8980

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# Student/Parent Handbook 2022-2023

## General Information

### P.H. Miller

Mrs. Laurel Mateyka  
Faith Skinner, Asst Principal  
904 N. Lew Street  
Plano, IL 60545  
Phone: 630-552-8504  
Grades: Pre-Kdg.-1st

### Centennial

Mr. Mike Zeman, Principal  
800 S. West Street  
Plano, IL 60545  
Phone: 630-552-3234  
Grades: 2<sup>nd</sup> and 3<sup>rd</sup>

### Emily G. Johns

Mr. Luke Baughman, Principal  
Mr. Kevin Swann, Asst. Principal  
430 Mitchell Drive  
Plano, IL 60545  
Phone: 630-552-9182  
Grades: 4<sup>th</sup>-6<sup>th</sup>

School Business Hours: 6:45 a.m. - 3:15 p.m.- PH Miller & Centennial

7:45 a.m. - 4:15 p.m.- Emily G. Johns

School Day Hours: 7:20 a.m. - 1:50 p.m.- PH Miller

7:20 a.m. - 2:00 p.m.- Centennial

9:20 a.m. - 3:50 p.m. -Emily G. Johns

District Website: [www.plano88.org](http://www.plano88.org)

### Emergency Information:

Our automated calling system, Thrillshare, will call primary, mother cell, father cell, and/or legal guardian cell phone numbers for important announcements.

**Please update all contact information and emergency numbers throughout the year.**

### Plano District #88 Mission Statement

Preparing students for successful lives by inspiring and expecting excellence in every student, every day.

### Safe and Drug Free Schools Statement

The Plano Schools are to be safe and drug free places in which to learn. Violence, alcohol, and other drug abuse impair education and disrupt the learning environment. Drug dependency is a treatable illness. Consumption of mood-altering chemicals (alcohol and other drugs) adversely affects a student's health, safety, and ability to perform. The district encourages early intervention, communication with parents/guardians, and referral to counseling agencies for students involved in or affected by violence, alcohol, and/or other drugs.

The Plano Community Unit School District Board of Education approved this handbook and meets the regulatory compliance of the State of Illinois School Code.

## BOARD OF EDUCATION

Tim Campbell, Michael Jernigan, Kyle Klatt, Chad Martin,  
Kim Velazquez, Tim Waldrop, Jim Ward

## STATEMENT OF PHILOSOPHY

The Illinois General Assembly has established that "the primary purposes of schooling is the transmission of knowledge and culture through which children learn in areas necessary to their continuing development." In preparing individuals fullest potential for living in the society of today and tomorrow, the Board of Education, community, and staff agree to the following statement of beliefs:

**We agree** that all students need a broad-based education that provides a thorough grounding in basic academic skills, behavioral patterns, and work habits to function effectively in society.

**We agree** that functional literacy should be the essential core of the school district's effort in educating students so that they will possess the knowledge, skills, and attitudes necessary to take full advantage of the many diverse opportunities in education and the world of work both now and in the future.

**We agree** functional literacy implies learning communication, mathematical, and problem-solving skills with emphasis on learning how to learn and adapting to change. A person who is well grounded in such fundamentals will have developed the skills and intellectual framework for learning throughout one's lifetime.

**We agree** that the school should provide an educational setting that permits students to develop and strengthen a sense of civic responsibility through the realization that rights and privileges carry responsibilities in a democratic society.

**We agree** that the school should help students become mature adults capable of responsible thought and actions acceptable to society.

**We agree** that the school should also encourage each student to discover his/her undeveloped talents, utilize his/her creative nature, and nurture a curiosity and a love for learning that will carry over beyond the formal years of schooling.

**We agree** that the school should seek to develop the attitudes, knowledge, and habits of the mind that will contribute to the employability of students at whatever stage they interrupt their formal schooling to seek employment.

## WELCOME

The Faculty of Plano Community School District #88 welcomes you to our schools. We hope that you will use this handbook to become familiar with these policies and procedures in our Kindergarten-6<sup>th</sup> grades. It will help to answer many questions that you will have throughout the school year. If you cannot find the answer in this handbook, ask your student's teacher or the Principal. We are here to help you.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the Board office, located at: 800 S. Hale St. Plano, Illinois 60545. This handbook may be amended during the school year.

# ATTENDANCE

## **COMPULSORY ATTENDANCE:**

All students are expected to attend school regularly and to be on time for class in order to benefit to the fullest from the instructional programs that our schools have to offer. Parents/Guardians are entrusted with the responsibility to make sure that their student(s) attend school. Illinois has a compulsory attendance law requiring students to remain in school until the end of the school term of their seventeenth (17th) birthday. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

## **ABSENCES:**

- ❑ **Absenteeism Due To A Surgery/Procedures** - If your student is out of school **due to a surgery or procedure**, a note is needed from the doctor permitting your student to return to school and any restrictions upon any school activities. If restrictions apply, a second note from the doctor is required to resume normal activities.
- ❑ **Absenteeism Due To A Hospitalization** - If your student is hospitalized, a doctor's note is required stating the illness, and if the student may return to school and participate in all school activities.
- ❑ **Absenteeism Due To Mental Health says** - If your student is taking a mental health day please notify the office of the absence. According to school law, students are allowed to have up to 5 mental health days to be documented as excused absences. When a student has taken 2 mental health days, they will be contacted by a school official.

## **HOME AND HOSPITAL INSTRUCTION:**

- ❑ A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the school social worker or school principal.
- ❑ **Absenteeism Due To Other Reasons** - If your student has been absent from school, please contact the building administrator as soon as possible or upon the student's return to school.

Illinois state law and school district policy define the following as **excusable absence**:

1. Student illness
2. Death in the family
3. Verified doctor's (or dentist's) appointment
4. 6-12th grade students attending a military honors funeral to sound TAPS

Other requests for absences must be pre-arranged with the administration at least three (3) days in advance of the absence. Arrangements for make-up work must be made prior to leaving.

All early releases should be requested in advance, except for a family emergency, which may arise. **No student shall be permitted to leave school for any reason without the prior approval of the Building Principal or their designee. Whoever is designated to pick up the student must go to the office with proper identification to sign-out the student from school.**

If a student is to be excluded from outside activities and P.E. for more than one (1) day, we must have a written note from the doctor stating the reason and how long the student is to be excluded. We will also need a note from the doctor releasing him/her from restricted activity so he/she may participate in outside activities and P.E.

If your student becomes ill while at school, you will be contacted and requested to pick him/her up. If both parents work, it is very important that arrangements be made with a neighbor or family member to assume temporary care of your student. Please keep your **EMERGENCY RECORD ACCURATE** by contacting the office and/or classroom teacher. The minimum number of hours for which a student may be counted present are four hours of attendance. If a doctor or dentist appointment is necessary, your student will be counted present for a full day providing he/she misses not more than one (1) hour of school.

#### **ABSENCE NOTIFICATION:**

**Parents are asked to telephone the school within 20 minutes of the start of the school day. if your student is to be absent from school.** Illinois state law now requires that the school make a reasonable effort to promptly telephone and notify the parent of the student's absence if the student is absent without valid cause. Parents are required to give the school at least one telephone number for notification purposes. **IF there is any change in your student's dismissal arrangement, contact the office before 3:00 pm that day.**

#### **VACATIONS:**

Vacations scheduled during the school year are strongly discouraged. Students will be expected to complete all missed work. Requests for homework for vacations need to be made with the classroom teacher at least one week in advance. Students who have excessive absences or tardiness for any reason, may be referred to the Kendall County Truancy Officer in accordance with state and local laws. Excessive is defined as over 5% of the last 180 school days (9 total days).

#### **TARDY:**

All students are to be in their classroom by 9:30 a.m. for EGJ and 7:20 am for PHM and CENT or they will be counted as tardy for that day. All late arrivals need to sign in at the office. Tardiness is a distraction to the class and students miss out on valuable instruction. If your student is late due to an appointment, please bring a note from the physician's office. Students who have excessive absences or tardiness are referred to the Kendall County Truancy Officer in accordance with state and local laws. Excessive is defined as over 5% of the last 180 school days (9 total days).

#### **TRUANCY:**

Students who have excessive absences or tardiness are referred to the Kendall County Truancy Officer in accordance with state and local laws. Excessive is defined as over 5% of the last 180 school days (9 total days).



## **WEATHER CONDITIONS:**

**Automated Notification System** - Our automated notification system, will send telephone, text, and e-mail messages to families with important information about snow days, school closings, important activities, and any type of crisis or emergency. The following telephone numbers will be contacted: the primary number, mother cell phone, father, cell phone, and/or legal guardian cell phone. Please keep all telephone numbers current.

## **DISTRICT CANCELLATIONS, LATE STARTS AND/OR EARLY RELEASES:**

The safety, health and welfare of students, staff and their families shall be the primary considerations in determining District cancellations, late starts and/or early releases. In order to decide if the District will cancel school or start late, the District will collect data at the earliest appropriate time in order to make a decision concerning the weather conditions and make every effort to provide students, staff, families and the public with timely notice of cancellations or delays.

### **In the event school is *canceled*, the District will:**

- Announce the decision no later than 5:45 a.m., unless there are extenuating circumstances, using our automated calling system to all parents and staff.
- Post on the following websites: [plano88.org](http://plano88.org), [emergencyclosing.com](http://emergencyclosing.com), [cancellations.com](http://cancellations.com).
- Cancel **all** activities, games and practices throughout the entire District.
- Implement a Remote Learning Day
- Post additional information on our District website, [www.plano88.org](http://www.plano88.org).

### **In the event school *starts late*, the District will:**

- Announce the decision no later than 5:45 a.m. unless there are extenuating circumstances, using our automated calling system to inform all parents and staff.
- Inform the above listed radio and television stations and post on websites.
- Delay regular bus routes by two (2) hours.
- Cancel morning Pre-K classes, activities and practices.
- Begin school for all students two (2) hours later than each school's normal arrival time.
- Breakfast will not be served on any day with a two (2) hour delayed start.
- Post additional information on our District website, [www.plano88.org](http://www.plano88.org).

### **In the event students are *released early*, the District will:**

- Announce the decision no later than 12 p.m., unless there are extenuating circumstances, using our automated calling system to inform all parents and staff.
- Inform the above listed radio and television stations and post on websites.
- Cancel afternoon Pre-K classes, activities, practices and games.
- Keep the buildings open as long as necessary to evacuate all students safely. Parents should contact the school if they are not able to pick up their student(s) on time.
- Post additional information on our District website, [www.plano88.org](http://www.plano88.org).

Please make arrangements in advance to have someone drop off and/or pick up your student(s) on bad weather days. The Plano School District respects the right of parents to make a decision regarding the attendance and/or late arrival of their students.

## **BEHAVIORAL EXPECTATIONS** **AND DISCIPLINE PROCEDURES**

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS-PBIS:**

We will continue to promote a positive, safe school environment by teaching and reinforcing the behaviors we expect from our students.

District#88 students are expected to conduct themselves in such a manner as to bring credit and pride to themselves and the community of Plano. The purpose of school rules is to provide a safe environment in which students can learn to act maturely and responsibly in a variety of situations. Failing to meet the behavioral expectations of the school can/may result in lost privileges to some school functions such as recess time, field trips, and/or recognition programs.

### **BEHAVIORAL EXPECTATIONS:**

*Be Safe*

*Be Respectful*

*Be Responsible*

### **Positive Interventions and Supports**

We continue to use a positive reinforcement system to teach and reinforce good character traits that support positive behaviors. These include: Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship. Each month, we focus on one trait and use a variety of lessons, assemblies, and awards to develop these traits in our students. We anticipate that most students will respond well to the lessons they learn in their classrooms and will be able to display positive behavior. For those students who need more intensive lessons and practice, our social worker and intervention manager will be offering weekly small group sessions. Parents of students needing this additional support will be contacted for their consent prior to a student's participation in small group sessions.

### **Positive Reinforcement for Good Behavior**

Our district-wide student recognition program is used to reward students who spontaneously exhibit positive behaviors. Students who earn certificates during the month receive a card to recognize their good behavior. In addition, individual teachers use their own classroom incentives to encourage and reward positive behavior.

# GENERAL MATRIX FOR ALL SCHOOLS

Adopted from PBIS

*"Be Safe, Be Respectful, Be Responsible."*

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> <li>Walk facing forward.</li> <li>Keep hands, feet and objects to self.</li> <li>Get adult help when needed.</li> </ul>	<ul style="list-style-type: none"> <li>Wait for your turn.</li> <li>Clean up after yourself.</li> <li>Follow adult directions.</li> <li>Use your manners—please, thank you, &amp; excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules.</li> <li>Remind others to follow school rules.</li> <li>Take proper care of all belongings.</li> <li>Be honest.</li> </ul>
Arrival/Dismissal Areas	<ul style="list-style-type: none"> <li>Use sidewalks and crosswalks.</li> <li>Wait in designated areas.</li> <li>Walk facing forward.</li> </ul>	<ul style="list-style-type: none"> <li>Use your manners.</li> <li>Wait for your turn.</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time.</li> <li>Leave on time.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Keep feet on floor.</li> <li>Keep water in sink.</li> <li>Wash hands WITH SOAP.</li> <li>Put towels in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy.</li> <li>Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use.</li> <li>Return to room promptly.</li> <li>Get adult supervision.</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Sit on your bottom.</li> <li>Stay in seat.</li> <li>Face forward.</li> <li>Enter/exit the bus in a single file line.</li> <li>Stay out of aisle.</li> <li>Keep hands, feet and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions.</li> <li>Use quiet voices.</li> <li>Allow anyone to sit next to you.</li> <li>Use your manners—please, thank you, &amp; excuse me.</li> <li>Food and Drink Free Zone</li> <li>Use your manners— please, thank you, &amp; excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules.</li> <li>Remind others to follow school rules.</li> <li>Take proper care of all belongings.</li> <li>Be honest.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Keep all food to self.</li> <li>Sit with feet on floor, bottom on bench, and facing table.</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you.</li> <li>Use quiet voices.</li> <li>Use your manners—please, thank you, &amp; excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Raise hand and wait to be excused.</li> <li>Make sure your area is clean when finished.</li> </ul>
Computer Lab/ LRC	<ul style="list-style-type: none"> <li>Sit still.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions and listen attentively at all times.</li> <li>Use quiet voices.</li> <li>Use your manners—please, thank you, &amp; excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly.</li> <li>Raise hand and wait to be helped</li> </ul>
Passing Areas, halls	<ul style="list-style-type: none"> <li>Stay to the right.</li> <li>Allow others to pass.</li> <li>Walk.</li> <li>Keep hands, feet, and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you.</li> <li>Use quiet voices.</li> <li>Use your manners—please, thank you, &amp; excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Return to room promptly.</li> </ul>
Playground/Recess and Gym	<ul style="list-style-type: none"> <li>Walk to and from the playground and gym.</li> <li>Get adult help when needed</li> <li>Stay within boundaries.</li> <li>Be aware of activities/games around you.</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly.</li> <li>Include everyone.</li> <li>Listen attentively and follow directions at all times.</li> <li>Use your manners—please, thank you, &amp; excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Take care of playground and gym equipment.</li> <li>Get adult permission for leaving the area.</li> </ul>
Special Events and Assemblies	<ul style="list-style-type: none"> <li>Wait for arrival and dismissal signal.</li> <li>Keep hands, feet, and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>Use audience manners.</li> <li>Sit on your bottom.</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules.</li> <li>Take proper care of all belongings.</li> <li>Be honest.</li> </ul>

**BULLYING:**

District #88 is a bully-free district. Any repeated and unwanted teasing, threatening, hitting, spreading rumors, and excluding others on purpose are forms of bullying. Bullying will not be tolerated before, during, or after school, and consequences will occur if a student is proven to display this behavior. Consequences could include parent notification, lunch detention, loss of privileges, and/or internal or external suspension.

**PREVENTING BULLYING, INTIMIDATION, & HARASSMENT:**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors, and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying is contrary to State Law and school district policy.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**REPORTING BULLYING:**

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking with. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers: School Administrator

Please utilize the district website to make a report of bullying or student safety. Administrators check the system daily for incoming student safety reports.

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

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

**CHEATING:**

Providing and/or receiving information on an exam, quiz, or homework assignment is considered cheating and will result in a "incomplete" grade for that assessment and possible parent or guardian contact. Other disciplinary actions will depend upon individual circumstances, subsequent offenses, or severity of the offense.

**CLASSROOM EXPECTATIONS:**

Some of the typical school rules that cause problems in the classrooms are: (1) disturbing others/disrupting class; (2) becoming too physical during recess time or in the hallway; (3) not bringing proper materials to class; (4) chewing gum, eating candy, etc.; (5) not following rules; (6) not completing homework, etc.

Consequences may include keeping the student in during recess times, additional assignment, detention after school, or in-school suspension. Frequency of problems may result in more severe consequences. The student may be required to call their parent(s) to explain their behavior and be informed of the consequence.

A teacher/principal may use reasonable force to maintain the safety for all students and may remove a student from the classroom for disruptive behavior. A disruptive student may be placed in the hall or sent to the office at the teacher's discretion. Students who become angry and lose control are always sent to the office.

**DRESS CODE/GROOMING:**

Parents should provide guidance for their student in their dress and grooming. We require that students dress in a way that does not distract or disrupt the educational environment of the school, and also in a way that will not compromise the individual safety of the student. **Therefore, no student may wear anything that distracts: short shorts (shorter than mid-thigh), mini-skirts, low rise pants, halter tops, spaghetti straps,**

tops that expose the bare midriff, hats, or hoods, sheer see-through skirts or blouses or fish nets, sunglasses, shirts with messages that are obscene or suggestive in nature, clothing which advertises illegal substances or activities (i.e., gang activity, tobacco, alcohol, or drug usage), or clothing with excessive or obscene rips or tears. Bandanas, kerchiefs, and gloves will not be allowed to be worn while inside the school building during the school day or at school sponsored activities. Long necklaces, chains or dog tags should not hang outside your clothing. Students may not use pens, pencils, or markers to sign and/or write on other students' clothing, on other students, and/or themselves. Weather-appropriate clothes, using common sense and cleanliness, are the guidelines for all dress.

Outerwear (coats, gloves, hats and jackets) is to be left in one's locker (or on coat hook) during school hours, except at the teacher's discretion. Students are encouraged to wear sweatshirts, sweaters and the like on cold days. Hats, hoods, or any form of head covering are not to be worn in the building. **The school administrator has the final determination as to what is appropriate dress and grooming.** The first violation will result in a directive to change the attire before returning to classes. Any further violation may be interpreted as insubordination and require further disciplinary actions.

#### **BOOTS:**

On snowy and muddy days, students wearing boots will be permitted to use the full playground area. These boots should be different from what is worn in the classroom. Another pair of shoes (gym shoes may be used) should be available to change into after recess. Students who do not choose to wear boots may be confined to the designated concrete/asphalt area.

#### **EQUIPMENT AND DAMAGES TO SCHOOL PROPERTY:**

Any student carelessly destroying school texts, library books, or other school equipment or property will be assessed an appropriate amount to cover the cost of the damage. It would be advisable to supply your student with a book bag, or something similar (waterproof) to protect books carried to and from school in bad weather.

#### **FIGHTING:**

**Fighting is unacceptable.** Students are encouraged to stand up for themselves in a manner that does not provoke a fight. When possible, students are encouraged to prevent fights by seeking assistance whenever they are unable to solve conflicts. Students who are involved in fights will be required to call their parents to explain their behavior and consequences.

Schools are places where getting along and working harmoniously with different people is considered an important aspect of learning good citizenship.

#### **SELF-DEFENSE**

Self Defense is defined as such- **self-defense**. n. the use of reasonable force to protect oneself or members of the family from bodily harm from the attack of an aggressor, if the defender has reason to believe he/she/they is/are in immediate physical danger.

When a student is hit once or pushed and they respond by hitting back, that is considered fighting, not self-defense, and appropriate consequences will apply.

**GANG ACTIVITY:**

Gang activity is any behavior that imitates or displays evidence of membership in or affiliation with any gang. This includes both verbal and non-verbal communication (graffiti, gestures, handshakes, colors, etc.) as well as the wearing of symbols, emblems, or other adornments associated with a gang or clothing characteristics associated with a gang. Evidence of gang activity will be reported to the Plano Police Department and students will be subject to disciplinary action within the school.

**HALLWAYS:**

Students are asked to remain quiet when in the hallway at any time during the day. This shows respect to the students who are being taught in the classrooms. Just remember that the hallway is a "Quiet Zone." Running is not allowed at any time in the hallway.

**INSUBORDINATION:**

Students are expected to behave in a courteous and mature manner. As staff members are charged with the responsibilities of students' safety and instruction, they have been provided with authority to direct and restrain students in their actions. It is expected and required that students comply with directions from staff members. Failure to comply with such directives can be construed as insubordination and may be handled by detentions or suspensions. Any damage or harm done in or out of school to a staff member or their personal property may result in suspension and possible criminal charges.

**PROHIBITED ITEMS IN SCHOOL:**

Problems may arise in school if a student brings an item that may be a danger to him or others, an item that may interfere with the normal operations of the school, or an item that may be expensive to replace in case of being lost or stolen. Any item that meets the above-named criteria is prohibited in school. Examples of prohibited items are weapons of any kind including ammunition (real or toy), drugs, illegal substances, fireworks, laser pointers, radios, Digital Recording Devices, electronic games, cameras, heelies, highly caffeinated beverages, various trading cards, and inappropriate reading material. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including vaping devices, vaping liquids of any kind, electronic cigarettes or e-cigarettes is strictly prohibited.

Any such item will be immediately confiscated, will be returned **only** to the parent, and may result in disciplinary action.

**CELLULAR PHONES/SMART WATCHES:**

Students are encouraged to leave cellular phones/Smart Watches at home. If a student needs to have a cellular phone/Smart Watch for emergency reasons, it must be off and in his/her locker during the school day. The school is not responsible for lost/stolen cellular phones/Smart Watches. Use of cellular phone/Smart Watches during school hours will result in confiscation of the phone until a parent is available to come to the school to claim it. School officials can request a student show information on their cell phone if it relates to an investigation regarding student safety.

**RECIPROCAL REPORTING OF CRIMINAL OFFENSES:**

Plano CUSD #88 and Law Enforcement Authorities are legally obligated to report to each other in the following activities:

- Cases involving illegal and/or controlled substances (including during school)
- Cases involving weapons of any kind and/or type

- Cases involving criminal gang activity
- Cases involving a serious crime and/or felony
- All other criminal offenses committed by a student as prescribed by State of Illinois laws

#### **RUNNING:**

For your student's own safety, we have a no running policy within our schools. The only times that running will be allowed is during physical education and outdoor recess. Consequences such as lost recesses may be a result for violators of this rule.

#### **SEXUAL HARASSMENT:**

Students and employees are to be free from sexual harassment. The Plano Community Unit School District No. 88 Board of Education specifically prohibits unsolicited sexual contact, inappropriate touching, sexual harassment, or other kinds of suggestive sexual behavior. A student or employee who violates this policy will be subject to disciplinary action.

#### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES:**

School authorities may request a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. In this case, a formal letter explaining the incident along with a request for a conference and access to passwords will be sent to the student's parents/guardians.

#### **SOCIAL MEDIA:**

ALL social media sites/Apps including but not limited to Snapchat, Facebook, Instagram, Twitter, TikTok, state that users **MUST** be 13 YEARS OLD to have an account and use the site/APP. There are no 13-year-old students in grades K-6.

#### **THREATS ON SOCIAL MEDIA:**

It is illegal for anyone to post, share or forward a threat on social media. All such occurrences brought to the school's attention will be turned over to the police.

"Creating or distributing threatening messages through social media and texts is illegal, even if a student had no intention of harming others. The fear and disruption that threats cause can result in both criminal charges and school consequences up to and including expulsion."

#### **THEFT:**

Stealing is defined as the taking of school, personal, or district property. Breaking into and entering buildings, student lockers, locker rooms, classrooms, teacher's desks/cabinets, offices and/or other individual's clothes is considered attempted theft. Altering and/or stealing computer hardware or software is also considered theft. Students are advised to report any thefts immediately to a classroom teacher and/or principal.



**OBSCENE LANGUAGE/GESTURES/NOTES:**

Obscene comments and/or actions directed at either a student and/or faculty/staff member are unacceptable. Disciplinary action will be taken. If these actions are directed toward a faculty/staff member off school property then the student is still under the policy of this handbook.

## **BUS INFORMATION**

**BUS PASSES:**

To ride a bus that is not their normal route, students need to acquire a bus pass from the office. A note from the parents, for both students, with the bus number and address of destination is required.

**CAMERAS:**

All district #88 buses are equipped with cameras.

**CONSEQUENCES:**

All misbehaviors may lead to consequences outlined in this handbook and/or those listed below:

FIRST WRITTEN NOTICE: Loss of recess, phone call home

SECOND WRITTEN NOTICE: Loss of recess, phone call home

THIRD WRITTEN NOTICE: Loss of recess, parent phone call/conference, "Bus School"

FOURTH WRITTEN NOTICE: Suspension of all bus privileges for up to 10 days

FIFTH WRITTEN NOTICE: Suspension of all bus privileges up to 1 month

- *For serious offenses, such as fighting, destruction of property, and profanity directed toward driver, the consequence would be issued at the level of the third offense.*
- All students start back at the first consequence level at the start of the second semester. Any bus suspensions issued that carry over from first to second semester will be completed prior to the student starting back at the first consequence level.
- All written conduct reports issued will be mailed to parents. If a student is suspended from the bus, his/her parent(s) will be required to furnish transportation to and from school during the effected period. Serious violation of the bus regulations may result in additional administrative action under the District #88 Discipline Code.

**DAMAGES:**

Parents of students who damage bus seats will be billed for the replacement cost of the seat.

**EXPECTATIONS OF SCHOOL BUS RIDERS:**

1. Be on time at the designated school bus stop - this helps keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Be alert to a danger signal from the driver.
5. Remain in the bus in the event of a road emergency until the driver gives instructions.
6. Be absolutely quiet when approaching and while stopped at a railroad-crossing stop.
7. Throwing any object/item is prohibited on the bus and/or out the window.
8. Keep books, packages, coats and all other objects out of the aisles.

9. Leave no books, lunches or other articles on the bus.
10. Help look after the safety and comfort of smaller children.
11. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
12. The school schedules all buses to games or field trips and each bus is under the direction of a faculty member. All students are required to return to the school on their assigned bus. Reasonable dress and conduct appropriate to the situation are expected.

#### **RULES FOR BUS RIDER CONDUCT:**

1. The bus driver may assign seats.
2. Be courteous and use appropriate language.
3. No throwing of objects/items.
4. Do not eat or drink on the bus, keep the bus clean.
5. Violence is prohibited.
6. Remain seated until the bus stops.
7. Keep hands, feet and head inside the bus always.
8. Do not destroy property.
9. Do not distract the driver.
10. Cell phones and electronic devices must remain off and in book bag.

## **HEALTH SERVICES**

### **PLANO SCHOOLS will continue to follow the most current Covid related protocols as set forth by the IDPH/ISBE**

Attendance at school is important. However, it is difficult to educate students who are not healthy. *The following guidelines are meant to help you decide if a student should be kept at home or attend school:*

- **Fever** - Wait until students are fever free for 24 hours, without fever-reducing medications, before allowing them return to school.
- **Diarrhea** - often the result of infection, food poisoning, or a side effect to medications like antibiotics.
- **Vomiting** - keep student home if they have vomited more than once in the last 24 hours. They can return to school after symptoms clear.
- **Severe cough and cold** - a serious cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croup. It can also be a sign of asthma or allergies.
- **Sore throats** - can be a symptom of strep or a common cold. If your student has been diagnosed with strep throat, keep your student at home for 24 hours after starting antibiotics. If your student has a mild cold, it is okay to go to school.

**\*\*Mild cold or respiratory symptoms are no reason to keep students at home.**

Please do not give numerous medications to your student hoping to cover the symptoms of illness. Additionally, do not send numerous medications for school personnel to administer at school. Many medications cause drowsiness and wear off before the school day is over leaving your student uncomfortable and increasing the chance of spreading germs to other students or school staff.

Plano Schools will not administer any homeopathic remedies to students. These remedies include but are not limited to: essential oils, teas, herbs, salves, etc. Parents may come to school to administer these homeopathic remedies to their students.

**Update beginning 2015-2016:** All prescribed medications and FDA regulated over the counter medications will require a doctor's note to be administered by a Plano Schools Health Professional. Medications must be delivered to school in their original container with dosage information present. This includes, but not limited to: cough drops, aspirin, ibuprofen, cough syrups, allergy medication, etc.

Parents must drop off all medications to school for students in grades PK - 6. Students in grades 7 - 12 may bring in the medications to the health office.

No student is permitted to have any medication, drug or pill in his/her possession. Exceptions will be made for emergency conditions such as life-threatening allergy conditions if proper documentation is filed with the Health Services Supervisor. The only medication(s) a student may have in their possession are medications prescribed for asthma and life-threatening allergies, such as an inhaler or EpiPen. It is the student's parent/guardian's responsibility to complete the necessary authorization form, available on the Health Services website at [plano88.org/parents & students/health services forms](http://plano88.org/parents&students/healthservices/forms).

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A log will be kept on medication dispensed at school. It shall include name, age, date, medication dosage, and the designated school personnel's signature.

#### **HEALTH SERVICES SUPERVISOR/CERTIFIED SCHOOL NURSE:**

Plano Community Unit School District #88 has a certified school nurse on staff available to assist students and parents with health concerns. A health assistant is assigned to each school for the safety of the students. The health assistant works directly under the Health Services Supervisor. The health assistant will administer first aid to all students in need and will provide immediate care for students if they become ill or are injured at school. The health assistant is not equipped to care for students beyond their immediate needs.

Parents/guardians will be notified and asked to take their ill student home if the certified school nurse or health assistant are unable to meet their medical needs at school. Parents/guardians are asked to pick up their student within a reasonable time. It is the parent/guardian's responsibility to arrange for another responsible adult to pick up students who are ill if the parent/guardian is unable to do so. **Students who are being sent home due to illness will not be allowed to walk home from school. Please make certain that the school has current and accurate phone numbers on file.**

Parents/guardians are asked not to send their students to the health office for evaluation of injuries or conditions that occurred away from school, as these are not under school jurisdiction. The school

nurse/health assistant is not allowed to diagnose conditions or to administer any medications except in full compliance with the medication policy of Plano District #88. In all cases the school retains the discretion to reject a request for administering medication. There will be no exceptions to this policy.

Each student who needs to be seen in the health office should observe the following procedures:

1. If a student becomes ill during a class period, he/she should obtain a pass from the teacher for permission to report to the nurse's office unless the student is chronically or visibly ill.
2. A student who becomes ill or injured during the school day must report to the health office for an assessment and or evaluation. Criteria for the nurse/health assistant to send a student home includes but is not limited to: vomiting, diarrhea, an oral (by mouth) temperature of 101.0 or greater, or certified school nurse discretion.
3. The health office/school phone must be used to contact a parent/guardian. Student cell phones should NOT be used to call home when a student is sick. Unauthorized use of a cell phone may result in disciplinary action. A student who leaves class without permission may be considered truant from the class or classes that are missed and subject to the disciplinary action for an unexcused absence.
4. Students who have a doctor's request to be excused from physical education/sports should present the request to the health office. A student who is unable to participate in physical education may also be restricted from recess. The student may be assigned to an alternate location during physical education/recess. This is for the student's safety to protect him/her from accidental injury. The Health Services Supervisor may request that a medical release of information be completed. This information will be kept confidential and be used for making any needed accommodations at school.
5. The physical examination and immunizations required by the state law must be on file before registration can be completed. Students transferring in to Plano District #88 from outside the state of Illinois will have thirty (30) calendar days from their entrance date to comply with the physical and immunization requirements. Students will not be allowed to participate in athletics without required documentation.

#### PROCEDURE FOR INJURED STUDENT:

1. If a student comes to school with crutches, stitches, a brace, cast, sling, etc., the student must provide supporting physician documentation in order to make any school-related accommodations (i.e., elevator pass, extra passing time, student helper to carry books, etc.).
2. A parent/guardian note will be accepted for one (1) day if a student needs to be excused from physical education or a sport. The Health Office will handle an extension of a parent/guardian note on an individual basis. **If a student needs to be excused from physical education for two or more PE classes, a doctor's note is required.**
3. All physical education/athletic notes must indicate when the student may return to physical education/athletics. If the note states "until further notice", a follow up note from the physician must be received by the nurse within four (4) weeks, stating the progress of the student, or giving the reevaluation date. Restrictions cannot continue for extended periods of time without periodic

physician's documentation. Upon receiving information from a student's physician, the health office will send notification of limitations/clearance to the student and appropriate staff.

#### **ADMINISTRATION OF MEDICATION:**

The following rules apply to the administration of medication at Plano School District:

1. The school nurse is not permitted by law to diagnose any medical conditions.
2. Parents/guardians have the primary responsibility for administering medication to their student. Administering medication during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Teachers and other non-administrative school employees, except school nurse, shall not be required to administer medication to students except for field trips or other off-campus activities.
3. Nothing in the policy shall prohibit any school employee from providing emergency assistance to students including administering medication.
4. Before any medication can be given at school, a medication authorization form must be completed and signed by the prescribing physician and/the parent/guardian, this includes prescription and over-the-counter medications (Tylenol, Advil, Tums, Midol, cough drops, etc.).
5. Medications are to be in their original containers with the student name, medication name, dosage, frequency, physician's name and pharmacy name listed. Any changes in medication orders require a new medication form to be completed by the prescribing doctor and parent. Parents who decide to discontinue prescription medication given at school are required to submit to the health office written notification of request. It is the student's responsibility to report to the health office for medication administration. The use of short-term antibiotics will be handled on a case-by-case basis. The initial dose (loading dose) of any new medication must be given at home. Over the counter medication must be in the original container with the student's name written on the container. All medications shall be stored in an appropriate locked cabinet.
6. Pursuant to the authority granted under Section 105 ILSC 5/22-30 of the Illinois School Code, permits students with asthma to self-administer their asthma medication, provided that the required medication form is on file in the health office.
7. Pursuant to the *Illinois School Code*, students are permitted to carry and self-administer epinephrine auto-injectors and asthma inhalers. The parents or guardians of the student must provide the school with the following:
  - a. Written authorization for the self-administration of medication
  - b. Written authorization from the student's physician, physician assistant or advanced practice registered nurse
  - c. The prescription label, or in the case of an epinephrine auto-injector, a written statement by the student's physician, physician assistant, or advanced practice registered nurse, which must include name, prescribed dosage, the time or circumstances under which the medication is to be administered
8. In addition, the parents or guardians of the student must sign a statement acknowledging that the District is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of the medication. The information provided will be kept on file in the health office.
9. Self-administration of other emergency medication will be addressed on a case-by-case basis.
10. All medication forms (prescription, over-the-counter, and self-administration) must be renewed at the beginning of each school year with a doctor and parent/guardian signature.
11. Physicians often prescribe short-term antibiotics to be administered three times a day. Please check with the prescribing physician since he/she often wants these doses to be spread out over the longest

time period possible while the student is awake. These medications can be given in the morning before school, after school, and at bedtime. Often giving antibiotics at lunch results in the doses being administered too close together.

12. The parent/guardian is responsible for picking up extra medication at the end of a treatment and/or school year. Medicine left at the end of the school year will be discarded. No medication will be sent home with students.

#### **CARE OF STUDENTS WITH DIABETES:**

If your student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the Health Services Supervisor.

Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their student.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Health Services Supervisor.

#### **COMMUNICABLE DISEASES:**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their student has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### **HEAD LICE:**

1. Parents are asked to notify the school nurse if they suspect their student has head lice or been exposed to head lice. Parents of infested students will be notified by the school nurse prior to the end of the school day.
2. The school nurse will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
3. Students will be examined by the school nurse after initial lice treatment and then again 7-10 days later.
4. Please contact the building nurse if you have questions and or concerns.

#### **CONCUSSION & HEAD INJURY:**

The Superintendent or designee implements a program to manage concussions and head injuries suffered by students. The program:

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

#### **EMERGENCY ILLNESS OR INJURIES:**

Emergency illness or injuries occurring during the school day shall be referred to the school nurse and building principal. It shall be the responsibility of the school nurse, health assistant, building principal, or administrator's designee to contact the parent/guardian of the student who is ill or injured to make arrangements for the parent to take charge of the student. No student shall be allowed to go home until the parent/guardian or emergency contact person has been contacted and arrangements have been made to receive that student.

#### **FASTING:**

If a student is fasting for religious reasons or medical reasons, parents must notify the Health Services Supervisor in writing. The certified school nurse will inform the physical education staff of the fast so that arrangements may be made for alternate activities/assignments.

#### **FOOD ALLERGIES OR LIFE-THREATENING CHRONIC ILLNESS:**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Health Services Supervisor at (630) 552-3608.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

#### **HEALTH CONDITIONS REQUIRING ACCOMMODATIONS:**

If a student has a medical condition, which may require physical education/athletics restriction or otherwise require additional support from school staff, the student should provide the school nurse with a note from his/her doctor with information relating to the condition and any necessary restrictions or recommended supports needed from the school staff.

#### **NON-STUDENT SPECIFIC EPINEPHRINE:**

Plano CUSD #88 maintains a supply of emergency epinephrine auto-injectors. In addition, a registered nurse may administer an EpiPen to ANY student suffering from anaphylaxis. The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies.

#### **PHYSICAL EXAMINATION AND IMMUNIZATION:**

Physical examinations, as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education, shall be required of all students in the public schools:

1. Prior to entrance into kindergarten and sixth grade
2. Irrespective of grade, immediately prior to or upon entrance into any public school if that student has not previously been examined in accordance with Section 27-8-1 of the Illinois School Code
3. When deemed necessary by school authorities.

A dental examination, as prescribed by Illinois Department of Public Health, is required for students in kindergarten, second grade and sixth grade. However, it is recommended that all students see the dentist regularly.

A vision examination, as prescribed by Illinois Department of Public Health, is required for all students entering the Illinois School System for the first time (i.e., kindergarten, entering from out of state, out of country, home school, etc.), regardless of age.

In addition to the physical examination, every student shall be immunized, in accordance with the rules and regulations promulgated by the Illinois Department of Public Health and the Illinois State Board of Education. All students must have a current Illinois physical exam, as well as up-to-date immunizations, by the first day of school. The examination must be documented on the Certificate of Child Health Examination form available on the district website at [plano88.org](http://plano88.org) - Menu - Documents - Health Services Forms. The form must be completed in its entirety.

A detailed list of immunization requirements for school attendance is available on the district website at [plano88.org](http://plano88.org) - Menu - Documents - Health Services Forms.



Students transferring into District 88 from out-of-state will have thirty (30) calendar days from their entrance date to comply with the physical and immunization requirements. Students not complying with immunization/physical requirements in the allotted time period will be excluded from school. These days will be unexcused and subject to disciplinary action for an unexcused absence.

**Students failing to meet the required mandates shall be excluded from Plano District #88 schools. Exclusions for non-compliance are considered unexcused absences. Please call the Health Services Supervisor at 630-552-3608 for more information.**

Students whose parents/guardians object to physical examination or immunizations on religious grounds shall not be required to submit to the procedures if they present a statement of their objection to the local school authority and the statement is signed by the parent/guardian of that student. The objections must set forth the specific religious belief that conflicts with the examination, immunization or other medical intervention and be on file with the District 88 Health Services Supervisor. If the physical condition of the student is such that any one or more of the required immunizations should not be administered, the examining physician is to document such fact on the physical examination or immunization form.

**Exempting a student from the physical examination does not exempt him/her from participating in the physical education program but it does prevent him/her from participating in IHSA athletics.**

#### **SCREENINGS:**

The school nurse will conduct various screening programs, including vision and hearing to detect any major areas of difficulty that students may be experiencing. The school is not equipped to go beyond the initial screening process. The screening information will be given to parents/guardians for use in further evaluations, if desired. Screenings may be done at the request of teachers and/or by public health requirements.

**PLEASE NOTE:** Illinois Law (Public Act 93-504) requires Plano District #88 to notify the parents/guardians of students in kindergarten, second grade, eighth grade, special education, and students new to Plano District #88 that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by an eye doctor. A school screening does not evaluate the health of the eye not the necessary visual skills essential for successful academic achievement. Students are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a form indicating that an examination has been given in the previous 12 months. The report forms are available from the school nurse. Students wearing glasses or contact lenses are already under a doctor's care and are not screened. Parents/guardians only will be notified if their student fails the screening.

## **POLICIES & PROCEDURES**

#### **BICYCLES:**

Students are welcome to ride their bikes to school. **Students are asked to walk their bikes when they reach the school property.** It is always a good idea to use a bicycle lock, as the school is not responsible for lost or stolen bikes. All bikers should use the crosswalks when going home. Any student not following the bicycle rules will not be allowed to ride their bikes to school.

**BIRTHDAY TREATS:**

Students are no longer permitted to bring food items for birthday celebrations. Parents and students are encouraged to choose non-food alternatives when celebrating birthdays. We suggest: donating a book to your student's classroom or school library, providing a pencil, bookmark, or pencil eraser for each of your student's classmates.

**REGISTRATION FEES:**

Registration fees for the school year are \$120.00. **Checks are to be made payable to Plano School District #88.** There is a payment plan available for monthly payments.

**ONLINE PAYMENTS:**

The Plano School District contracts with RevTrak, a national credit card payment processor, to provide parents and guardians with the simple security and convenience of making online payments for their student's lunch and registration fees.

It only takes a few minutes to pay registration fees and/or add money to your student's lunch account using a credit or debit card. Log into your PowerSchool Parent Account and click on **Online Payments - RevTrak** on the left navigation, and follow the simple instructions. You will have 24/7 web store access and can add money to your student's lunch account anywhere, anytime! No more sending cash or checks to school with your student. Please note that there is a \$2.00 convenience fee per transaction charged for using this service.

**BUILDING USAGE:**

Use of the school building by organized groups must be cleared in advance through the school principal. A district Facility Usage Form must be filled out and approved prior to using the school. There may be a rental charge associated with the building use.

**CAFETERIA:**

Students may receive a free lunch from school or bring a sack lunch from home (milk may be purchased for \$0.50). Cafeteria menus are distributed throughout the year and are available on the district website.

The hot lunch program enables you to buy a lunch, which includes milk, through your PowerLunch account. An unlimited amount of money may be placed in the student's account. Lunch balances and credit card payments can be accessed through our district website at [www.plano88.org](http://www.plano88.org).

**CAFETERIA RULES:**

- 1 Only walking is allowed. No running, jumping, hopping or skipping.
- 2 Use inside voices only.
- 3 Keep hands and feet to yourself.
- 4 Respect other students. No playing or taking other student's food.
- 5 No throwing of food allowed.
- 6 Students should use proper table manners.
- 7 No bag popping, table hopping or taking more than one straw.
- 8 Students should keep the table and area under the table clean.

Violation of any of these guidelines will result in not being allowed to be in the lunchroom area.

It is expected of students to always use good manners in every day situations. Using such words as *thank-you, please, excuse me* and to ask for something politely, cut into a conversation properly or ask someone to be quiet in a polite manner will be emphasized throughout the year and will be rewarded.

#### **CONTACTING YOUR STUDENT'S TEACHER:**

Teachers are not called to the telephone when classes are in session, except in case of emergency. Please leave a message with the school secretary if you wish to have a teacher call you. You may also contact teacher through e-mail. Students are not called to the telephone to answer incoming calls. If parents need to have an urgent message delivered, the office will take a message and see that the student receives it.

#### **CONFLICT RESOLUTION:**

Conflict resolution will be taught and emphasized throughout the school year. Students will learn about conflict and ways to work out problems by "talking it out" with the other person(s). The lessons will help the students with skills of how to "cool off", use "I messages", use good listening skills, "brainstorm" solutions to solve the problem and to choose an idea and plan that they both like the best.

We hope that these skills can make their life at school, at home and in the future a positive one. We can all get along better if we share our feelings and talk it out!

#### **CONFERENCE DATES:**

Please refer to the school calendar for dates and times. All parents are encouraged to make an appointment for conferences with their student's teacher. Conferences will be held in both the fall and spring semesters.

#### **ENROLLMENT:**

- **AGE REQUIREMENT:**

In order to be enrolled in kindergarten in Plano Community School District #88, a child must reach their 5<sup>th</sup> birthday prior to September 1<sup>st</sup> of the school year for which they are enrolled.

- **EMERGENCY CONTACT INFORMATION:**

Emergency contact information must be filled out completely and signed by the parents upon enrollment of each student. Please make every effort to list a responsible person who can care for your student if we are unable to contact you. **If any changes of address, employment, or telephone numbers occur, please notify the school.**

- **RESIDENT/ NON-RESIDENT PUPILS:**

\*Proof of residency in District #88 is required before enrollment in our schools. If a student moves out of the district he or she may complete the rest of the school year without a tuition charge.

\*If your student becomes a non-resident pupil during the school term he/she may complete the remainder of the school semester in which he/she becomes a non-resident without a tuition charge. All other non-resident pupils must pay the out-of-district tuition pending Board approval.

#### **EXCUSED FROM PE ACTIVITIES/REQUEST TO REMAIN INDOORS DURING PE AND RECESS:**

When students return to school from an illness, it will be assumed that they are in good health and capable

of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine. In these cases, parents are asked to send a note with their student requesting that the student be kept indoors for a limit of one recess and physical education period.

Students who need to be excused from physical education and recess for more than one day due to injury or illness will require a doctor's written excuse. This includes, but is not limited to, any injury involving stitches, fracture, or use of a cast, brace, splint, walker, or crutches. A student with a doctor's note to excuse him/her from physical education will not be allowed to participate in outdoor lunch recess until released to return to physical education class by the doctor. Students who need to be excused from physical education for religious reasons will require a note from the student's parent.

#### **FIELD TRIPS:**

Throughout the school year, each grade level will take field trips to a variety of places. Students will be required to obtain parent permission in order to attend. Students should remember that their conduct and behavior is a reflection of the school and community at all times. **All chaperones will be required to fill out a district Background Information Form to be approved by the building principal.**

#### **FIRE, TORNADO, AND LOCKDOWN DRILLS:**

Fire, tornado, and lockdown drills are held periodically during the school year. These drills usually take place in the fall and spring of the year. If Kendall County is observing a Tornado warning, the students will not be dismissed from school until we have officially received an all-clear notice.

#### **GYM SHOES:**

All students are required to wear gym shoes when playing in the gym. Because of damage to the gym floor, it is recommended that no black sole sneakers should be worn. No activities will be permitted with student wearing street shoes, stocking feet, sandals, or open toed shoes.

#### **HALLOWEEN PARTIES:**

**More information will be sent home prior to Halloween that is building/grade level specific.** Here are some general guidelines that may be used. Please consult your student's teacher/school office if you have specific questions.

- Costumes need to be designed so they may be put on or taken off in the classroom.
- Make-up is allowed if it can be applied in five minutes or less.
- Costumes should not depict characters that represent violence, pain, or inappropriate suggestions.
- Representations of weapons will not be allowed.

#### **HAND WASHING PROTOCOL:**

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Plano district practice that students and staff will wash their hands at various times throughout the day including but not limited to:

- when hands are visibly soiled
- after using the restroom
- before/after eating
- after sneezing or coughing
- after engaging in learning activities that leave hands soiled, e.g. science labs.

When soap and water are not available, disposable hand wipes or gel sanitizers may be used. All Plano students in the early elementary grades are trained by the local healthcare system on appropriate hand washing protocol. Protocol based on information from the Center for Disease Control.

#### **HOMEWORK POLICY/EXPECTATIONS:**

Homework is effective if it contributes to the development of beneficial study habits and helps formulate favorable work skills and positive attitudes. This skill should be cultivated from the time the student enters formal education in elementary school through graduation from high school.

Homework activities should help build a bridge between the student's life in school and out of school by taking what we do in school and relating it to the rest of the world. If relevant, it reinforces newly learned skills while helping to master knowledge of information previously introduced.

Initiative, independence, responsibility, self-confidence, and self-discipline are developed when a student is given independent home study. Homework also provides skill practice, enriches learning, and allows for activities not possible in class. The teachers will strive to plan homework that is productive and accomplishes at least one of the following goals.

#### **The assigned work shall:**

1. Further reinforce skills already learned at school.
2. Help foster communication.
3. Motivate the student, with or without parent involvement, to extend learning that has occurred at school.
4. Develop and strengthen the student's individual interest.
5. Help develop independence in study skills as well as a sense of individual responsibility.
6. Help the student prepare for future lessons.

#### **SUGGESTIONS TO PARENTS FOR COMPLETING HOMEWORK:**

- Provide a place for study that is well-lit and free from distractions.
- Plan a family routine to allow for regular study time, during which no other demands are made on the student.
- Help motivate the student to want to study, insisting that he/she study regularly.
- Teach him/her to do his/her best at all times.
- Show enthusiasm and respect for what he/she is doing.
- Realize that different courses have different objectives, which require different learning activities.
- Recognize that each student develops at his/her own rate and way.
- Consult the teachers as soon as any problems arise, problems concerning homework or any factors preventing the student from doing his/her best.
- Encourage, guide and at times help your student with his/her homework, but under no circumstances do it for him/her.
- Remember, nothing can help like a hug, smile, and a word of approval. Be encouraging and supportive. Your attitudes are contagious.

#### **HOMEWORK REQUESTS:**

If a student is absent for **two or more days**, the school suggests that parents call and make arrangements for homework. If another student is to bring the work home, please give this information to the secretary when making your request for homework.

#### **INTERNET:**

We have the ability to enhance our students' education through the use of the Internet. Parents of new students will receive an Authorization for Internet Access form, which will verify permission to use the Internet in a safe and appropriate way.

#### **LOCKERS/HOOKS:**

Each student will be assigned a locker/hook to use and should not share the locker with other students. Students are expected to care for and maintain their lockers. Defective lockers should be reported to the Main Office immediately. Lockers remain the property of District 88 at all times and the school reserves the right to inspect and search these lockers. If you feel that an item may be stolen from your locker, **DO NOT BRING IT TO SCHOOL!** If it is important to have the item in the building, bring it to the Main Office.

#### **LOST AND FOUND:**

A lost and found box will be located near the front entrance. Anyone missing personal items should check this box. At the end of the school year items not claimed will be given to a charitable organization.

We could possibly save some of your money and some of the teacher's time if your student's outer garments and possessions were marked with his/her full name. A considerable amount of serviceable clothing is collected each school year that is unrecognized and unclaimed. Misplaced articles are more easily returned when labeled. All personal belongings should be clearly marked with the student's name in permanent ink. Items most important are: tennis shoes, hats, caps, raincoats, rain hats, mittens, gloves, lunch boxes, lunch sacks, school supplies and purses.

#### **PETS AT SCHOOL:**

For the safety and health of the students, students may not bring their pets to school. Animals tend to become excited when in strange surroundings and with a large group of people. Generally speaking, they do not intend to be violent, but they can react in the only way they know how, which can result in a painful nip or bite. Allergies are also a consideration in this policy.

#### **PLAY AREA RULES AND SCHOOL GROUND BOUNDARIES:**

1. Do not throw anything other than rubber balls around on the blacktop area of the playground. No throwing snowballs, rocks, sticks, branches, etc.
2. Stay away from houses on either side of the school grounds. Avoid kicking or throwing objects into the yards. Students must also stay out of yards and off fences.
3. Students are not permitted to bring baseballs or softballs to school. Ragballs, nerfballs, rubber balls and tennis balls are much safer to use. Ask your teacher or principal if there is a question of what is safe.
4. **Everyone must leave school grounds after school is dismissed.** No one may stay to play on the equipment.
5. No tackling is allowed in football.
6. "Simulation fighting" such as kickboxing, karate and wrestling is prohibited.
7. **When the bell rings, playing stops and everyone should get in line.** Students are to stop talking at this time so they may enter the building in an orderly fashion.
8. No cheer mounts and/or dangerous stunts.

### PLAYGROUND RULES FOR PLAYGROUND EQUIPMENT:

1. No pushing and shoving will be allowed.
2. When using the slides, the student should wait until the person in front of them is done sliding and out of the way.
3. The student should slide feet first and on their behind.
4. The slides should not be used to create "logjams".
5. No standing or "twisting" on swings. Only one person is allowed per swing. No climbing on swing poles (frames). Do not walk in front of students who are swinging. Jumping out of swings is not allowed.
6. Use the monkey bars in a safe manner. No daredevil stunts!
7. No "chicken fights" are allowed on the hanging rings or monkey bars. No kicking or leg wrestling while on the rings or bars.
8. Don't stop when climbing through the tubes. Don't climb on top of the tubes.
9. No climbing on top of any of the equipment.
10. Always keep your hands and feet to yourself.

Any student violating the above rules or other rules set by the teacher or aide will be banned for a certain amount of time from using the playground equipment.

### RECESS:

The following policy will be followed regarding recess breaks and before school outside play periods. The decision on whether or not the students will go outside is left up to the discretion of the staff member on duty with the following criteria kept in mind:

1. The students will not go outside if the temperature is below 15 degrees. This temperature will also consider the wind chill for the day.
2. The condition of the playground will also be a determining factor. If the playground is wet and muddy and the teacher determines that the students will get their clothing soaked and covered with mud for the remainder of the day they will not go outside. If the weather is warm but melting snow may cause the students to become very wet, the students will not go outside. The students will not go outside if it is raining.
3. Please see the **Health Services Section** for requests to remain inside or be excused from recess. When your student has been ill, notes to keep your student inside will be honored **one day only**. However, if it is necessary for your student to remain indoors longer, a note from your doctor will be required. If your student stays inside he/she will be kept in the classroom or sent to the hallway and take part in a constructive activity such as doing schoolwork or reading a book. We wish to emphasize that the duty teacher will make the decision keeping the above guidelines in mind. Please send your students to school properly dressed to go outside.
4. All students must follow all rules and behave in a manner, which is acceptable and does not endanger themselves or another student or students. Students who do not behave correctly at school will lose their recess privileges.

If you have any questions or comments regarding recess, please contact us at school. Your help and cooperation will be appreciated if our school programs are to be successful. The guidelines are dictated by common sense. A teacher or adult is always outside with the students and has been instructed to bring the students inside if he/she becomes cold while serving on duty or it begins to rain or snow.

## **STANDARD BASED REPORT CARDS:**

K-6 student progress will be reported through a Standards Based Report Card beginning with the 2015 - 2016 school year. The new reporting system will allow students to be more mindful of what is expected of them both academically and behaviorally. It will allow parents to have a better understanding of what their student is learning at school, and how to better help their student at home. More information is available on our district web site at [plano88.org](http://plano88.org) - Menu - Documents - K-6 Standards Based Report Cards. **Standard Based Report Cards will be sent home at the end of each trimester. The Performance levels for Academic Standards and Learner Characteristics are below:**

### **Academic Performance Levels**

**Beginning (B):** Student seldom demonstrates an understanding of concepts and procedures, while requiring consistent support.

**Developing (D):** Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it.

**Secure (S):** Student performance meets the demands of the task and demonstrates a firm grasp of the concepts and procedures involved. Student can independently apply understanding in different contexts.

### **Learner Characteristic Performance Levels**

**Consistently (+)**

**Sometimes (✓)**

**Rarely (-)**

## **STANDARDIZED TESTING PROGRAM:**

Various tests may be given to individuals or groups by the teachers when specific needs arise. All test results are recorded in the student's cumulative records.

**ACCESS for ELLs™** is a standards-based, criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains (listening, speaking, reading, and writing). This test is given yearly to K-12 Limited English Proficient (LEP) students.

**W-APT stands for the WIDA-ACCESS Placement Test™.** This assessment tool, known as the "screener", is used to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. The W-APT helps to determine whether or not a student needs English language acquisition services, and if so, at what level.

## **TELEPHONE USE BY STUDENTS:**

Students will be permitted to use the school telephone **ONLY** when emergency conditions exist. Good manners on the phone by the students are always expected or future use may be denied. Please try to make arrangements for your student's lunch, after-school activity, special appointments, etc. **before** they leave home. Students will not be allowed to call home for homework, agendas, band instruments, etc.

## **VISITORS TO THE SCHOOL:**

The District encourages visits by School Board members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. Visitations should be prearranged with the teacher(s) and approved by the principal in order to minimize interruptions. Before entering the hallway or playground, all visitors should



report first to the main office. All visitors must present a valid driver's license or state ID to be scanned using our PLASCO visitor system. Visitations are discouraged during the beginning and ending weeks of the year and during testing weeks. It is suggested that visits be limited to a 30-minute period. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's conference/preparation period.

In order to provide a secure environment for students:

- All doors will be locked.
- All visitors must go to the office to sign in upon arrival and sign out when leaving.
- All visitors must present a valid driver's license or state ID to be scanned using our PLASCO visitor system.
- Visitors are to wear a visitor badge during their visit.

#### **VOLUNTEER HELPERS:**

Volunteers are an essential component of District #88. Teachers actively seek adults to help in the classroom. If a parent is not available to volunteer during the school day, please consider volunteering for the many opportunities for "at home" projects or evening activities for parent involvement.

Volunteers can be used to assist in classroom activities. Please do not bring siblings or children into the classroom while volunteering. In order to limit interruptions to instruction and classroom routines, we also ask that volunteers do not use their time in the building to visit teachers and classrooms that are not expecting them.

All Plano District #88 volunteers who come on a regular basis are required to submit to a fingerprint/background check. If you are interested in volunteering, please complete and submit the Volunteer Fingerprint Request Form at the Plano School District Administration Office.

## **SPECIAL PROGRAMS AND SERVICES**

#### **AIMSweb TESTING: (Kindergarten-4<sup>th</sup> grade)**

At three times throughout the year student progress in reading and math are monitored using the AIMSweb test. As these results become available, teachers will be sharing this information with parents. Students who are having more difficulty in either of these two subject areas may be assessed more often for what is called "Progress Monitoring." Information from these more periodic assessments enables teachers to better monitor a student's progress and adjust instruction and programming when deemed necessary.

#### **ART:**

Art instruction is offered to all students one time each week. The art program focuses on the basic elements and principles of art and design with an introduction/concentration in art history depending on grade level. The Illinois Learning Standards are used as the framework for developing appropriate grade level lessons. From time to time, students may be asked to bring in items from home or bring in money for special projects.

#### **ENGLISH LANGUAGE ACQUISITION (ELA) SERVICES (Language Instruction for Limited Proficient and Immigrant Students):**

Students who come from a home where a language other than English is spoken or students who speak a language other than English will be screened with state approved test and/or procedures to determine eligibility for English Language Acquisition (ELA) services. Test administrator will determine if testing in the first language (Spanish only) is necessary. A student may be recommended for instruction in a bilingual classroom, sheltered instruction classroom or ESL. Placement is made only after the options are shared with parents. A parent has the right to refuse services or withdraw a student from services at any time with a written request.

A student who qualifies to receive English Language Acquisition (ELA) Services is eligible to receive services until English proficiency, measured through ACCESS and based on literacy and writing (4.2) and overall (4.8) score is reached. A student may be exited before 3 years or continue receiving services beyond 3 years, but these situations require written parental permission.

*The goal of the English Language Acquisition (ELA) Services is to develop high levels of academic attainment in English and to meet the same academic content and achievement in standards that all students are expected to attain.*

- ❑ **Dual Language classrooms** - Plano District #88 has self-contained Dual Language classrooms for students in kindergarten through fifth grade. The bilingual classroom meets the requirement of the state of Illinois to provide learning and support in the first language and English until such time that the student is ready to be in an all -English classroom. Students are always integrated with their grade level peers for Music, PE, Art, and sometimes integrated for additional classes. Students are taught in English and Spanish, as appropriate.
- ❑ **Sheltered Instruction classrooms** - Plano District #88 has self-contained sheltered instruction classrooms for students in kindergarten through fourth grade. Instruction is in English. Students are always integrated with their grade level peers for Music, PE, Art, and sometimes integrated for additional classes.
- ❑ **English as a Second Language-** ESL instruction is provided to all English learners. In bilingual and sheltered instruction classrooms, ESL is taught in the classroom. In some cases, students will push into a sheltered instruction classroom to receive ESL instruction. In grades 5 and 6, ESL instruction is departmentalized. ESL instruction counts as English learners' English Language Arts.

#### **PLANO AREA SPECIAL EDUCATION COOPERATIVE (PASEC):**

Through the Plano Area Special Education Cooperative, we are able to offer a variety of supportive services to ensure that all of our students reach their full potential. These services are as follows: Occupational Therapy, Physical Therapy, Social Work, and Speech.

#### **LEARNING CENTER (Pre-K through 6<sup>th</sup> grade):**

All students have the opportunity to use the Learning Center to check out books. Below are some suggestions concerning book care and our circulation policy.

When your student's book(s) has been overdue one week, the student will bring home a notification reminder. If the book(s) is not returned within a month, the cost of the book(s) will be added to the student fee balance in PowerSchool. If a student loses or seriously damages a book, he/she will be asked to pay for the cost of the book. With your support, hopefully the problem will be resolved.

**MAP/MPG Testing:**

Measures of Academic Progress (MAP)/Map for Primary Grades (MPG) is a standards-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning. Students take the MAP/MPG tests for reading and math in the fall, winter, and spring. Educators use the growth and achievement data from MAP/MPG to develop targeted instructional strategies and to plan school improvement. MAP/MPG test results help educators make student-focused, data-driven decisions.

**MUSIC:**

Students will attend music class 2 to 3 times per week. The goal of general music is to provide and enrich students with knowledge, understanding and appreciation for music. Students will have the opportunity to create and perform music throughout the school year. Scheduled performances are deemed part of the curriculum. Therefore, student participation is mandatory. The Illinois Learning Standards are used as the framework for developing appropriate grade level lessons.

**PHYSICAL EDUCATION:**

Students will attend physical education class at least two times per week. The focus of the physical education program will be to encourage and promote a healthy lifestyle through diet and exercise. The Illinois Learning Standards are used as the framework for developing appropriate grade level lessons.

If a student is to be excluded from outside activities and P.E. for more than one (1) day, we must have a written note from the doctor stating the reason and how long the student is to be excluded. We will also need a note from the doctor releasing him/her from restricted activity so he/she may participate in outside activities and P.E.

**TITLE I (Reading and Math Intervention Services):**

Reading and Math intervention services are available through our Title I Program for struggling readers. Students who are experiencing reading difficulties are often referred to this program for further assessments and possible interventions. Title I is a federally funded program with designated requirements for student qualification. Specific guidelines of accepted curricular interventions are the basis for the curriculum offered within this program.

## **STUDENT RECORDS**

**STUDENT RECORDS:**

Plano Community Unit School District No. 88 keeps records of its students in two files, a Permanent Record file and a Temporary (cumulative) Record File. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. Procedures as outlined in the Rules and Regulations to Govern Student Records are as follows:

**DEFINITION OF STUDENT RECORDS:**

Student records refer to any written or recorded information, maintained by the District, by which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the student record. The student records consist of a Permanent Record and a Temporary Record, which are described below.

**STUDENT PERMANENT RECORD:****A. Student's Permanent Record**

1. Shall consist of:
  - a. Basic identifying information, including students and parent(s) names and addresses, dates, and place of birth, and gender;
  - b. Academic transcript, including grades, graduation date, grade level achieved;
  - c. Attendance record;
  - d. Accident reports and health record;
  - e. Records of release of permanent record for information;
2. May also consist of:
  - a. Honors and awards received;
  - b. Information concerning participation in school sponsored activities and offices held in school.
3. No other information shall be placed in the student permanent record.

**STUDENT TEMPORARY RECORD:**

The student's Temporary Record consists of all information not required to be in the Student's Permanent Record and may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Records of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interview.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher and anecdotal records.
9. Disciplinary information.
10. Special education files including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearing and appeals.
11. Any verified reports or information from noneducational persons, agencies or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of Student Temporary Record information.

**DIRECTORY INFORMATION:**

The school district has classified the following information about students as directory information: name, address, grade, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of an athletic team, date of school attendance, degrees or awards, and last education institution attended. Directory information may be released to the public without parental consent notice.

Parents who do not want the school district to classify this information from their student's (students') records, as "directory information", must notify the records custodian (Building Principal) within ten days

after registration or the information designated as "directory information" may be released to the general public without any further notice to you.

#### **INSPECTION OF STUDENT RECORDS:**

1. Parents have the right to inspect, challenge and copy their student's records until one of the following events occurs:
  - a. Student attains 21 years of age.
  - b. Student attains 18 years of age and declares financial independence.
2. All students have the right to inspect, copy and release their permanent record. Students will not have access to their Student Temporary Record(s) without parent permission until they:
  - a. Attain 18 years of age;
  - b. Graduate;
  - c. Assume financial independence.
3. Student records will be made available to parents or eligible students within 15 school days from the time a written request is received.
4. When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents and students upon request. The school may charge a reasonable fee not to exceed 35 cents per page. The school may waive the fee in appropriate circumstances.
6. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual or of any information from a Student Temporary Record which such individual may obtain through the exercise of any right secured under the School Records Act.

#### **RIGHT TO CONTROL ACCESS OF RECORDS - PARENT CONSENT:**

Plano Community Unit District No. 88 will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records. Parents will receive prior written notice of nature and substance of the information to be transferred. They may, upon written request, inspect, copy and challenge such information. If parents do not respond within ten (10) days to the notice of their right to inspect, copy and challenge, the records will be forwarded to the requesting school.

#### **ACCESS TO RECORDS WITHOUT PARENT CONSENT:**

1. Regular school staff members who have a current and legitimate educational interest in the student's record will have access to such.
2. School officials will release student records without parent permission pursuant to a valid court order or subpoena. However, school officials will notify parents in writing regarding the order.
3. Student records may be made available to researchers for statistical purposes provided that:
  - a. Permission has been received from the State Superintendent of Education.
  - b. No student is personally identified.
4. Information may be released if it is necessary to protect the health or safety of the student or other persons.

5. Records of eighth grade students entering high school will be sent to the respective high school upon completion of eighth grade.
6. Student "directory information" may be released unless parent requests in writing that any or such information should not be released. "Directory Information" consists of: student's name, address, gender, grade, birth date and place, parent's names and addresses, academic awards and information relating to school sponsored activities.

## **SPECIFIC SCHOOL INFO**

### **P.H. Miller Information**

#### **PARKING:**

When visiting P.H. Miller School, please use the south parking lot. Handicapped parking spaces are available near the west and south entrances. Visitors are not to park in front of the school or near the north playground. Lew Street is a no parking zone during school hours.

#### **ARRIVAL**

Playground supervision begins at 7:00am. Students are not permitted on school grounds prior to this time. Kindergarten and 1<sup>st</sup> grade students should be dropped off at the north end of the front drive. A bell will sound at approximately 7:00 am indicating that it is time for students to line-up. Students will begin entering the school at 7:15 am. Students arriving after 7:20 am will be marked as "Tardy". *(Parents bringing students to school after 8:55 am should bring their student to the office to ensure their student's safe arrival into the building.)*

#### **DISMISSAL**

First grade car riders will be dismissed promptly at 1:50pm through the southwest doors. Walking students are dismissed at this same time through the main doors on the west side of the school. Kindergarten car riders will also be dismissed at 1:50 p.m. through the southwest doors. Bus riding students will begin boarding their buses at approximately 1:50 p.m. (After 2:15 p.m, any student not picked-up will be taken to the office.) **NO PARKING ALLOWED ON LEW STREET IN FRONT OF THE SCHOOL**

### **Centennial Information**

#### **ARRIVING/LEAVING CENTENNIAL SCHOOL:**

##### **ARRIVAL:**

Second grade and third grade car riders should be dropped off and picked up along the south side of School Street traveling east. Bus students will be dropped off and picked-up along the circular drive in front of the school. **Students should not be on school grounds before 8:30 a.m.** All second and third grade students will enter the building and proceed either to the cafeteria or the hallway outside their classroom. The first bell rings at 7:10 a.m. and all students will be released to their classrooms. **School begins at 7:30 a.m. A tardy bell will ring at this time.**

##### **DISMISSAL:**

- **Bus Riders:** When leaving Centennial School at the end of the day, **all** bus students will use the front door.
- **Walkers and Bike Riders:** All walkers and bikers will exit through the west door. All bike riders are to walk their bike when on school grounds. All walkers and bikers should **walk** along the front sidewalk to the safety patrol areas. Students are not allowed to play on the school grounds after school is dismissed and should go straight home.
- **Car Riders:** Third grade car riders will exit through the west door. All second grade car riders will exit through the east door (same place they were dropped off in the morning). 2<sup>nd</sup> and 3<sup>rd</sup> grade siblings may all exit through the west doors.

School Street frequently becomes very congested at dismissal time. We ask for your patience and full cooperation with the Safety Patrol. It is imperative that we take every precaution to ensure the safety of the students.

#### **LABYRINTH:**

Centennial has the honor of being one of the first schools in the United States to have their own labyrinth. Centennial's labyrinth is located in the courtyard in the shape of a tree to go with the theme "Growing Tomorrow's World". We expect all of our students to take care of the labyrinth so our future students can use it for years to come. All community members are encouraged to visit Centennial and see our courtyard.

### **Emily G. Johns (EGJ) Information**

#### **ARRIVING/LEAVING THE SCHOOL:**

##### **ARRIVAL**

Students may begin arriving at Emily G. Johns at 8:20 a.m. Students may not be on school property prior to 9:00a.m. due to the lack of adult supervision. Students transported by cars are to be dropped off at the north side of the building and exit the vehicle onto the curb near the entrance. Buses will unload students in the south side of the building.

At 9:20 a.m. the bell signaling the beginning of the school day will ring. Any student arriving after 9:20 a.m is to use the main entrance doors and report to the office for a tardy pass before going to the classroom.

#### ● **DIMISSAL**

##### Bus Riders

Students who ride buses will exit through the south main doors. Students will then be assisted by faculty members to make sure that they board the correct bus.

##### Parent Pickup

Students whose parents provide transportation will exit through the playground doors (door #12) and go to the parent pick-up line. Drivers are to enter the parking lot and proceed toward the playground area forming **one, single** line. Students are encouraged to watch for their transportation. All students must remain on the sidewalk **between the cones** until the vehicle has come to a stop alongside the curb before boarding. These vehicles are to then proceed straight and exit onto Mitchell Drive. Staff members and safety patrols will help monitor the loading process.

Please drive slowly through the parking lot, and please observe these guidelines. Saving a few minutes is not

worth risking the lives of our students and staff. In general, the parking lot is emptied within 10 minutes of the dismissal bell. Everyone's patience and cooperation is appreciated!

### **SPECIAL PROGRAMS AT EGJ**

#### **BAND:**

Band is offered to 5<sup>th</sup> and 6<sup>th</sup> grade students as an elective subject. It will take the place of music class during Explore classes. In addition to attending class each day, students are expected to participate in performances by their group, some of which will take place outside of regular school hours. A portion of the student's grade is based on attendance at those performances. Instruments will be available for rent or purchase through local music retailers and some cases may be borrowed from the school for a nominal fee. A base fee for participation in band is \$20 per student. In addition, students will participate in a fundraiser to help offset the cost of music, instrument maintenance, and supplies.

#### **CHOIR:**

Choir is offered to 5<sup>th</sup> and 6<sup>th</sup> grade students as an extracurricular activity. By participating in choir, students are expected to attend practices and events outside of the regular school hours. Transportation arrangements must be made to ensure students are picked up promptly after practice. Students may lose their ability to participate in choir if continual transportation issues arise. A base fee for participation in choir is \$10 per student.

**STUDENT COUNCIL:** Students may be selected by their teachers to participate in Student Council. Student council representatives are expected to attend before or after-school meetings and provide input in regards to school events, fundraisers, and dances.

**CLUB W.I.N.:** Students that are interested in participating in an after-school homework assistance club may do so based on the recommendation of their teacher. Club WIN is offered four days a week and students should be committed to attending each day. Transportation arrangements must be made to ensure students are picked up promptly after homework club is dismissed.

**ART CLUB:** Art Club is offered to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students who would like to work on additional art projects outside of the regular art curriculum. Transportation arrangements must be made to ensure students are picked up promptly after art club is dismissed.

#### **IESA:**

Fifth and sixth grade students have the opportunity to participate in the Plano Middle School Wrestling Program. Participants will be expected to follow the Middle School Extracurricular Code of Conduct.

#### **IMSA FUSION:**

In conjunction with the Illinois Math and Science Academy, our E2K program will be available for interested students that academically accelerate in school. If you are interested in your student becoming a member of this extra-curricular academic program, please contact the school.

#### **INTRAMURAL ATHLETICS:**

The Plano intramural athletic program will offer a variety of athletic opportunities throughout the school year for Emily G. Johns' students. Schedules will be provided by the coaches/sponsors based on student interest and availability.

The Plano intramural athletic program will:



- 1) Provide an opportunity for students to learn the rules, skills, and sportsmanship that are necessary to someday compete at an interscholastic level.
- 2) Allow students to experience a combination of both skill development and competition within the sport.
- 3) Create a positive learning experience to encourage future athletes to participate in interscholastic athletics.

**Intramural Participation Fees:** \$30 per Student per Season

## **EDUCATIONAL VOCABULARY**

### **GLOSSARY of TERMS**

**AIMSweb-** AIMSweb is a scientifically based, assessment system that provides student performance data three times a year and reports improvement to enable evidence-based evaluation and data-driven instruction.

**AMAOs** - (Annual Measurable Achievement Objectives) English language acquisition programs' accountability measure for English learners' (ELs) progress with the English language (AMAO 1), attainment of English language proficiency (AMAO 2), and meeting AYP (AMAO 3).

**Benchmarking-** CBMs given three times a year (fall, winter, spring) to all students in a building or grade level, as appropriate

**CBM** (Curriculum Based Measurement)- standardized measures of basic skills in reading and mathematics

**CCSS** (Common Core State Standards) - what all students in all Illinois public schools should know and be able to do in the core areas as a result of their elementary and secondary schooling

**Differentiation-** flexible grouping of students according to their skill level to meet their needs

**DIP-** District Improvement Plan

**ELL-** English Language Learner

**English Language Acquisition (ELA) Services-** English language services targeted at providing instructional support to English learners academically, linguistically, and culturally.

**ESL-** English as a Second Language

**IEP-** Individualized Educational Plan

**IIRC-** Illinois Interactive Report Card (<http://iirc.niu.edu>)

**Interventions-** An intervention is a specific skill-building strategy implemented and monitored with a student to improve a targeted skill and achieve adequate progress in a specific area that can be academic (e.g. reading comprehension) or behavioral (e.g. time on-task). This often involves modifying instruction or providing additional instruction to students in the area of learning or behavior difficulty.

**ISA** - Illinois Science Assessment - State required assessment administered to all 5<sup>th</sup> grade students.  
**ISBE**- Illinois State Board of Education (<http://isbe.net>)

**KIDS** - Kindergarten Individual Development Survey - State required assessment for all Kindergarten students

**Lexia**- Reading intervention software for PK-12<sup>th</sup> grades

**LEP**- limited English proficient

**MAP assessment**- Measures of Academic Progress; a state-aligned computerized adaptive assessment that provides information about student growth and achievement in the areas of reading and language usage.

**MPG** - MAP (Measures of Academic Progress) for Primary Grades K-2 - to assess if students are growing as expected.

**ORF**- Oral Reading Fluency

**PARCC** - (Partnership for Assessment of Readiness for College and Careers) State assessment that is scheduled to replace ISAT in the 2014-2015 school year, which is linked to new Common Core Standards.

**PBIS**- Positive Behavioral Interventions and Supports- PBIS is an RtI approach to student behavior. Students receive high quality instruction and support to modify behavior and improve the social, behavioral and academic performance of all students. PBIS incorporates reinforcement of positive behaviors as well as consequences and remediation for inappropriate behaviors. PBIS teams work to analyze data at the building and district levels to see if interventions are needed, appropriate if implemented, and effective (per results).

**PLC**- Professional Learning Community

**Problem Solving**- building faculty and staff meeting to review building academic and behavioral data and plan for improvement and interventions (in Tier I, II, or III level teams) for: individual students, targeted groups of students, or universal building interventions for all students.

**Progress Monitoring**- weekly or bi-weekly monitoring of students progress to determine rate of improvement

**Read Naturally**- Reading fluency intervention for 1<sup>st</sup>-8<sup>th</sup> grades

**ROI**- rate of improvement

**RtI** (Response to Intervention)- A general education initiative aimed at providing high quality curriculum and interventions for all learners with more support to better meet the needs of all students (including struggling students and advanced students). There's a focus on intervening sooner (PK-3), reallocating resources, and flexible grouping/ scheduling to meet needs of all learners.

**SBR** - Standard Based Reporting: Method of grading and reporting student progress to students and parents.

**Scientifically/Research-based intervention**-Scientifically based intervention refers to specific curriculum and educational interventions that have been proven to be effective for most students and the research has been reported in scientific, peer-reviewed journals.

**SIP**- School Improvement Plan

**SWIS**- School Wide Information System (secure on-line database to collect information about students discipline referrals by building)

**Tier I**- core curriculum instructional and behavioral interventions for all students focused on being preventive and proactive (RtI model)

**Tier II**- targeted, supplemental, group instructional and behavioral interventions designed for some students needing additional support delivered with high efficiency and rapid response (RtI model)

**Tier III**- intensive, individual academic or behavioral interventions for students needing higher levels of intensity and duration (RtI model)

**Title I**- In Plano this is a K-6 reading program funded with federal monies targeting research-based reading instruction strategies for at-risk students (including struggling students and students with low socio-economic status)