
PUTNAM COUNTY SCHOOL DISTRICT #535



2021-22

PreK-5th Student Handbook

Primary & Elementary School

Board of Education Mission Statement: *Where all students will learn and succeed...and all means ALL.*

Reviewed: April 21, 2021

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2021-22 Handbook Committee

Adriane Shore, Board of Education Member	Ryan Schmitt, Primary P.E. Teacher
Josie Hall, 5th Grade Teacher	Katie Main, School Nurse/Parent Representative
Brenda Schmidt, Elementary School Secretary	Angie Migliorini, Primary School Secretary
Courtney Balestri, Elementary School Principal	Moriah Mott, Primary School Principal

Disclaimer: This handbook is not intended to create a contractual relationship with the students, rather it is intended to describe the school, its current practices, procedures, rules and regulations/code of conduct. Membership or participation in a school sanctioned activity is a privilege and not a right. This handbook may be amended during the school year without notice.

Belief Statements

Character Counts in school, at home and in our community. We believe that all students can become responsible, productive citizens of good character with support between the school, community and parents/guardians. The best educational decisions will be made for ALL students and with appropriate instruction, all students can learn. Education today is NOT limited to the classroom, but rather to all spaces that the child occupies. We know that a learning environment needs to be caring, supportive and promotes mutual respect.

Parents/Guardians

A parent/teacher/board member committee was developed within school board policy guidelines for this student handbook which addresses most of the school functions, discipline, etc. for Putnam County Primary and Elementary Schools. The school furnishes a copy of the handbook to parents/guardians enrolling students within fifteen days after the start of school or a student transferring to the school during the school year. The committee, in cooperation with local law enforcement agencies, shall include policy guideline procedures to establish and maintain a reciprocal reporting system between the school and local law enforcement agencies regarding criminal offenses committed by the student. (105 ILCS 5/10-20.14)

This handbook provides students and families an opportunity to be familiar with the rules and regulations, procedures and other relevant information necessary for the orderly function of the school. It has been structured to promote student progress academically and behaviorally. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Welcome

Dear Students and Parents/Guardians,

We would like to welcome you to the 2021-2022 school year at Putnam County Primary School (PCPS) and Putnam County Elementary School (PCES). We are pleased that you have registered with the Putnam County School system and look forward to being partners in your child's learning this year. Teamwork is an expectation we have for ourselves and our families. We want to create a child-centered learning environment that focuses on the achievement of each student. Our students need your support, involvement and encouragement throughout the school year. We encourage you to provide opportunities for reading every night with your child and help them develop good study habits at home. Let's work together to reach our students' education goals and make this year, and every one to follow the most rewarding we possibly can.

We have developed this handbook so that it can act as a guide to inform you about our schools, school environments, expectations and accomplishments. Please read your handbook and support us when rules and regulations need to be utilized for student learning. Contact us if any questions, problems or concerns arise. We want to work together and resolve issues quickly, fairly and with a learning purpose.

The faculty and staff of PCPS and PCES would like to extend a very warm greeting to you and your child(ren) and hope that the coming school year will be a positive and exciting learning experience for all of you. Together in Education,

Moriah Mott 
Primary School Principal

Courtney Balestri
Elementary School Principal

Responsibilities

Parental

A successful school experience originates in the home. It is the obligation of the parents by their teaching and examples set forth to develop their child's attitude and foundational learning. Parents will:

1. Instill a respect for authority, for the rights of adults and other children, and for property.
2. See that your child is clean, rested and in good health.
3. Ensure daily attendance and promptness.
4. Talk with your child about school activities, assignments, report cards, progress reports and other school communication that comes home with your child.
5. Provide supplies, time and a place for homework that encourages completion and accuracy.
6. Maintain appropriate regular communication with the school regarding your child's progress, behavior, health concerns, or significant information that may be useful in making education decisions.
7. Understand and comply with rules of the school concerning student conduct and safety for all students of the building.

Student

A successful student wants to learn and improve himself/herself academically and behaviorally. Students will:

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.

2. Take personal pride in their work, achievements and personal appearance. Students will be courteous and set high personal standards for him/herself.
3. Cooperate with all adults and peers.
4. Exhibit the type of behavior that shows respect for the school community. Students will accept diversity, regardless of religion, race, national origin, sex, or handicap.

Staff

A supportive staff will create the best environment for learning for the whole school community. All staff will::

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Be positive role models.
3. Provide a safe, happy and caring environment for learning and teaching.
4. Employ instructional strategies which encourage the development of self-discipline and self-respect.
5. Develop and maintain the PAWS behavior intervention system which facilitates student learning.
6. Seek conferences with parents in an effort to assist students academically, socially or emotionally.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure with the building principal.

No Student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Schools (pursuant to 105 ILCS 5/2-3.8).

SCHOOL INFORMATION

Unless otherwise specified in the section, all of the following information pertains to both the Primary and Elementary schools.

Academic Standards

Formal parent/teacher conferences are held annually in the fall. Dates are listed on the official school calendar. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share. Parents are encouraged to contact their child's teacher throughout the school year in an effort to build a partnership in support of the student's effort and progress.

Primary:

Curriculum and instructional practices are evaluated on a continuous manner so as to provide the best opportunity for each student to reach his/her potential. In order to accurately reflect the new standards and methods in which students are assessed, we developed a "standards-based" report card. The report cards will be issued every twelve weeks (trimester) of the school-year in an effort to keep parents informed of the student's progress as well as sharing

the Fall, Winter and Spring assessment results through the AIMSwebPlus assessments conducted in K-2nd grade. These assessments are intended to be one more piece of evidence on how the child is performing and learning with the instructional strategies used in the classroom. Adjustments are made to student settings and interventions as needed to gain the highest impact on their learning.

Report cards are distributed on the last school day of the week following the ending date of the grading period (trimester) or at parent/teacher conferences. During the 1st and 2nd trimesters signed report cards should be returned to the school on the next day of school.

ACADEMIC AREAS is as follows:

Exceeds Core Standards - E

Meets Core Standards - M

Needs Support Core Standards - N

Developing - D

Elementary:

Academic excellence is the goal targeted through all instruction, both formal and informal assessment. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential. Report cards are issued every twelve weeks (trimester) of the school year in an effort to keep parents informed of the student's progress.

ACADEMIC AREAS is as follows:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% and below

ACADEMIC SPECIALS is as follows:

E = Excellent

S+ = Very Good

S = Average

S- = Below Average

N = Failure

EFFORT/ASSIGNMENTS is as follows:

O = Outstanding

S = Satisfactory

U = Unsatisfactory

The missing work that resulted in an "Incomplete" must be made up by the end of the following grading period. Whatever work has been completed by the end of the following trimester will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the third trimester.

Asbestos Policy

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings. In accordance with AHERA regulations, the buildings of Putnam County CUSD No. 535, have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

Attendance & Truancy

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, and is enrolled, attending school during the entire time school is in session.

In the event of illness or other excused absence, parents/guardians must call the school absentee reporting line, 1-815-882-2800 (Opt. #6), for their child by 9:00 a.m. on the day the student is absent.

A physician's note is required to return to school after any of the following: contagious diseases, rashes, surgery, illness requiring a physician, excuses from physical education class, and absences of five or more consecutive days. A student is considered tardy if they arrive after 8:15 a.m. In order to preserve the instructional time of students, children other than enrolled students, are not allowed to attend classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed note explaining the reason for the early dismissal to the office. The student must be picked-up in the school office.

Excused Absences:

- Student illness
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

Unexcused Absences/Tardiness:

- Oversleeping
- Missing the bus
- Unexplained "personal reasons"

Any pre-arranged absence(s) (such as vacations, hunting/fishing, etc.) should be reported to the building principal prior to the absence date(s) for excused and/or unexcused considerations

Excessive Absences/Tuancy:

Student attendance is critical to the learning process. Students who miss 5% (9 days) or more of the prior 180 regular school days without valid cause (a recognized excuse by the school) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the LaSalle/Marshall/Putnam County ROE Truancy Officer
- Hearing before the County Truancy Officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Other school-based action to be decided by the principal.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Interventions:

Step 1: When a student has accumulated five (5) absences, excused or unexcused, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7th) absence, excused or unexcused, a notice will be sent to the parents from the principal's office. Additional steps may include a school/family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the (9th) absence, excused or unexcused, a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and if a referral has not been made to the county truancy officer, contact will be made at this time. Additional interventions will also be considered at that time.

Consideration of absences after the 9th absence:

Each absence after the 9-day limit will be recorded as unexcused unless deemed excused by the administration. If a student is sent home due to illness, this is also considered an excused absence.

Perfect Attendance Recognition:

Students will be recognized for "Perfect Attendance" at the end of the school year. Students must be in attendance the full day, every day of the school year. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year in order to receive the award.

Bicycle Rules

Students from all schools within Putnam County School District #535 may ride their bicycles to school. All bicycles should be properly parked and locked at the bicycle rack. The school is not responsible for damaged or stolen bicycles.

Students should walk bikes on and off the sidewalks and across intersections. Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules-of-the-Road.

Bullying/ Sexual Harassment/ Intimidation

Bullying, intimidation, and harassment diminishes 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 on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from 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 school computer/device 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.

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

Primary School Complaint Manager:

Moriah Mott, Primary Principal
400 E. Silverspoon Street
Granville, Illinois 61326
815-882-2800 (Opt. #1)
mottm@pcschools535.org

Elementary School Complaint Manager:

Courtney Balestri, Elementary Principal
326 S. Fifth Street
Hennepin, IL 61327
815-882-2800 (Opt. #2)
balestric@pcschools535.org

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.

Sexual Harassment/Discrimination:

Harassment of, or threats to students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion. Putnam County School District will neither condone nor tolerate harassment or sexual harassment of students by anyone. The District believes that every student has the right to be free from the harm perpetrated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Students who believe they are being harassed by another student(s) should contact a teacher or the administration.

Bus Information

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published after student registration. Once a stop is set and assigned, students are not permitted to ride a bus other than the bus to which they are assigned unless residency changes.

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. Videotapes may also be viewed at random. Viewing of videotapes is limited to individuals such as the superintendent, principals, transportation director, bus driver, sponsor, coach, or other supervisor. Parents and guardians are not permitted to view videos per school law.

Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. Only students enrolled in PC schools may ride the buses.

Please Note: It is unlawful to pass a school bus with its stop sign out, even in a parking lot.

Bus Safety:

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Bus Discipline:

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct. Normal school attendance as outlined by the *Illinois School Code* is required of students; and students suspended from riding the bus must attend school or be considered truant.

Please note: Taking pictures or videos of any kind is prohibited on the bus. Any violation of this rule may result in an immediate suspension from the bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the continuum of interventions to be used for notice of misconduct are as follows:

- Student is notified, counseled, and may miss recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and given a 1-5 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.
- Student is notified, counseled, and given a bus suspension up to ten days. Parent is notified, written report sent home, with parent response requested.

- Student is notified of the offense, counseled, suspended up to ten days, and a bus expulsion may be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

Students are expected to follow all rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Student Responsibilities and Bus Safety Rule:

Student transportation is a privilege extended to students who qualify for transportation pursuant to state statutes and local district policy. Students are subject to the jurisdiction of school authorities while using the school transportation system, and shall at all times exhibit appropriate behavior in accordance with codes of conduct and the disciplinary policies, procedures or regulations adopted by the school board. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This also applies to transporting to and from school and field trips. Students must learn and obey the safety rules and responsibilities and use appropriate behavior while on the school bus and at the bus stop. These expectations will be taught at the beginning of the school year and throughout the year as needed.

1. Students must be at their regular bus stop at least five minutes prior to the scheduled stop time. The bus driver will not wait for students at the loading area
2. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students must maintain safe and appropriate behavior when waiting for and boarding the bus. It is the responsibility of the parent/guardian to supervise their child while waiting at the bus stop.
3. Students must obey the driver promptly. The driver/attendant is in full charge of students while they are on the bus.
4. Students must remain seated while the bus is in motion and keep aisles and exits clear.
5. Students must sit with their back against the seat and are prohibited from turning into the aisle or kneeling on the seat while the bus is in motion.
6. Students must occupy the seats assigned them by the bus driver/attendant.
7. Students are not permitted in the driver's compartment or tamper with equipment while the bus is in motion.
8. Students cannot use profane language or obscene gestures while on the bus.
9. Students cannot eat or drink on the bus. Students shall cooperate with the bus driver in keeping the bus clean.
10. Students cannot open or close the bus windows without the permission of the bus driver/attendant.
11. Students must not extend their hands, arms, heads, or objects through bus windows.
12. Students must not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
13. Firearms, knives, explosives, breakable glass, or other dangerous objects are not permitted on the bus. Animals, except those animals authorized by an IEP or 504 Accommodation Plan, are not permitted on the bus.
14. The use, possession, or distribution of tobacco, drugs, alcohol, or other controlled substances is prohibited on the bus.

15. Students and their parent/guardian will be held responsible for destruction to the bus, bus stop location, and/or private property.
16. Taking pictures or videos of any kind are prohibited on the bus. Any violation of this rule may result in an immediate suspension from the bus.
17. Be respectful, responsible and safe at all times

For questions regarding school transportation issues, contact the building principal.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANYTIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Preschool Bus Information:

Although preschool busing is not a required state mandate, currently PC is able to provide limited transportations to the various communities of the district. Bus stops are established by administration and the bus company with allowable funds. Administration will establish stops with one in each town and at a daycare provider's residence (provided there are 3 or more students receiving daycare services from that location on a daily basis). Proof of students receiving daycare services will be required and if dishonorable practices are found the bus stop will be eliminated for the rest of the school year.

Parents or guardians must be at the stops at the scheduled time for pick-up and drop-off. Bus stops cannot be changed unless the change is permanent. Bus drivers will be instructed to proceed to the next stop after two minutes of waiting. This is to keep the bus on schedule for all of the other adults waiting to receive students off the bus. If no one is at the stop, the student will be brought back to the school and they will need to be picked-up from the office. If a parent misses picking-up their child three times, bus privileges will be revoked by the administration for a period of time.

Parent/Guardian/Care Taker must be at the bus stops at the scheduled times for pick-up and drop-off.

Special Education Bus Information:

Students with special needs that require transportation according to the Individualized Education Plan (IEP) team will be accommodated according to their IEP.

Cell Phone

Cell phone and electronic device usage for any reason is prohibited during school hours. If students choose to bring their cell phone or electronic device to school, it must be turned off and kept in the student's bookbag. Any usage of cell phones or electronic devices will result in the item being confiscated. After the first offense, the student may retrieve the cell phone or electronic device from the principal at the end of the day. Subsequent violations will require a parent or guardian to retrieve the item. Students are encouraged to leave all electronic items at home as Putnam County Schools are not responsible for broken, lost or stolen items.

Class Parties

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging.

Primary:

School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Elementary:

In order to assure a safe environment for our students and staff, parents will be limited to attending **one of the following** classroom holiday parties: Halloween, Christmas, Valentine's Day. Please note: all family members and friends are invited to line the route for the Halloween parade, however those parents who are signed up to help during the classroom party will be the only parents allowed in the building.

Your child's homeroom teacher will arrange a parent sign up during supply drop off night or at the beginning of the school year. We thank you for your cooperation.

Controlled Substances and Look Alikes

Students are prohibited from bringing any kind of alcohol, tobacco, controlled substances, or look-alike substances to school or any school function.

"Look-alike substance" means a substance other than a controlled substance which:

- (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or
- (2) is expressly or implied represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance, the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- (a) Statements made by the student in control of the substance concerning its nature, use or effect;
- (b) Statements made to the recipient of that substance may be resold for profit;
- (c) Whether the substance is packaged in manner normally used for the illegal distribution of controlled substances;
- (d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

Discipline

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Conduct Rules:

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Violations:

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized

education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging or encouraging other students to engage in behaviors such as bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel. If the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Disciplinary Measures:

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out

of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians by letter or phone
2. Parent/Teacher conference (In some cases, the student may be required to attend.)
3. Disciplinary conference with principal
4. Oral apology
5. Write letter(s) of apology
6. Withholding of privileges such as recess
7. Temporary removal from the classroom
8. Return of property or restitution for lost, stolen or damaged property
9. In-school suspension
10. After-school intervention, such as detention, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
11. Community service
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
13. Suspension of bus riding privileges
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the District expulsion procedures.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Dismissal Procedures

It is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing this includes buses on school grounds.

Preschool:

Please use caution when driving through our parking lot. A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. Parking spaces are provided because cars cannot be parked in the bus lane for safety purposes. Please be sure to hold your child's hand to and from the preschool door, which is door B. Remember that our behavior sets an example for our children.

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be able to present a photo ID.

Primary School:

Regular Dismissal:

Parent pick-up begins at 3:05 p.m. and crosswalk supervision begins at 3:15 p.m. on regular dismissal days.

2:05 Dismissal:

Bus students should arrive home one hour early on these days. Parent pick-up begins at 2:05 p.m and crosswalk supervision begins at 2:10.

Below are some reminders about student drop-off and pick-up:

1. No one is at the school to supervise the children until 7:15 a.m.
2. Parents/Guardians need to be very careful when using the front of the school building to drop students off. This is a very busy time for the buses, and it is not the best place to drop-off and pick-up students.
3. It is strongly suggested that parents/guardians use the crosswalk located at the corner of Silverspoon and Colby or the back parking lot of the school to drop-off and pick-up students. A crossing guard is on duty from 7:15 a.m. to 8:00 a.m. to help the students in the morning, and a crossing guard will walk the students from the Primary School to the crosswalk at the end of the school day. The crosswalk is not supervised December 1st through February 1st.
Parents/Guardians wishing to speak with the office or teachers, and parents/guardians waiting for students at the front of the school, will need to park. The back lot is used for drop-off and pick-up only.
4. All students arriving after 8:00 a.m. may be dropped off in the front of the school by the front entrance. Please watch for late buses. They have the right-of-way.
5. Pick-up begins at 3:05 p.m. in the back lot. Please pull-up to door entry E not door entry C. Please have your family name tag displayed. No car pick-ups can be made in the front of the school because of the buses.

If your child is a walker, he/she will be walking from the school with the crossing guard to the corner of Silverspoon and Colby. The crosswalk is not supervised starting December 1st through February 1st.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 p.m. Due to hundreds of students being dismissed from the school students cannot be routinely dismissed from only the office.

Elementary School:

Students will enter and exit school using the North Door (North/Flagpole). Parents may drop off students in the morning at the designated drop off area at the West end of the School only. A crossing guard will be on duty at the corner in the afternoon only.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the North Door. Early Walkers will be dismissed at approximately 3:05 p.m. and Late Walkers will be dismissed at approximately 3:15 p.m. ALL walkers will be escorted by supervisors to the four corners (Intersection of Fifth and Sycamore St.).

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, **before 2:30 p.m.** Again, due to safety concerns, students cannot be routinely dismissed from the classrooms or office. Your understanding and cooperation is much appreciated. All parents must stop by the office if picking up a child directly from the classroom.

SAFETY NOTE: For the safety of our students and staff, parents (or any adult picking up a student after school) will refrain from entering the building to pick up their child. All students will be escorted to the four corners with early or later walkers for pick-up.

Dress Code

Students and their parents are encouraged to select respectable styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:

- Clothing students wear should cover them from at least the shoulder to mid-thigh. Short shorts, spaghetti strap tank tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. Students that wear leggings or other form fitting pants must wear a shirt that completely covers their bottom.
- Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
- Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
- Any clothing or symbols that relate to gang symbols, gang membership, etc., may not be worn.
- Shoes must be worn. Sandals, high heels and flip-flops are discouraged due to injuries. Students maybe asked to change into their PE shoes for safety.
- In the Primary building students spend a lot of time on the carpet, girls are encouraged to wear shorts under skirts and dresses.

Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.

Eligibility for Extracurricular Activities

In order to participate in an extracurricular activity after school, (ie – concerts, sports, class parties, book clubs, etc.) a student must be in attendance by 10:00 AM of that school day. (An exception to this would be prior approval to be granted by the school principal (ie., Doctor's appt., ortho appt. etc.)

Elementary:

A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest. A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

Eligibility is checked every week. In order to remain eligible, a student may have no failing grade in any academic and/or academic specials subject. If one failing grade is received, the student may NOT participate in practices or meetings and may NOT participate in any scheduled activities until the next eligibility check. If a student is ineligible for a third time during the same activity, he/she will be declared ineligible for the remainder of that activity. This eligibility applies to all extracurricular activities.

Sports Concussion:

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Emergency Drills & Dismissal

Emergency Management Plan:

The Putnam County School District's Emergency Management Plan is available in the district & Principal's office and is updated annually with all appropriate emergency agencies involved in the review process.

Emergency Dismissals - In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

Fire Drills:

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill.

Tornado Drills/Warning:

Tornado drills are conducted annually at PCPS/PCES. Students practice several times where and what to do in the event that an announcement is given. These procedures are also taught for multiple different locations in the building depending on where the students are during the initial announcement.

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, the children will not be dismissed until the "all clear" signal is given. No student will be dismissed prior to the all-clear unless the parent/guardian signs the student out at the school's office. By signing the sheet, the parents/guardians are indicating to the school that they are taking the child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.

Law Enforcement Drill:

A law enforcement drill is required annually with our local and/or county officials. This drill allows administration and law enforcement to cooperatively and safely practice procedures in case of a threat inside or outside of the school building. Students are present for the drill but know it is a drill through announcements and their teachers preparing them.

School may be closed unexpectedly due to severe weather, power failure, or other reasons. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio announcement, school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications. The school's Thrillshare system will be used to contact parents. Please make sure the school has your contact number.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

All announcements concerning adjustments in the school schedule due to inclement weather will be made using the district's messaging system and your local radio stations.

English Learners (EL)

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Courtney Balestri, Principal at PCES.

Homeless Students

When a child (PK-12th) loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The Putnam County CUSD #535 homeless liaison is Jamie Taylor. She can be reached by calling 815-882-2800 (Option #1 for Primary or #2 for Elementary) or by email at taylorj@pcschoos535.org.

Homework Policy

Primary/PCES - Through review of previously taught content, each grade level will communicate homework procedures PreK-5th grade. The school's "Homework Policy" is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

Requests for homework will be honored for students who are absent. Teachers will address the length of time a student has to complete and return the homework to school. Requests for homework should be made by contacting the school before 9:00 a.m.

Internet/Technology Acceptable Use Policy

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization* each year, agreeing to follow the District's rules as a condition for using the District's internet connection. No student may access or use the internet without a signed form on file in the school. The use of the District's internet is a privilege, not a right. Failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The building

principal will make all decisions regarding whether or not a user has violated this *Authorization*, his or her decision is final.

Lunch & Breakfast

Lunch, breakfast, milk only, and soy milk prices are yet to be determined. All can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Teachers will send breakfast, lunch money, and any of your instructions to the office every morning. All record keeping for the hot lunch program is maintained in the office. Putnam County Schools follow established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

A parent, adult or special guest is welcome to join a student for lunch beginning in October (this is limited to once a month). If you plan on eating hot lunch, the office needs to be notified by 10:00 a.m.

Parents are welcome to bring lunch for their child or children during the lunch period but cannot bring lunch to any other student. Lunch from fast food restaurants are discouraged as it may cause animosity among students. If you bring your child lunch, please consider packing them a cold lunch.

The lunch program operates as a debit account, not a credit account. However, no child is ever allowed to go without lunch. Students who bring a cold lunch are encouraged to avoid “junk food” and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria. For safety reasons, glassware should not be used. Trading of lunches and/or lunch items is not permitted. During the first 10 minutes students eat (no talking to encourage eating at this age) and the second 10 minutes students can talk quietly.

Free/Reduced Meal Applications:

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by mail to the parent/guardian. Snack/Extra milk and soy milk is not included.

Elementary and Secondary Education Act (Formerly Known as: No Child Left Behind Act)

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s).

A parent will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered “highly qualified” under the ESEA guidelines. As well as its comprehensive provisions on school improvement, teacher quality, and instructional programs, ESEA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by ESEA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

Parent-Teacher Conferences

Formal Parent/Teacher conferences are held District-wide once during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-5 hold conferences on an “as needed” basis, either on the phone or in person. Parents are encouraged to contact their child's teacher at any time if they have a question or concern.

Party Invitations

The classroom teacher, with approval of the principal, may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school. The distribution of party invitations during the school-day can often cause problems in the classroom for the teacher as well as for the students. We encourage distributing party invitations outside of the school day. Note: Birthday balloons are not allowed to be delivered to school due to the distraction to the learning environment.

Pesticide Application

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pests may be used. If such a control is used, parents and staff members can be informed of such prior to an application.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

Preschool for All Home Visits

The purpose of the home visit is to make a connection between the teacher, child and family. The preschool teachers visit all new students and their families. Visits will last about 30 minutes and they will be scheduled at the beginning of each school year. The teacher provides information about the program, answers parental questions and has an activity to play with the family.

Preschool Screenings

Putnam County Primary School screens students entering preschool to identify and serve the most at-risk children. The screening instruments and activities measure each child's development in the areas of vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development. Due to children growing and developing over time, a student's screening data cannot be older than six months upon enrollment into the Preschool for All program (PFA).

The screening is conducted on a community-wide basis and is developed and implemented with cooperation from the LaSalle/Putnam County Educational Alliance for Special Education.

Putnam County provides two screenings a year during the months of August and April. A third screening is scheduled if deemed necessary. Children may be screened by LEASE at locations other than Putnam County and request the screening results be shared with Putnam County to determine eligibility for PFA. Fall enrollment for the next school year is determined after each screening. If the program is full, a wait list is started and used throughout the year as availability allows.

Publishing Student ID/Picture/Information

A parent or guardian must notify the office in writing, at the beginning of each year, if they do NOT want their child's picture, name, other directory information or work published. This will include electronically, in the newspaper, and on the district website. Due to other students' public media restrictions, no one is allowed to take/post pictures of any child(ren) but their own.

Recess

Weather permitting, students have recess outside after lunch. When the weather is inclement, including a wind chill factor of 30 degrees or lower, recess is held in the school gym. Please be sure a coat, hat/scarf, boots, and mittens/gloves are used on any given day when the weather is cold.

When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

Registration

Preschool Registration/Enrollment Information:

Preschool for All program serves only 3-5 year old children who are not age-eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the program is implemented).

Those children currently enrolled in the program remain in the program until they become eligible for kindergarten. When there are openings in the program, children are enrolled based on their at-risk status. The most at-risk children are enrolled first as determined to be the most at-risk by a screening identifying circumstantial risk factors, eligibility criteria, and information from the parent interview. At risk enrollment includes children from Early Intervention, Early Head Start, and Prevention Initiative.

Waiting List for Preschool:

When the Preschool program for Putnam County identifies more children who are in need of services than we have available spots, a waiting list is created.

At the time children are screened, points are assigned through the screening process and parent interview. Those children with the most at risk points are admitted into the program. If we have more children than spots, a waiting list is created and children with the most points are placed at the top of the list. After the most at-risk children are considered, then consideration is given to those at-risk children who will be attending kindergarten the following year.

As seats become available in the program, the parent of the child with the most points will be contacted to discuss admission into the program.

Fee Waivers:

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive. Students receiving a fee waiver are not exempt from charges for lost and damaged books, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.;
- or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Residency

Proof of residency is required every year. Two forms of proof are required at the time of registration. Examples of acceptable forms are: Driver's license, utility bill, phone bill, or a lease agreement. If there is a residency change during the school year, the parent must provide the updated contact information to the building secretary.

Change of Residence Due To Military Service:

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

Response to Intervention or Multi-Tiered System of Support (Rtl or MTSS)

Response to Intervention (Rtl) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is reviewed to help determine students' strengths and weaknesses in the areas of reading and math.

All students receive Tier I Rtl as part of the classroom curriculum. If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II Rtl support. This support will consist of an additional thirty minutes of daily reading or math instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II Rtl support they will be progress monitored every two weeks and their progress will be reviewed by a team every six weeks. A student may receive Tier III Rtl support if they have not made significant progress as determined by the team.

The focus of instruction during PreK-5th grade Rtl will be early writing strategies, phonemic awareness, phonics, fluency, comprehension, number sense, math facts, concepts and application, and computation to name a few. Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

Retention/Promotion

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion, or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance. In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student's educational team.

Elementary:

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic subjects of Reading, English, Math, Science and Social Studies. Parents of students, who are in danger of non-promotion, will be notified by registered mail by May 1st, including notification throughout the year of failing grades.

Search & Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left by Students:

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students:

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property:

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Social Networking Website Notification:

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Security Cameras

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

School Hours

The office is open from 7:30 a.m to 4:00 p.m. Teachers are in the building from 7:45 a.m. to 3:45 p.m. daily. Students may not be dropped off at school until 7:15 a.m. at the earliest and breakfast is not served until 7:30.

Preschool class times are 8:15-10:45 a.m. or 12:15-2:45 p.m. Daily attendance is expected at the Preschool level. Failure to attend can jeopardize the student's enrollment in the state grant program.

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 7:50 a.m. Students who are walkers should not arrive until 7:55 a.m. unless they are coming for breakfast. Classes begin at 8:00 a.m. Students will be considered tardy after 8:15 a.m.

Special Education

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. For more information, please contact the Director of Special Services, at 815-882-2800, ext. 423.

Student Privacy Protections

Surveys Requesting Personal Information:

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records.

Instructional Material:

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 years-old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below

and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non emergency, invasive physical examination or screening as described above.

Suspicion-Based Drug and Alcohol Testing

Board Policy 7:241 – The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education’s policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity.

The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy (Board Policy 7:241 – R) in compliance with applicable laws governing drug and alcohol testing of students

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child’s teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher’s college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Testing and Assessment

Regular and on-going classroom assessment is used to monitor student progress and guide instruction. In addition to such local testing, students in grades 3rd through 5th take the IAR test. Additionally, 5th grade students take the Illinois Science Assessment (ISA). This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. In addition, PCPS & PCES students complete AIMSweb Plus testing in reading and math three times a year.

Title I

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Schools provide a Title I program for students with an identified need in the area of reading. As of the 2016-2017 school year, the Primary and Elementary Schools will be approved for “schoolwide” status with the Board and State. Students PreK-5th grade can be served by the grant.

Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established students of approximately 3-5 students go to the Title I classroom and work in a small group with a certified Reading Specialist. The Reading Specialist will work on reading skills such as: Phonemic Awareness, Phonics, Fluency, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

If a student is eligible for Title I services, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

Parental Involvement:

The school and its teachers provide meeting times, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. Parents will also receive monthly newsletters from the Title I teacher to keep them informed of what is transpiring with their child's services and to share information on best practices for reading instruction. Parents will also be asked to complete a survey at the end of the school year in order to obtain feedback on programming and services.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent Advisory Council	Contact: Clay Theisinger, Superintendent of Schools
Preschool for All Grant	Contact: Moriah Mott, Primary School Principal
Title I Annual Improvement Planning	Contact: Moriah Mott, Primary School Principal

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- Timely responses to suggestions.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Chawn Huffaker, Primary School Principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Assurances:

Putnam County's Title I program has been designed and implemented in accordance to all requirements of the grant. The programming for the schools is coordinated by the Title I director. All instructions of the Title I program consult with the classroom teachers on a regular basis in order to insure a coordinated effort exists in the buildings.

Comparability of Services:

The required comparability documents are housed at Putnam County Primary School in the superintendent's office. These documents include: comparability report, the district wide salary schedule, board policy on salary and material equivalence among schools. PC pays it's Title I teachers according to his/her position on the negotiated salary schedule. At this time, PC has two title one teachers to serve the two buildings with K-5th grade students.

Allowable Costs Requirement:

Information pertaining to allowable costs is housed at Putnam County Primary School in the superintendent's office. Documents may include the following: class schedules, purchase orders, teacher schedules, excess program cost calculations and teacher contracts.

Needs Assessment:

Putnam County Primary and Elementary conduct an annual Title I needs assessment survey in the spring. The survey is based upon needs teachers identify to improve teaching and learning. The results of the survey can be found in the office of the Primary School or Elementary School.

Student performance will be measured utilizing AIMSweb Plus at the Primary School and Elementary. Results are presented to parents during parent/teacher conferences or they are sent home with the student three times a year. Assessment data is utilized to determine if students are making adequate progress or if their intervention needs to be changed.

Student Selection Criteria:

Student selection may be based on any or all of the following multiple criteria: classroom performance, AIMSweb Plus, running records or a teacher's common assessments. Copies of the criteria are maintained by the classroom teacher or the Title I teacher.

Program Improvement and Evaluation:

Local evaluation of the Title I programming plan is an ongoing process. The Title I instructors may conduct pre and post tests on individual students. The assessment of the students in Kindergarten are a combination of local benchmarking and classroom assessment. Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb Plus, Fountas and Pinnell, etc., will assist in assessing decoding skills, fluency and comprehension.

Program Quality:

PC makes every effort to provide documentation of the quality of this program. Examples of this documentation may include any of the following:

- Minutes from data team meetings for student movement in the tiered levels of intervention
- Notes and records from conferences attended by those associated with Title I programming will be kept and housed in the teacher's classroom.
- Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I can be found outlined in the teacher's lesson plans.
- Title I teachers maintain individual student progress folders which are located in the Title I classrooms.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Visitors

All doors to the buildings are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

Classroom visits should be pre-arranged at least 24 hours in advance with classroom teachers as to not interrupt teaching and allow time to prepare as necessary.

Volunteer Opportunities (PreK - 5th)

Parents/guardians are welcome to volunteer for class parties, field trips, or other school functions at the request of a teacher and/or availability of volunteer positions open. Parents/guardians can also volunteer to help teachers prepare materials for class, such as making copies and cutting things out.

Weapons

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct.

The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Conceal & Carry is not permitted on school property.

Withdrawal and Transfer

When a family moves from the District, please notify the school office at least one day in advance. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the

student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

Upon receipt of a Release of Records form from the new school, which must be signed by the parent/guardian(s), student records will be sent to the new school.

Please remember that all books and other items belonging to the school must be returned to the teachers and any remaining fees (ie, lunch) must be paid in the school office.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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 child 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.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal or district nurse. Parents/guardians are responsible for and must:

- a. 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 child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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.

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

Medication at School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. 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 student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Forms to complete the above requirements are available in the office of each school and on the school website.

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, all Illinois public schools, grades K-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Snacks and Birthday Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Students with Food Allergies and 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 building principal or school nurse at (815) 882-2800.

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 support 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.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All daily decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education. Any long term changes would be established in conjunction with the Board of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.