

***PRAIRIE
CENTRAL***

ELEMENTARY

***STUDENT
HANDBOOK***

2011 - 2012

Table Of Contents

DAILY PROCEDURES

Welcome	1
Chain of Command	1
School Board	1
Elementary Addresses/Administration	1

SCHOOL PAGES

Prairie Central Upper Elementary	2
Teaching/Support Staff	2
Arrival at School	2
School Calendar	3
Attendance Procedures	4
Student Attendance	4
Tardy to School	4
Unexcused Absences	4
Leaving During the Day	5
Outdoor Recess	5
Bicycles	5

STUDENT CODE OF CONDUCT

Discipline	6
Responsibilities	8
Homework	9, 13
Cafeteria	9
Bus Conduct	9
Dress & Grooming	10
Field Trips	10
Harassment & Bullying	11
Detention	12
Suspensions	12
Alternative Class	12
Out of School Suspension	12
Expulsion	12

ACADEMIC PROGRESS

Grading Scale	13
---------------	----

Homework	13
Progress & Deficiency Notices	13
Report Cards	13
Parent Conferences	13
Promotion & Retention	14
Special Services	14

MEDICAL

Dental Requirements	14
Vision Examination	14
Physical & Immunization	15
Medications	15
Physical Education	16
School Insurance & Claim Procedure	16
Accidents	16
Head Lice	16
Lead Testing	17
Approved Snack List	17

ADMINISTRATION

Visitors & Guests	18
Deliveries	18
Invitations	18
Telephone Calls by Students	18
Care of Property	18
Student Records	18
Transportation Changes	18
Family Educational Rights & Privacy Act	19
Home Schooling and Athletics	19
Civil Rights Statute	19
Police Interrogation	19
Safety, Fire & Storm Drills	20
Emergency School Closing	20
Pest Management	20
Asbestos Response Act	20
Sex Offender Information	20

DAILY PROCEDURES

WELCOME

We at Prairie Central schools believe that all children can learn, all children must be served, and that the primary purpose of the school improvement process is to improve student performance. With these basic assumptions as a point of reference, the following points are deemed necessary to insure that all students have an opportunity to be successful students and ultimately productive members of our society:

1. To be responsible for their actions.
2. To use the skills necessary for successful problem solving.
3. To communicate effectively through the written and spoken word.
4. To be able to build basic skills from each grade level to the next.
5. To be able to foster and to work toward achieving goals.
6. To be aware and accepting of others.
7. To understand cooperative learning to achieve harmony.
8. To be a good listener.
9. To express their thoughts without fear.
10. To develop the whole child: academically, physically, emotionally, socially, and artistically.
11. To show respect for those in authority.

CHAIN OF COMMAND

If parents have a concern, they should first go to the teacher. If not satisfied, they should then go to the principal. If not satisfied, then go to the superintendent, and last to the Board of Education.

BOARD OF EDUCATION

Patty Haberkorn, President
Barbara Schlatter, Vice-President
Ann Steidinger, Secretary
Jeffrey Austman
Jason Dotterer
Mark Slagel
Corey Steffen

ADMINISTRATIVE STAFF

Dr. John Capasso, Superintendent
605 N. Seventh Street
Fairbury, IL 61739
815-692-2504
www.prairiecentral.org

Daniel Groce, Principal
Chenoa Elementary
700 S. Divison St
Chenoa, IL 61726
815-945-2971

Karen Hazelrigg, Principal
Chatsworth Elementary
407 S Fourth St
Chatsworth, IL 60921
815-635-3561

Karen Hazelrigg, Principal
Meadowbrook Elementary
450 N Bach St
Meadowbrook, IL 61741
815-657-8461

Paula Crane, Principal
Upper Elementary
312 N Center St
Forrest, IL 61741
815-657-8238

Trish Boyd, Principal
Westview Elementary
600 S First St
Fairbury, IL 61739
815-692-2623

Amber Jordan
Special Education Director
700 S. Division St.
Chenoa, IL 61726
815-945-2971

SCHOOL PAGES

CHENOA ELEMENTARY

Dan Groce, Principal

www.prairiecentral.org

TEACHING STAFF

Pre-K/ECE: Julie McGraw

Kindergarten: Beth Laakman-Schaumburg, Tracy Harms

First Grade: Jenny Johnson, Jenny Sutton

Second Grade: Marla Moore, Lisa Strohl

Third Grade: Kelly Frambes, Dawn Rhoda

Fourth Grade: Andrew Elder

Special Education: Ashleigh Feit

Speech/Language: Shelbi Shumaker

Art: Karen Fehr

Music: Brenda Underwood

Physical Education: Dan Groce

Technology/Media Center: Larry Blumenstock

SUPPORT STAFF

Cafeteria: Tammy Sanders, Deb Ellis

Custodians: Vincent Hannibal

Nurse: Joan Plenert

Paraprofessionals: Cindy Ramsey, Deana Boles, Darla Kaisner

Secretary: Jillian Woudema

ARRIVAL AT SCHOOL

Students are asked not to arrive at school before 7:15 a.m. Students coming to school before 7:15 a.m. will be asked to wait outside. Students may enter the building at 7:15. Students eating breakfast may go to the cafeteria, breakfast is served at 7:30 a.m..

Bell Schedule:	7:15 a.m.	Front doors unlock (students may enter the building)
	7:55 a.m.	1 st bell, students go to their classrooms
	8:00 a.m.	2 nd bell, school begins (Students arriving after 2 nd bell, must get an admit slip from the office)

Lunch Schedule:	11:00 am/11:40 a.m	Kindergarten – 2 nd Grade Lunch
	11:30 p.m./12:10 pm	3 rd and 4 th Grade Lunch

Dismissal: 3:11 p.m.

A student who misses more than one hour and 20 minutes during a school day will be counted absent one half day. A student must be in attendance at least five instructional hours to receive credit for a full day of school.

PRAIRIE CENTRAL SCHOOL CALENDAR 2010-2011

Friday/Monday	August 19 & 22	Teacher Institutes	No School
Tuesday	August 23	First Day of Attendance K-12	Dismissal 2 hours early
Wednesday	August 24	All ECE, Pre-K classes begin	
Wednesday-Friday	Aug. 24-Sept. 2	Early Dismissals	Dismissals 1 hour early
Monday	September 5	Labor Day	No School
Friday	September 23	Homecoming (1:21 – 1:48 PM dismissals)	
Thursday	September 29	Early Dismissal	Dismissal 1 hour early
Monday	October 10	Columbus Day	No School
Friday	October 21	End of 1 st Quarter (42 days)	
Tuesday	November 1	P/T Conferences (K-8) 4:00 PM-7:30 PM	Dismissal 1 hour early
Thursday	November 3	P/T Conferences (K-8) 4:00 PM-7:30 PM	Dismissal 1 hour early
Friday	November 4	NO SCHOOL	
Wednesday	November 23	Early Dismissal	Dismissal 1 hour early
Thursday/Friday	November 24 & 25	Thanksgiving Break	No School
Thursday	December 22	End of 2 nd Quarter (41 days)	
Thursday	Dec. 22	Early Dismissal	Dismissal 1 hour early
Friday	Dec. 23-Dec. 30	Winter Break	No School
Monday	January 2	School Resumes	
Monday	January 16	M.L. King Day	No School
Tuesday	February 7	Early Dismissal	Dismissal 1 hour early
Friday	February 17	Teacher Institute	No School
Monday	February 20	Presidents Day	No School
Monday/Friday	March 5-16	ISAT Testing	
Thursday	March 8	End of 3 rd Quarter (46 days)	
Friday	March 23	Early Dismissal	Dismissal 1 hour early
Monday/Friday	March 26-30	Spring Break	No School
Monday	April 2	School Resumes	
Friday	April 6	NO SCHOOL	
Monday	April 9	NO SCHOOL	
Monday	May 28	Memorial Day	No School
*Wednesday	May 30	Teacher Institute	No School
*Thursday	May 31	Report card day/last day of school	

*End of year dates may change due to Emergency Days used

This handbook shall not be interpreted as a contract of any kind and may be changed by the Board of Administration at anytime.

ATTENDANCE PROCEDURES

Parents are to call the school for their son or daughter by 8:30 a.m. whenever the student is going to be absent (unless a prearranged absence has been made with the teacher or office). State law requires students to attend school unless there is valid cause for the student's absence. Valid causes include:

1. Illness (specified - elevated temp, vomiting, etc.)
2. Observance of religious holidays.
3. Death in the immediate family
4. Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student.
5. Family emergency.
6. Other situations approved by the school principal.
7. Except under extenuating circumstances, doctor appointments (i.e., orthodontist, dentist, eye, and medical) will be considered as 1/2 day excused, not a full day.

If previous contact was not made to the office (phone/note), a student must bring a written statement signed by a parent or guardian stating the reason for the absence when he/she returns to school after the absence.

STUDENT ATTENDANCE

In the interest of providing a quality education for all eligible students in Prairie Central District #8, it is our responsibility to provide a system by which students are encouraged to attend classes regularly. Students are expected to attend school regularly and are bound by the Illinois School Code, Chapter 122, Article 26.1 and 2 to do so. **Should a student miss six days of school, physician verification of illness may be required. This physician documentation must state the cause of the absence and recommend that the school excuse the absence. It must also state that the student should not attend school due to illness.** Students are to be on time for all classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The District shall not be made liable for the educational progress of students who fail to maintain regular attendance habits. The District will not be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational procedure. At each report card period, written notification will be included in the report card of students who have missed 10% or more of school attendance days.

TARDY TO SCHOOL

A student will be marked tardy if they are not in their classroom by the second bell (see individual School Pages for exact times). A student shall be considered tardy at anytime during the school day if he/she is not in his/her assigned classroom at the assigned hour. Any student tardy to school must report to the office. Excuses such as: oversleeping, alarm didn't go off, parent didn't wake me up, and etc will NOT be excused and may result in disciplinary action. After three incidents of tardiness, the student may receive an after-school detention. Students who are tardy ten percent (10%) of the previous 40 days will be turned into the truant office as required by school code.

UNEXCUSED ABSENCES

Unexcused absences are those which could not be approved by the administrator for various reasons. The student will be responsible to make up work missed or a zero grade may be recorded. Effort will be made to provide the support services necessary to remedy any attendance concern which inhibit the student's chance of success. **UPON THREE TARDIES, WITH NO VALID EXCUSE, STUDENTS WILL RECEIVE 1/2 DAY UNEXCUSED ABSENCE.** The school discourages students from leaving school for family vacations and similar reasons. When necessary to be absent, however, a student should bring a written request at least two days prior to being away. This will enable a student to arrange for some assignments. All tests and some work may still need to be made up upon return to school. Requests may be denied (at the administration's discretion) because of a poor attendance record, poor disciplinary record and/or a poor academic record. Students who are absent ten percent (10%) of the previous 180 days will be turned over to the truant office as required by the school code.

LEAVING DURING THE DAY

Students will check in at the office upon arriving during the day. Students will check out in the school office before leaving during the day. NO student is permitted to leave without permission from the office. Parents coming into the building to pick up students must also check in at the office. Appointments: Students leaving during the day for appointments that cannot be scheduled for after school must have a note from their parents prior to leaving (if prior contact with the office was not made by the parent). Student Illness: If a student becomes ill, he/she is to report to the office. The office will contact the parents if it is necessary for the student to go home. Students will not be sent home without consent of the parent or other responsible adult designated by the parent. Students may not go out to a restaurant for lunch unless the parent comes to pick them up.

OUTDOOR RECESS

Recess will be outdoors whenever possible. Exceptions to this are as follows: a) rain, b) heavy snowfall, and/or c) temperature or wind chill factor below 15 degrees. **Please dress your children appropriately** as all are expected to go outside if weather permits. This means boots, hats, gloves, coats, etc. Time children spend outdoors, even if brief, is beneficial. A student who returns from an illness, upon written parental request, may be kept indoors for a period of up to three days. Students that need to stay in longer than three days will need a written doctor's excuse. During recess, children are expected to adhere to all playground rules:

1. Once on the playground, students are not permitted to enter the building without direct consent from the playground supervisor.
2. No pushing, shoving, punching, pulling, or hitting of other students will be permitted.
3. Students must stay in the designated areas only.
4. Students may not run through an organized game.
5. Jump ropes may only be used as such. They cannot be used for tug-of-war, etc.
6. Play ceases when the supervisor blows the whistle.
7. Snowballs are not allowed.
8. No climbing trees.
9. Contact sports are not permitted
10. Students on swings must sit in an upright position, no twirling or jumping off the swings. Students should not run in front of the swings. No underdogs.
11. Students are expected to share playground equipment.
12. All equipment must be turned in at the end of each recess.
13. No throwing rocks or wood chips.
14. No continuous twirling on the monkey bars.

Playground rules are made to keep students safe. They may change as needed for student safety as seen by the playground supervisor.

BICYCLES

Bicycles are to be parked in the bicycle racks provided. Please do not ride your bicycle on the grass. Students who ride a bicycle to school should follow the safety rules as set forth in "Bicycle Rules for the Road" published by the State of Illinois. Bicycles may be removed from the racks during the day only to ride home for lunch and after school is dismissed.

STUDENT CODE OF CONDUCT

STUDENT DISCIPLINE

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - e. 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.
 - f. 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. Aerosol cans are prohibited in the school building, on busses, and on school grounds.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. The term "electronic devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices (e.g. Blackberry, iPhone), radios, tape players, CD players, DVD players, video cameras, iPods, MP3 players, laser pointers, portable video game players, personal digital assistants (PDAs), cameras, laptop computers, and any device that provides a wireless, unfiltered connection to the Internet or is capable of transmitting or receiving audio-video data or text messaging.

Use of these electronic devices is strictly prohibited at school. Possession of these items is prohibited during the school day; however the student may immediately take the items to his or her locker upon arrival and exit the building with them immediately after school. The building principal may grant permission, under special circumstances, for student use of personally owned electronic devices.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District Staff Member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any kind of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.

15. Engaging in any activity, on or off campus, that: a) poses a threat or danger to the safety of other students, staff, or school property, b) constitutes an interference with school purposes or an educational function, or c) is disruptive to the school environment.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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 the school’s student locker, desk, or other school property; or d) at any location on school property or at a school sponsored event.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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 other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or c) the student’s presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes”, alcohol, or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonable be considered, or looks like, a weapon, shall be expelled for at least 1 calendar year, but no more that 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of 1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm 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; 2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or 3) “look-alikes” of any weapon as defined above. Any items, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, are considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee

may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: 1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, 2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or 3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

School Behavior Plan: Based on three premises: **Respectful, Responsible, and Resourcefulness.** 1) Follow directions the first time given; 2) Be respectful of peers, authority, and property; 3) Be prepared for class; 4) Keep hands, feet and objects to yourself; and 5) Follow all school rules as stated in the handbook.

RESPONSIBILITIES

Students have the responsibility to obey school rules as follows:

- Talk quietly, and keep unnecessary noise to a minimum.
- No running in halls at any time.
- Do not bring candy to school except with teacher's permission.
- Do not chew gum in school or on school grounds during school time.
- Behave in the restroom.
- Do not play on school grounds before the first bell.
- Do not play any tackle-type games.
- Do not climb the fences or backstops
- Do not fight at anytime during the school day. (This will warrant an immediate suspension of playground privileges.)
- Do not leave school property during school hours.
- Do not bring baseballs, toys, radios, etc. to school.
- Leave all personal property in your book bag.
- Once on the playground, do not enter the building without permission.
- Students are not to throw rocks or snowballs.

- No riding scooters on school property.
- Possession of tobacco/alcohol or drug products is not permitted and will result in immediate communication with parent(s)/guardian(s) to address the situation cooperatively.
- Contact the playground supervisor immediately if a problem occurs.
- Students will show respect, at all times, for those in authority.
- No pagers or laser pointer devices.
- No weapons.
- Roller skates/roller shoes, skateboards, etc. are not to be brought to school or the playground during the school day.
- Cell phones must be kept off and in the book bag.

The classroom teacher will handle all minor discipline problems or infractions. If verbal reprimand will not solve the problem, the teacher will decide on the appropriate punishment.

HOMEWORK

Students are expected to have daily assignments completed on time. Students who are absent from class are responsible for contacting teachers to get missed assignments and/or make-up work. For absent students, make-up work deadlines are at the discretion of the teacher. The date will be dependent on the number of days absent and the amount of work missed. Requests for homework should be made by 8:30 a.m. with pick-up times and procedures needing to be arranged on an individual basis.

CAFETERIA

The cafeteria is maintained as a vital part of the health program of our schools. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunch room personnel and your fellow students will appreciate your cooperation in making the cafeteria a pleasant place by: a) observing good table manners, b) leaving the table and floor around your place in a clean condition for others, c) depositing all lunch litter in waste containers, d) returning all trays and utensils to the dish washing area as soon as you have been dismissed from your table, e) talking quietly.

The following guidelines should be observed: a) food should not be taken out of the cafeteria, b) students who bring lunches will not be allowed to bring pop in bottles or cans, c) students may not leave until dismissed, and d) food cannot be shared.

For students leaving campus for lunch, parents must personally escort students off school grounds in these situations. Students on the Free and Reduced Lunch Program are responsible for any additional purchases not included in the student meal.

BUS CONDUCT

Illinois law states that a student must behave in such a manner so as not to endanger the safety of the operation of the bus. Students may be denied the right to ride if behavior warrants. All school rules apply to students on the bus, those waiting to get on the bus, and those exiting the bus. Additional rules:

1. Do not leave your seat while the bus is in motion.
2. Remain in the bus in the event of a road emergency, or until instructions are given by the bus driver.
3. Keep hands and head inside bus at all times. Do not throw objects out of the window.
4. No loud talking or laughing.
5. Be absolutely quiet at railroad crossings.
6. Be courteous to fellow pupils and the bus driver.
7. No "horseplay."
8. No vulgar/inappropriate language is permitted.
9. No animals on the bus.
10. No food or drinks during regular school routes.
11. Students wishing to get off at a different stop or ride another bus must have a note from their parent/guardian. Due to space limitations, this **MUST** be pre-approved by the **TRANSPORTATION DIRECTOR**. Please be aware, that there are an increasing number of phone calls to the school to change after school plans. Whenever possible **PLEASE** arrange where your child will go after school **BEFORE** your child leaves home rather than calling the school.
12. All notes must be approved by the classroom teacher or the office.
13. Damage to the school bus shall be considered damage to school property and disciplined as such.
14. No sprays of any kind are to be used on the bus by students.

When a Bus Driver has written a conduct slip on a student, the following procedure will *usually* be followed: **1) First offense** - Principal will talk to student, and a bus conduct report may be sent to the parent. **2) Second offense** - Parents will be notified by

phone (if possible) or letter. A bus conduct report will be sent to parents. Student may be removed from the bus for one day. **3) Continued offenses** - Student could be removed from the bus for a number of days (1-3 days, 5 days, 7 days, 10 days). Upon 10 days, the Board of Education shall be notified of recommendation for permanent removal from the bus for the remainder of the current school term. **4) Serious misconduct** - could warrant a student being removed from the bus immediately after informing the parents. Town students riding shuttle busses across town may be removed after the first offense, especially if, a verbal warning has been given by the bus driver.

“DRESS FOR SUCCESS” DRESS CODE

Student behavior is greatly improved, leading to a more productive working environment, when students are dressed appropriately for school. Everyone is expected to dress and be groomed in accordance with acceptable standards of cleanliness, good taste, and appropriateness.

Current trends seem to favor certain modes of dress, which are inappropriate for school, causing distractions to the learning environment and sometimes putting the students in situations not best for them. The established standard has been set to discourage clothing that may be a distraction to the learning environment and possible safety of students. The dress for success code supports workplace norms for appropriate attire.

Students are to observe the following guidelines regarding student attire:

- Shorts, dresses, skirts and skorts must be of sufficient length to cover the upper half of the thigh. A student may wear appropriate length shorts during the months of August, September, October, April, May, and June.
- Students go outside for recess, therefore appropriate clothing is to be worn during cold weather. Students are to wear appropriate clothing on days of physical education classes.
- Tank tops that are revealing, plastic straps, narrow straps, tie straps, spaghetti straps, tube tops, halters, low cut, backless, strapless or see-through tops are not to be worn.
- Items of clothing, which expose the areas of the stomach, side, or back are not permitted. All articles of clothing must provide appropriate body coverage in positions of standing, walking, running, sitting, leaning, and “arms up”, so as not to revealing.
- Pants must be hemmed to shoe length and not “baggy” so as to create a safety concern. Pants must be worn at an appropriate waistline level at all times.
- No student should dress in such a way that his/her underwear is partially or totally exposed. The waist and top portions of boxer shorts and briefs, bra straps and bra sides should not show.
- Clothing that is purposely cut up and/or mutilated is not acceptable.
- Hats, caps, stocking caps, hoods, bandanas and or sunglasses are not permitted.
- Shoes must be worn at all times. Rubber thongs, flip-flops or high-heeled shoes are not recommended footwear.
- No student may wear clothing, jewelry, tattoos, accessories, or carry book bags, which display or suggest anything inflammatory or degrading to a particular race, creed or culture.
- No student may wear clothing, jewelry, tattoos, accessories, or carry book bags which display or suggest alcohol, drugs, tobacco, weaponry, gangs, profanity, vulgarity, sex, death, destruction, obscenities or promote violence/anarchy or that which may have double meaning.
- Fads such as colored hair, face paint, excessive make-up and black nail polish are not permitted in school.
- Chains of any type are not permitted as jewelry, belts, or to secure wallets to pants, etc.

Anything in the opinion of the principal or teacher that causes a distraction/disruption to the leaning environment will not be permitted. In cases of questionable dress, the principal or teacher will make the final decision. Students may be removed from the learning environment and held in the office until proper attire is attained. A parent/guardian may be called to pick up the student who is violating the dress code.

FIELD TRIPS

Various field trips are taken throughout the year. Teachers will send information home about the trips with a permission slip. This must be signed and returned to school before a student may participate in the field trip. Parents are asked to chaperone on the trips when additional chaperones are required. Please contact the school office if your child requires medication during an educational trip.

ELIGIBILITY FOR PARTICIPATION IN FIELD/CLASS TRIPS

While educational field trips are a valuable facet of the curriculum, it is a **privilege, not a right**, for students to enjoy the benefits of such trips. Students are expected to conduct themselves in such a manner as to be a credit to their school and community, as well as to their parent(s)/guardian(s) and themselves. The administration reserves the right to withhold any trip participation from any student

upon conferring with teachers, staff, and/or bus drivers if it is determined that the student's behavior excuses him/her from such activities. Please refer to student discipline section of handbook. Students not completing their assignments may not attend.

HARASSMENT & BULLYING

Students have the legal right to come to school and be left alone. Verbal, physical, sexual, and other forms of harassment are not acceptable behavior, and students engaging in such behavior will be disciplined. This applies at the bus stop, on the bus, and at school. Students are expected to show respect for each other.

BULLYING

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone repeatedly keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include but not be limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting a person's race or making fun of someone for being a boy or a girl
- Touching, showing, talking about body parts in a sexual way
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone
- Threatening or intimidating acts both verbally and non-verbally

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying
- Educate students about the aspects of bullying

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

Consequences for bullying are: **1st and 2nd offense** - Reports are filed and consequences will be given at the discretion of the staff member in accordance with the school handbook discipline policy. **3rd offense** - Report is filed and student, staff members, and building principal meet to discuss consequences. Send a copy home to parents. **4th offense** - Report is filed. Student, parent, classroom teacher, and building principal meet to discuss consequences. **5th offense** - Based on previous documentation, a Level 3 Team Meeting is initiated. The team will determine any subsequent follow-up.

A parent or guardian who believes their son or daughter is being harassed or bullied should contact the school office to speak to the Nondiscrimination Coordinator or Complaint Manager.

DETENTION

After school detention may be assigned to students as a corrective disciplinary measure. When a student is to be detained after school, the parent or guardian shall be responsible for the student's transportation home. Parents will be notified in advance of a student's detention. All detentions will be served at the scheduled times. Students who work or have other obligations will be expected to serve the detention at the scheduled time.

Detentions will be immediately after school for 45 minutes.

Detentions will be assigned for the following reasons:

1. Minor infractions or discipline problems that persist in the classroom.
2. Failure to complete assigned discipline from the teacher.
3. Swearing/vulgar/inappropriate language.
4. Insubordination.
5. Disruptive behavior

Failure to serve a detention will result in an additional detention. Failure to serve the missed detention and the additional detention will result in being assigned an alternative class. At the Upper Elementary an effort will be made to provide a detention bus for one afternoon detention per week.

SUSPENSIONS

According to state and federal law, the superintendent or designee shall be authorized to suspend a student from school for a period of up to ten days for gross disobedience or misconduct. Gross disobedience or misconduct providing just cause for suspension shall include:

1. Willful disobedience of a reasonable directive by members of the staff.
2. Possession or use of drugs, alcohol, or tobacco. The use, distribution, or possession of the above is not permitted on a school bus, school grounds, in school buildings, or at any school sponsored activities.
3. Willful injury or threat of injury to a staff member or another student.
4. Willful and/or repeated destruction or defacement of the school building or other school property.
5. Possession of a dangerous or potentially dangerous weapon or device that may be used as such (guns, knives, etc.).
6. Theft of school property or another student's property.
7. Verbal abuse or use of profanity or obscenity to school personnel and/or another student.
8. Release of a fire alarm without permission or proper cause.
9. Possession or setting off of fireworks or explosive devices on school grounds.
10. Tampering with fire extinguishers or removal of fire extinguishers from their designated locations without proper cause.
11. Failure or refusal to serve detentions.
12. Truancy, unexcused absences or excessive tardiness.
13. All acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel and students.

ALTERNATIVE CLASS

The building principal as a means of student discipline may assign alternative class. The student is assigned to a specific room for the entire day. While in alternative class, the student will be given a list of assignments missed from his/her regular classes that day. These assignments are to be completed and handed in at the end of the day.

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension will be assigned for the following reasons: 1) Failure to serve an alternative class assignment, 2) Gross disrespect to teacher/staff member, and/or 3) Reasons listed under student suspension. Students are required to make up work they missed while on suspension. These absences are unexcused absences. Assignments, which were made prior to the suspension, are due during the suspension and must be turned into the teacher on the first day back to class. Parents of a suspended student may request homework by contacting the school office. Generally one day will be allowed per day of suspension to make up work. **The parents and the student will be required to meet with the administration for the out-of school suspension.**

STUDENT EXPULSION

Section 10:22.6 of the Illinois State Code empowers the school board to expel students guilty of gross misconduct or gross disobedience.

ACADEMIC PROGRESS

GRADING SCALE

100 - 92 = A	Achieves practically all that is reasonable to expect of students at this grade level or in this subject. This mark indicates work that is excellent in both quality and quantity.
91 - 83 = B	Achieves most of what is reasonable to expect of students at this grade level or in this subject. The work is commendable, but falls short of the quality required to be marked as an A.
82 - 74 = C	Achieves an average amount of what is reasonable to expect of students at this grade level or in this subject. This is the quality and quantity of work done by a large portion of the students.
73 - 65 = D	Achieves very little of what is reasonable to expect of students at this grade level or in this subject. This type of work may be the result of one or more of the following reasons: Difficulty in learning, lack of motivation, or chronic absenteeism.
64 - 0 = F	Achieves almost nothing of what is reasonable to expect of students at this grade level or in this subject. Among reasons that may be the cause of this type of work are: Poor health, lack of interest or motivation, a personality or behavior problem or chronic absenteeism.

HOMEWORK

Students are expected to have daily assignments completed on time. Students who are absent from class are responsible for contacting teachers to get missed assignments and/or make-up work. For absent students, make-up work deadlines are at the discretion of the teacher. The date will be dependent on the number of days absent and the amount of work missed. Requests for homework should be made by 8:30 a.m. and may be picked up after 3:00 p.m. the same day.

PROGRESS & DEFICIENCY NOTICES

At midterm of each grading period or at the discretion of the teacher, progress or deficiency notices will be sent to parents. The progress report is to recognize students for improvement in study habits and achievements. The deficiency notice is to inform parents of areas of concern where the student is not achieving up to ability and expectations in both academic and non-academic subjects.

Each child will receive a progress report at midterm the 1st quarter, and may get others during each of the next three quarters at the discretion of the teacher.

REPORT CARDS

The purpose of the report card is to report to the parents, student progress in academic growth and effort. The K-6 classroom teachers will issue report cards at the end of each nine-week grading period. Parents should sign the card and return it to their child's teacher within a week of issuance. Report cards for Art, Music, Physical Education and Technology will be issued after the 2nd and 4th quarters.

PARENT CONFERENCES

Parent conferences are scheduled following the first nine-week grading period. The value of parental participation in these conferences is immeasurable. Subsequent conferences may be scheduled later in the school year.

PROMOTION & RETENTION

Students may be retained at any grade. The principal is to be informed as soon as it appears the student will fail in grades kindergarten through sixth. When a classroom teacher is considering retention of a student for the coming year, he/she involves the parents of the child and any other staff member who works with the student. The following information is gathered, evaluated and a recommendation made relative to the best interest of the student being considered:

- | | |
|--------------------------------------|---|
| 1) Specific academic deficiencies | 7) Physical history |
| 2) Previous retention | 8) Age |
| 3) Educational potential | 9) Number of previous parent/teacher contacts |
| 4) School history | 10) Home background |
| 5) Social ramifications of retention | 11) Attendance |
| 6) Maturity | |

SPECIAL SERVICES

Special Services Screening for new students or students referred by teachers and/or parents may be screened for the following special services: Student support services, Gifted and Talented, Title I, Speech/Language, ESL (English as a second language), vision, hearing, other. Prairie Central Schools have an education support system which utilizes existing services and staff members (teachers administrators, support personnel, LCSSU, etc.) in cooperation with students and parents. The focus of this process is to assess student needs in the areas of academic development, social relationships, or behavioral expectations. Student concerns are presented during a building-based team meeting. Parental participation in this meeting is valuable to help develop a plan of interventions to meet student needs. The team may consist of parents, students, educators, and support staff such as: psychologist, school social worker, and educational consultants. If the student continues to experience difficulty, other interventions may need to be considered. Written parental permission is needed to put into place these interventions. If, after a period of time, the student's need is not met, additional information may be gathered by developing questions that relate to the student's school performance. The responses to these questions provide information needed to help students be successful in school. A written request for your student to be assessed in a traditional manner can be made at any time. Also, the team will ask your permission to gather any information about your student that it feels will better help plan interventions. If the team feels that special education services may be needed, another consent will be required. Please contact Livingston County Special Services Unit at (815) 844-7115 or your local school district if you have any questions.

MEDICAL

DENTAL REQUIREMENTS

Illinois law now requires all students in kindergarten, 2nd grade, and 6th grade to show proof of a completed dental exam. The required forms to be completed by dental personnel are located in each school office.

VISION EXAMINATION

Vision Examinations: Public Act 95-671, effective Tuesday, January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

* Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (ii) the child presents proof that any eye examination will take place within 60 days after October 15.

* This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians

who object to eye examinations on religious grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

* Each public, private and parochial school is required to give notice of this eye examination requirement to the parents and guardians of students. Every school shall report to the State Board of Education by June 30 the number of children who have received the required eye examination, indicating, of those who have not received the required eye examination, the number of children who are exempt from the eye examination on religious grounds, the number of children who have received a waiver, and the total number of children in noncompliance with the eye examination requirement.

* It is our understanding that IDPH expects very shortly to issue an emergence rule that will further define the documentation required as proof of having received an eye examination, the criteria for a child to receive a waiver, and the type of notice schools must provide to parents and guardians. Notwithstanding the forthcoming rule, ISBE is attaching a proof of examination and a waiver form that can be used for this coming school year.

PHYSICAL EXAMINATION & IMMUNIZATION REQUIREMENTS

Illinois law requires that students entering school for the first time receive and present evidence of physical examination and immunization requirements **prior to entering school**. First grade students without a kindergarten physical, sixth grade and ninth grade students will need to have current physicals and updated immunization records. Out-of-state students must have an Illinois physical. Physical exams for Pre-K and ECE, if dated within a year of the start of school, may be used to meet the requirement.

MEDICATIONS

Parents have the primary responsibility for the administration of medication to their children. The Board, therefore, requests that medications be administered at home before or after school. It is the intention of the Prairie Central School Board to comply with the laws of the State of Illinois and the guidelines of the State Board of Education and to address the health needs of students who require the administration of medications during the normal school day. The school district medication guidelines are:

1. All medication will be personally delivered to the school office by the child's parent or guardian. Under no circumstances will a child be allowed to transport medication to and from school.
2. When a child requires daily or regular prescription medication during the entire school year, such as insulin shots or a medication for diseases that are kept under control by such medications, the responsibility of administering such a medication will be worked out between the home and the school.
3. Prescription medication of short duration that is necessary for the comfort and convenience of the child (such as allergies, colds, etc.) may be self-administered according to the following guidelines:
 - Written instructions signed by parent and physician will be required and will have the child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication.
4. All non-prescription (over the counter) medications such as Tylenol, Extra Strength Tylenol, Advil, and Ibuprofen will require a medication form signed by both physician and parent. The medication will then be self-administered by the student, and monitored closely by school personnel.
5. School personnel will not, under any circumstance, administer aspirin or any products containing aspirin. Pamprin, Pepto Bismol, Doan's and Dristan are among a few that will not be administered.
6. Prescription and nonprescription medication must be brought to school in the original container. Medications arriving school in baggies, envelopes, etc. WILL NOT BE GIVEN.
7. A record will be maintained for each student of the administration of all medications.
8. The school retains the discretion to reject request for administering medication.
9. No herbal supplements will be administered.
10. Students with asthma may carry their inhalers with them after they have completed a demonstration to the school nurse for proper technique in using the inhaler and all required medication forms are completed and signed.
11. Due to certain physical conditions of our students please check with your child's teacher before sending a snack. Snacks must be packaged (professionally prepared, ingredients included)

PHYSICAL EDUCATION

Students who are to be excused from physical education participation must have a written excuse from parent(s)/guardian(s) to give to the P.E. teacher. **After three days, a doctor's excuse must be presented.**

SCHOOL INSURANCE & CLAIM PROCEDURE

Accident insurance is made available to all students who wish to take advantage of this protection. The information concerning the insurance will be distributed to the students at registration. When the insured wishes to file an accident claim with the insurance company, the principal will fill out a claim sheet upon receiving written request. The insurance claim form should be given to your doctor for completion. There is also a section to be completed by the parents. The doctor or parents should then forward this claim to the insurance company. **Do not return the claim form to the school.** This will only slow down the process.

ACCIDENTS

In spite of our caution, accidents sometimes happen at school. If the accident is serious, the parent will be notified. A minor accident will be handled at school. If parents cannot be contacted, the person designated on the Emergency/Medical Information section of the student information (registration) sheet will be notified. **Please be sure your information is up to date.** All staff is asked to fill out an Accident Report on any accidents that they feel are reportable. These are filed in the principal's office.

HEAD LICE POLICY

It is the primary responsibility of the parent(s)/guardian(s) to eliminate this nuisance from our schools. The schools will assist with this to keep our school environment safe and healthy.

The following is in place for the handling of head lice within the Prairie Central School District:

- Head checks will be done upon request of a teacher or any other staff member who feels a problem may exist. These head checks will be performed by the Principal, School Nurse, or any other qualified staff member appointed by the principal. They are to be done as carefully and as discreetly as possible.
- If a child is found to have live lice or nits, he/she may not return to class (except to pick up personal belongings and assignments) and the parents will be contacted to pick up the child. A note will also be sent home with the child regarding what was found and the treatment that is necessary. If there are siblings within the Prairie Central School District, their school will be contacted and the siblings will also be checked.
- **With live lice or nits**, the student **MUST** report to the Principal's Office as soon as treatment is completed. He/she **MUST** bring proof of treatment (receipt, material, physician's note, etc.) and would be rechecked before being allowed back into class. If no treatment was done (shampooing and/or combing), the child will **NOT** be allowed back into class, and the parent/guardian will be contacted to come pick up their child.
*Parents are invited, or may be requested, to bring their child back to school with proof of treatment.
- Written and verbal instructions will be given to the student (depending on age) and their parent/guardian regarding treatment of the child and the home.

Administrative Procedures

1. Screenings can be scheduled twice a year at the K-4 buildings. Suggested times could be in September, prior to Christmas break or prior to spring break. School employees, contracted service providers, or other health agencies may be utilized.
2. Screening teams are to review procedures including location, notification of screenings, process if nits/lice is discovered, and record keeping.
3. If lice/nits discovered:

- Other siblings will be examined.
 - The entire grade will be examined.
 - Notification of results will be provided.
 - Children will be removed and further examined. If lice/nits are found, parents are to be contacted immediately. Notice will also be provided on treatment.
 - Principals may need to find alternate classrooms/coverage if parents cannot be reached. Special transportation may also be needed.
4. Return to school:
 - Parents may bring their child to school or may be requested to bring their child to school.
 - Evidence of treatment must be provided.
 - A check will be made before the child is allowed to return to class.
 - If lice or nits are discovered, same as #3.
 5. Information to parents:
 - K-4 buildings should emphasize procedures at registration, in Principal/Teacher newsletters, parent meeting, or PTO meetings.
 - Handouts will be available at registration and open house.
 6. Each building will develop an action plan to meet the above.
 7. The District will attempt to help at-risk families utilizing home visits. These could include RN's, counselors, social workers, health department, homemakers, ministerial alliance, parent interventionists, LANS, doctors, and public aide.

LEAD TESTING REQUIREMENTS

Each child, aged six and under, must have a test for blood lead.

APPROVED SNACK LIST

Due to health risks, homemade snacks are not allowed in any classroom. All snacks must be pre-packaged (i.e. professionally prepared, with ingredients listed). Any snack delivered for student consumption should be selected for its nutritional value. A parent should consult with a classroom teacher before purchasing/sending a snack to the classroom. The following is a list of traditionally acceptable snacks:

- | | |
|--|--|
| Fruit (Fresh or Canned) | Cinnamon) |
| Vegetables (Carrots, Celery, etc.) | Stauffers Animal Crackers |
| Applesauce | Great Value Animal Crackers |
| Pretzels | Teddy Grams |
| Yogurt or Yoplait Go-Gurt | Sunshine Cheez-It Crackers (Original, White Cheddar or Cheddar Jack) |
| String Cheese | Pepperidge Farm Goldfish (Original, Cheddar, Colors, Pizza, Parmesan or Pretzel) |
| Raisins | Kellogg's Nutri Grain Cereal Bars (Strawberry, Mixed Berry or Cherry) |
| Popcorn | Kellogg's Cereal and Milk Bars-Frosted Flakes or Fruit Loop Flavors ONLY |
| Keebler Original Club Crackers | Kellogg's Fruit and Oatmeal Bites (Strawberry or Vanilla) |
| Nabisco Wheat Thins (Original or Honey) | Quaker Fruit and Oatmeal Bars (Strawberry, Very Berry or Iced Strawberry) |
| Kraft Cheese Nips | Great Value Fruit and Grain Bars (Strawberry, Mixed Berry, Apple Cinnamon, or Blueberry) |
| General Mills Kix Cereal | Rice Krispie Treats |
| Post Honey Comb Cereal | |
| Great Value Graham Crackers (Honey or Cinnamon) | |
| Keebler Graham Crackers (Honey or Cinnamon) | |
| Nabisco Honey Maid Gram Crackers (Honey, Chocolate or Cinnamon) | |
| Nabisco Honey Maid Gram Sticks (Honey, Chocolate or Fruit Snacks | |
| Fruit Snacks | |
| Fruit Rolls | |
| Popsicles | |
| Pudding | |

ADMINISTRATION

VISITORS & GUESTS

To provide a safe environment for students and staff, all visitors are requested to check in at the school office for instructions and a visitor's badge. PARENTS ARE ENCOURAGED TO VISIT THE SCHOOL. Please contact teachers in advance when requesting a classroom visitation or parent/teacher conference. Video cameras are located in the building at the entrance.

DELIVERIES

Parents, friends, and relatives are requested to not have balloons and flowers delivered to school on special occasions such as birthdays and Valentine's Day. Efforts to make a positive occasion are noted, but this practice has created safety problems on buses and has caused distraction to students and adults during the school day.

INVITATIONS

If children bring invitations to school to give to their classmates, invitations must be given to: a) everyone in the class, b) all boys in the class, or c) all girls in the class. Class lists, mailing addresses, phone numbers, and email addresses will not be provided by the school.

TELEPHONE CALLS BY STUDENTS

Students may use the telephone to call parents at the school's discretion. Students may not use the telephone for personal reasons (such as asking permission to go to another child's home). If the home number is long distance, the classroom teacher or secretary will place the call. In case of illness, the classroom teacher or secretary will call the parent(s)/guardian(s).

CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, apparatus or equipment furnished them by the Board of Education. Students who deface, damage, or lose school property shall be required to pay for the damage or loss. Parents shall be notified of any materials lost or damaged by the student and shall pay reasonable replacement costs on or before report cards are distributed.

STUDENT RECORDS

Parents have the right to inspect the contents of school records upon written request (in the presence of school officials) and a right to receive a copy of any information contained therein provided they pay for the expense of having the information copied. Specific rights and procedures may be obtained from the school.

TRANSPORTATION CHANGES

In the interest of safety, it is required that a transportation change be communicated to a student's school or the transportation office no later than 2:00 pm, or one (1) hour prior to an early dismissal time.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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. 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 District Official, to whom the request was submitted does not maintain the records. That official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are 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.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's 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.
4. 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, DC 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

HOME SCHOOLING AND ATHLETICS

Students who are being home schooled may not participate in any extra curricular activities.

CIVIL RIGHTS STATUTE

Prairie Central Elementary Schools do not discriminate on the basis of race, color, national origin, sexual orientation and gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies and Title IX: (UE: Paula Crane, Principal; CW/MB: Karen Hazelrigg, Principal; CH: Daniel Groce, Principal; WV: Tricia Boyd, Principal).

POLICE INTERROGATION

A juvenile officer may interview a student in school providing he or she presents proper identification to the principal prior to the interview. The parents or guardian shall be notified before the student is interviewed. If the parents object, the interview will not be conducted. The interview shall be conducted in the presence of a teacher, counselor, or principal, and the parents or guardian if the parents or guardian desire to be present for the interview. A representative from the Department of Children and Family Services may

interview a student without parent permission. A representative from a state or county agency may, with a court order, interview a student without parent permission.

SAFETY, FIRE & STORM DRILLS

Safety, fire, and storm warning drills will be held periodically throughout the year. Students are to follow the directions of their teacher as outlined for each room. Storm warnings will be announced on the intercom. Fire alarms are a continuous ringing of the bells.

EMERGENCY SCHOOL CLOSING

Should the school need to be closed due to weather conditions or emergencies, the following stations will be notified:

Champaign	T.V. Station WCIA	Channel 3
Peoria	T.V. Station WHOI	Channel 4
Peoria	T.V. Station WEEK	Channel 5
Peoria	Radio Station WMBD	93.3FM
Dwight	Radio Station WLDC	98.9FM
Pontiac	Radio Station WTRX	93.7FM
Bloomington	Radio Station WJBC	1230AM
Bloomington	Radio Station WBNQ	101.5FM
Bloomington	Radio Station WBWN	104.5FM

The decision to close early will usually be made with enough time prior to dismissal for parents to make arrangements for their children. It is extremely important that parents instruct their children as to what to do when they arrive home early. Please make sure your children know how to get in and out of your home, or have a friend, neighbor, or relative readily available to take them into their home. Be prepared by having plans made in advance to prevent undue stress on your child.

PEST MANAGEMENT

The school district does have a limited spraying program for pest control. Should a parent/guardian of a student or employee wish to receive written notification prior to application of pesticides to school property, a pesticide notification needs to be completed and on file in the building principal's office. Those on the notification list will be notified of the spraying at least two (2) business days prior to the application. This requirement does not include an antimicrobial agent such as disinfectant, sanitizer or deodorizer, or insecticide baits or rodenticide baits.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In order to comply with Federal Law our school buildings have been inspected for all forms of asbestos containing building materials. As a result of these inspections, our buildings have been found to contain some asbestos containing building materials. A Management Plan has been prepared that identifies all asbestos material in our buildings and provides a strategy for managing the material. In addition, the law requires that the school district conduct surveillance to determine "any change in condition" of asbestos containing material every six months. Also a complete re-inspection is required to be conducted every three years. By complying with the Asbestos Hazard Emergency Response Act (AHERA), the school district feels that it is taking appropriate steps to protect all occupants of our buildings from possible problems with this material. The Management Plan is available for public review. If you want any information on asbestos containing material, please contact our asbestos program manager at 815-692-2504.

SEX OFFENDER INFORMATION

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.