

# Plano CUSD #88

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



2008 - 2009

## Student/Parent Handbook

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

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

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**Student/Parent Handbook 2008-2009**  
**General Information**

**School Information:**

**P.H.Miller**

Mr. Jon Runkle  
904 N. Lew Street  
Plano, IL 60545  
Phone: 630-552-8504  
Grades: Kdg.-1st

**Centennial**

Ms. Lisa Lantvit  
800 S. West Street  
Plano, IL 60545  
Phone: 630-552-3234  
Grades: Pre-K, 2<sup>nd</sup>, 3<sup>rd</sup>

**Emily G. Johns**

Mr. Tony Baker, Principal  
Laurel Mateyka, Asst. Principal  
430 Mitchell Drive  
Plano, IL 60545  
Phone: 630-552-9182  
Grades: 4<sup>th</sup>-6<sup>th</sup>

School Business Hours: 8:00 a.m. - 4:30 p.m.

School Day Hours: 8:40 a.m. - 3:40 p.m.

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

**Emergency Information:**

WSPY - 107.1 FM

WLAY -107.9 Spanish

WGN 720 AM

TV Channels: 2, 5, 7, 9, and Fox 32

**Plano District #88 Mission Statement**

Plano Community Unit School District #88 aspires to create a positive educational environment for all students to achieve success and experience pride in their schools.

**Safe and Drug Free Schools Statement**

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

**This handbook was approved by the Plano Community Unit School District Board of Education, and meets the regulatory compliance of the State of Illinois School Code.**

## **PRE-K-6<sup>th</sup> GRADE SCHOOL CALENDAR 2008-2009**

<b>August 25</b>	Classes Begin - Dismissal 11:40 am
<b>August 26</b>	First Full Day of School
<b>August 28</b>	Open House - PH Miller from 6:00-7:30 and Centennial from 6:30-8:00 pm
<b>September 1</b>	Labor Day - No School
<b>September 2</b>	Open House- EGJ from 6:00-7:30
<b>September 12</b>	Early Dismissal - 11:40 am - School Improvement Day
<b>September 19</b>	Progress Reports
<b>October 10</b>	Early Dismissal - 11:40 am - School Improvement Day
<b>October 13</b>	Columbus Day - No School
<b>October 17</b>	End of 1st Quarter
<b>October 24</b>	Report Card Day
<b>October 30</b>	Early Dismissal - 11:40 am
	Parent/Teacher Conferences - 12:30 pm -8:00 pm
<b>October 31</b>	No School-Parent/Teacher Conferences - 8:00 am -12:00 noon
<b>November 14</b>	Progress Reports
<b>November 14</b>	Early Dismissal - 11:40 am - School Improvement Day
<b>November 26, 27 &amp; 28</b>	Thanksgiving Vacation - No School
<b>December 12</b>	Early Dismissal - 11:40 am - School Improvement Day
<b>December 19</b>	Afternoon Early Dismissal - 2:00 pm - End of 2nd Quarter
<b>December 20-31</b>	Winter Break - No School
<b>January 1-7</b>	Christmas Vacation - No School
<b>January 8</b>	Teacher Workshop - No Pupils in Attendance
<b>January 9</b>	Classes resume
<b>January 21</b>	M.L. King's Birthday - No School
<b>January 30</b>	Early Dismissal - 11:40 am - Staff Development
<b>February 18</b>	President's Day - No School
<b>February 29</b>	Early Dismissal - 11:40 am - Staff Development
<b>March 3</b>	Casimir Pulaski Day - No School
<b>March 4-14</b>	ISAT Testing
<b>March 14</b>	End of 3rd Quarter
<b>March 21-28</b>	Spring Break - No School
<b>March 31</b>	Classes Resume
<b>April 30</b>	Early Dismissal - 11:40 am - Staff Development
<b>May 26</b>	Memorial Day - No School
<b>May 29</b>	Early Dismissal - 2:00 pm - End of 4th Quarter
<b>May 30</b>	Teacher Workshop - No Pupils in Attendance
<b>June 2</b>	Early Dismissal - 8:40 am - Last Day for Pupils

# BOARD OF EDUCATION

Jim Porter  
Karen DeBolt  
Paul Heller  
Estela Martinez

Bryan Appel  
Don Moody  
Julie Blair

## STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

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

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

# WELCOME

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

The Faculty of Plano Community School District #88

## **DISTRICT #88 CODE**

1. We will understand and show respect for property, self and others.
2. We will keep hands, feet, and other objects to ourselves.
3. We will resolve conflict by speaking to others in a polite and respectful manner.
4. We will not prevent the teacher from teaching, or other students from learning.

# ATTENDANCE

**Absenteeism Due To Illness** - If your child is out of school for **more than five consecutive school days** or hospitalized, a note is needed from the doctor permitting your child to return to school stating the illness, and any restrictions upon any school activities. If restrictions apply a second note from the doctor is required to resume normal activities.

**Absenteeism Due To Hospitalization** - If your child is hospitalized a doctor's note is required stating the illness and if the student may participate in all school activities.

**Absenteeism Due To Other Reasons** - If your child has been absent from school, **a written excuse MUST be sent to the teacher** upon the child's return to school.

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

1. Student illness
2. Death in the family
3. Verified doctor's (or dentist's) appointment
4. Family emergency

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

All other absences will be unexcused with no opportunity for make-up work. Requests for an early release from school must meet the criteria for an excused absence as defined above.

All early releases must be requested and approved by **9:00 a.m.** each day except for a family emergency, which may arise. **No student shall be permitted to leave school for any reason without the prior approval of the Building Principal or their designee. Whoever is designated to pick up the child must go to the office with proper identification to sign-out the student from school.**

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

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

## **ABSENCE NOTIFICATION:**

**Parents are asked to telephone the school before 10:00 A.M. if your child is to be absent from school.** Illinois state law now requires that the school make a reasonable effort to promptly telephone and

notify the parent of the child's absence if the child is absent without valid cause. Parents are required to give the school at least one telephone number for notification purposes.

#### **EARLY DISMISSALS:**

There are nine early dismissal days throughout the year for teachers to have inservice time to work on school improvement projects. Please refer to the school calendar for dates and times.

#### **TARDY:**

All students are to be in their classroom by 8:40 am or they will be counted as tardy for that day. All late arrivals need to sign in at the office. Please try to minimize tardiness since it is a distraction to the class.

#### **TRUANCY:**

Students who have excessive absences or tardiness are referred to the Kendall County Truancy Officer in accordance with state and local laws. Excessive is defined as over 10% of the last 180 school days.

#### **WEATHER CONDITIONS:**

- All decisions regarding school closing announcements or early dismissals will be given to the following radio stations: *WSPY-FM (107.1 Plano)*, *WYSY-FM (108 Aurora)*, *WKKD-FM (96 Naperville)*, and *WAUR-AM (930)*.
- When the weather appears threatening, you are urged to tune in to one of the four radio stations listed above. **PLEASE DO NOT CALL THE SCHOOLS OR THE RADIO STATIONS FOR INFORMATION.**
- Efforts will generally be made to avoid early dismissals unless unusually heavy snow or blowing dictates otherwise. Decisions regarding school closings will be reported to the radio stations by 1:00 p.m. Pupils will not likely be released sooner than one hour following the public announcement. If possible, car riders and walkers will have an opportunity to call home.
- If your children ride the bus, they will be sent home on the bus at early dismissal time unless the parent notifies the school to the contrary. If your child is not a bus rider and you are not able to pick him/her up from school, please make arrangements with your child in advance to have someone available to pick them up on bad weather days. **Please have a plan!**

## **BUS INFORMATION**

#### **BUS PASSES:**

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

#### **CONSEQUENCES:**

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

- ◆ **FIRST WRITTEN NOTICE:** Assigned seat by driver, loss of recess, phone call home
- ◆ **SECOND WRITTEN NOTICE:** Assigned seat by driver, loss of recess, phone call home
- ◆ **THIRD WRITTEN NOTICE:** 2-5 day bus suspension, assigned seat by driver,

loss of recess, parent conference

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

### **EXPECTATIONS TO SCHOOL BUS RIDERS:**

1. Be on time at the designated school bus stop - this helps keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Be alert to a danger signal from the driver.
5. Remain in the bus in the event of a road emergency until the driver gives instructions.
6. Be absolutely quiet when approaching and while stopped at a railroad-crossing stop.
7. Throwing any object/item is prohibited on the bus and/or out the window.
8. Keep book, packages, coats and all other objects out of the aisles.
9. Leave no books, lunches or other articles on the bus.
10. Help look after the safety and comfort of smaller children.
11. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
12. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
13. The school schedules all buses to games or field trips and each bus is under the direction of a faculty member. All students are required to return to the school on their assigned bus. Reasonable dress and conduct appropriate to the situation are expected.

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

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

# HEALTH SERVICES

## **OVERVIEW:**

Plano Community Unit School District #88 has on staff a certified school nurse who serves all of the schools within the district. The health services shall include health counseling and appraisals through referral to appropriate agencies, vision and hearing screenings, supervision of the state mandated physical examinations and immunizations and first aid to students who are ill or injured. All parents and/or guardians will be notified when the certified school nurse, as a result of a medical screening procedure, places a student on a "watch list". The parent and/or guardian can make a determination as to whether it is appropriate to seek professional medical advice from their personal physician. School personnel shall keep parents informed and seek their cooperation in cases involving their children. If your student has a chronic health condition, or you have any medical concerns, please do not hesitate to contact the District Nurse.

## **HEALTH FORMS:**

All forms are available to download on the district website ([www.plano88.org](http://www.plano88.org)) from the Health Services link: Forms available include: Physical, Dental, Vision, and medication (prescription, over the counter, asthma waiver)

## **HEALTH REQUIREMENTS FOR STUDENT ATTENDANCE:**

Listed below are the health and immunization requirements for school attendance. We recommend you have these completed by the beginning of the school year, however students will have until October 15<sup>th</sup> to complete all of these requirements. Please be advised that if any of the following items are missing from the student's health records, he/she will not be able to attend school after the October 15<sup>th</sup> deadline. This requirement will be strictly enforced.

Students transferring from out of state must have a current Illinois physical exam, up-to-date immunizations, a current Illinois vision exam and dental exams are required from Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades.

### **PreK**

- **DPT 3 (Diphtheria, Pertussis, Tetanus)**  
Series of four doses appropriately spaced
- **Polio (Trivalent, Oral or inactivated)**  
Series of three doses appropriately spaced
- **MMR (Measles, Mumps, Rubella)**  
One dose on or after the first birthday
- **Hib (Haemophilus influenzae type b)**  
Per immunization schedule
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday
- **Hepatitis B**  
Series of three doses appropriately spaced
- **Lead Screening for children under 6 years of age**
- **Physical Examination dated within one year of entry into school, documented on the State of Illinois Department of Human Services form**

## Kindergarten

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday
- **Lead Screening for children under 6 years of age**
- **Physical Examination dated within one year of entry into school, documented on the State of Illinois Department of Human Services form**
- **Dental Exam documented on the Illinois Department of Public Health Proof of Dental Examination form \*\***
- **Vision Exam documented on the State of Illinois Eye Examination Report**

## 1<sup>st</sup> Grade

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday

## 2<sup>nd</sup> Grade

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday
- **Dental Exam documented on the Illinois Department of Public Health Proof of Dental Examination form \*\***

## 3<sup>rd</sup> Grade

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later

- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday

#### **4<sup>th</sup> Grade**

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday

#### **5<sup>th</sup> Grade**

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday
- **Hepatitis B**  
Series of three doses appropriately spaced

#### **6<sup>th</sup> Grade**

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Four or more doses appropriately spaced with the last dose on or after the 4<sup>th</sup> birthday
- **Polio (Trivalent, Oral or inactivated)**  
Three or more doses (same type of polio vaccine) with the last dose on or after the 4<sup>th</sup> birthday
- **MMR (Measles, Mumps, Rubella)**  
Series of two doses with the first dose on or after the first birthday and a Measles booster no less than 28 days later
- **Varicella (Chicken Pox)**  
One dose on or after the 1<sup>st</sup> birthday
- **Hepatitis B**  
Series of three doses appropriately spaced
- **Physical Examination dated within one year of entry into school, documented on the State of Illinois Department of Human Services form**
- **Dental Exam documented on the Illinois Department of Public Health Proof of Dental Examination form \*\***

\*\* Please note: If you intend to have your student participate in Smile Illinois Mobile Dentist in November you will not need to have the dental exam completed by October 15.

**EMERGENCY ILLNESS OR INJURY:**

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

**\*Please be sure the Emergency Contact Information Form is kept up to date in the main office.**

**MEDICATIONS:**

Parents have the responsibility for administering daily or regular medications to their child, unless it is deemed necessary by a physician for the student to stay in school. Prescription Medication Authorization Forms are to be completed each year and kept on file with the district nurse. These forms are good for the current school year only.

The only medication(s) a student may have in their possession are medications prescribed for asthma and life threatening allergies, such as an inhaler or EpiPen. It is the student's parent/guardian's responsibility to provide the school with a completed and signed Asthma/EpiPen Medication Authorization Form.

All Pre-k-6<sup>th</sup> buildings have a nebulizer in the nurse's office available for student use. If you'd like more information, please contact the district nurse (630) 552-3178.

Prescription medication may be administered by designated school personnel if:

1. The medication is prescribed by a physician and is essential for the student to remain in school.
2. The student has a completed Prescription Medication Authorization Form on file in the office. Prescription medication cannot be given without a doctor's signature and written parent permission. Changes in medication dosage or prescription will require that the parent submit to the office a new written order from the doctor.
3. The medication is turned in to the office in a current, labeled pharmacy container.
4. The medication will be administered by the nurse, building Principal or Principal designee at the same designated time each day.

Over-the-Counter medication may be administered by the school if:

1. The medication is essential for the student to remain in school.
2. The parent has a completed Over-the-Counter Medication Authorization Form on file in the office.
3. Over-the-counter medication must be in its original container with ingredients listed and labeled with the student's name.
4. The medication will be administered by the nurse, building Principal or Principal designee at the same designated time each day.
5. Important note: the Nurse will not administer dosages above the recommended amount or frequency on the label without physician's authorization.

A log will be kept on medication dispensed at school. It shall include name, age, date, medication dosage, and monitor's signature. *No student is permitted to have any medication, drug or pill on his/her person.* Expectations will be made for emergency conditions such as allergy or asthmatic conditions.

### **REQUESTS TO REMAIN INDOORS OR BE EXCUSED FROM PE/RECESS:**

When children return to school from an illness, it will be assumed that they are in good health and capable of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine. In these cases parents are asked to send a note with their child requesting that the student be kept indoors for a limit of **one recess and physical education period**.

Students who need to be excused from physical education or recess for more than one day due to injury or illness will require a doctor's written excuse. This includes, but is not limited to, any injury involving stitches, fracture, or use of a cast, brace, splint, walker, or crutches.

A student with a doctor's note to excuse him/her from physical education will not be allowed to participate in outdoor lunch recess until released to return to physical education class by the doctor.

### **STUDENT ACCIDENT INSURANCE: *NEW***

District 88 students will now automatically be covered for accidents occurring at school sponsored events. It may serve as secondary coverage, or for students not otherwise insured, as primary coverage. Student accident insurance will pay 100% of any out of pocket expenses (up to \$25,000) incurred by parents/guardians for medical expenses for any accidents that occur during a school-sponsored activity. This is not health insurance; rather this is insurance coverage to pay any claims that may arise due to participation in a school-sponsored activity. Parents must activate this coverage through a claim form obtained from the building administrator at the time of the accident. Because of this new coverage, an insurance waiver will no longer be required for participation in school-sponsored sports.

### **SYMPTOMS TO KEEP YOUR CHILD HOME:**

Attendance at school is important, however it is very difficult to educate children who are not healthy. Please do not give numerous medications to your child hoping to cover the symptoms of illness. Additionally do not send numerous medications for school personnel to administer at school. Many medications cause drowsiness, and wear off before the school day is over leaving your child miserable and spreading germs to staff and other students. Children can be very persuasive if they want to stay home. Hopefully the following guidelines will help.

**Your child is too ill to attend school if he/she has any of the following symptoms:**

- Vomiting and/or diarrhea within the past 24 hours
- Shortness of breath or wheezing (not controlled with an inhaler if he/she has asthma)
- A cough that interrupts his/her normal activity
- Rash
- Drainage from the eye
- Severe sore throat
- Fever-if your child has a temperature of 101° (or higher) currently or in the past 24 hours he/she may not attend school. **Children are to be fever-free for 24 hours**, without the use of fever reducing medication, before returning to school.

# POLICIES & PROCEDURES

## **ASSIGNMENT NOTEBOOK: (3<sup>rd</sup>-6<sup>th</sup> grade)**

At the beginning of the school year, each 3<sup>rd</sup> grader will be given an assignment notebook. This notebook should be used on a daily basis to record and organize classroom assignments. The assignment notebook is a great way to communicate with your child's teacher.

## **BICYCLES:**

Students are welcome to ride their bikes to school. **Students are asked to walk their bikes when they reach the school property.** It is always a good idea to use a bicycle lock, as the school is not responsible for lost or stolen bikes.

All bikers should use the crosswalks when going home. Any student not following the bicycle rules will not be allowed to ride their bikes to school.

## **BIRTHDAY TREATS:**

Students may bring birthday treats for their classmates to enjoy. A note to the teacher before the birthday will help everyone's planning. **Treats should be prepackaged and store bought due to allergies.** If ingredients are not listed on the individual packages, please send original box/packaging to school as well. Gum is **not** to be included as a treat. Only party invitations going to every classmate (or, all boys/girls) may be distributed at school. Teachers may provide additional guidelines for treats based upon individual nutritional needs of the students in his/her class. **The school and our teachers will not give out addresses or home phone numbers of our students.**

## **BOOK RENTAL/REGISTRATION FEES:**

Book rental for the school year is \$120.00. **Checks are to be made payable to Plano School District #88.** There is a payment plan available which divides the fee into four monthly installments.

## **BUILDING USAGE:**

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

## **CHARACTER COUNTS:**

Character Education in District #88 focuses on teaching, modeling, and positively reinforcing the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. All teachers, staff, and students work to create a safe school and community environment based on respect for self, others, and property. Positive behavior expectations are stated as simple rules that are systematically taught, modeled, and reinforced by all staff members. Students need to be aware of, and understand the behavioral expectations of the school and the consequences if those expectations are not met. Positive reinforcements such as "Character Counts Awards" are used to acknowledge and reward students when behavioral expectations are met.

**CONTACTING YOUR CHILD'S TEACHER:**

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

**CONFLICT RESOLUTION:**

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

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

**CONFERENCE DATES FOR SCHOOL YEAR 2008-09:**

Please refer to the school calendar for dates and times. All parents are encouraged to make an appointment for conferences with their child's teacher.

**ENROLLMENT:****▪ AGE REQUIREMENT:**

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

**▪ EMERGENCY CONTACT INFORMATION:**

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

**▪ RESIDENT/ NON-RESIDENT PUPILS:**

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

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

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

When children return to school from an illness, it will be assumed that they are in good health and capable of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine. In these cases parents are asked to send a note with their child requesting that the student be kept indoors for a limit of one recess and physical education period.

Students who need to be excused from physical education or recess for more than one day due to injury or

illness will require a doctor's written excuse. This includes, but is not limited to, any injury involving stitches, fracture, or use of a cast, brace, splint, walker, or crutches. A student with a doctor's note to excuse him/her from physical education will not be allowed to participate in outdoor lunch recess until released to return to physical education class by the doctor.

#### **FIELD TRIP:**

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

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

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

#### **GYM SHOES:**

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

#### **HALLOWEEN PARTIES:**

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

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

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

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

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

Initiative, independence, responsibility, self-confidence, and self-discipline are developed when a child is given independent home study. Homework also provides skill practice, enriches learning, and allows for activities not possible in class.

The teachers will strive to plan homework that is productive and accomplishes at least one of the following goals.

**The assigned work shall:**

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

**Suggestions to Parents for completing homework:**

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

**HOMEWORK REQUESTS:**

If a student is absent for **two or more days**, the school suggests that parents call and make arrangements for homework. Please call before 9:30 a.m. **on the second day** of absence so that the books can be gathered and assignments written down in time for pickup at 3:40 p.m. If another student is to bring the work home, please give this information to the secretary when making your request for homework. Please refer to the district homework policy in this handbook for further information.

**INTERNET:**

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

**LOCKERS/HOOKS:**

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

## **LOST AND FOUND:**

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

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

## **LUNCH:**

Students may either purchase their lunch at school through the hot lunch program for \$2.25, or bring a sack lunch from home (milk may be purchased for \$0.45). Cafeteria menus are distributed throughout the year.

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

**Please make sure your child has a sack lunch or money in their account. Students will only be allowed to charge a hot lunch twice, until there is a sufficient amount in their PowerLunch account.**

Those students who have overdue lunch accounts will be supplied a peanut-butter sandwich, fruit, and milk for lunch at the cost of **\$1.25 a day**. Notes will be sent home via backpack mail reminding parents of any lunch money owed to the school.

## **LUNCH RULES:**

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

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

## **MANNERS:**

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

## **PETS AT SCHOOL:**

For the safety and health of the students, children may not bring their pets to school.

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

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

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

#### **PLAYGROUND RULES FOR PLAYGROUND EQUIPMENT:**

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

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

#### **PROGRESS REPORTS/REPORT CARDS:**

Progress reports will be sent home midway through each quarter to summarize a student's academic progress to date. The purpose of the progress report is to keep the parent informed of how the student is progressing at that particular time. With encouragement and help, the child who is not progressing will be able to improve his/her grade before the next report card comes home. **Please refer to the school calendar for dates.**

Student grades (4<sup>th</sup>-6<sup>th</sup>) are also accessible through our district website at: [www.plano88.org](http://www.plano88.org).

### **RECESS:**

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

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

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

### **SNACK MILK:**

All Centennial and PH Miller students (Kdg.-3<sup>rd</sup> graders) are eligible for a white milk snack. The snack milk program is voluntary (Therefore, it is not included in the free and reduced lunch program.) and is at the sole discretion of the parents. Money for snack milk must be paid on a **semester basis only**. At the end of the first semester, the office will send notes home asking if their child would like to continue the snack drink for the second semester.

### **STANDARDIZED TESTING PROGRAM:**

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

ISAT (Illinois Standards Achievement Test) is a state developed test, which is given to all 3<sup>rd</sup>-8<sup>th</sup> grade students in Illinois. The tests will be given in March. ISAT has four purposes:

- to help the state evaluate the extent to which students in each school are meeting the state goals;
- to describe how schools and districts perform in comparison to the state nation;

- to chart the progress of schools, districts, and the state over time;
- to generate information that can be used for accountability, policy-making, and school improvement.

#### **TELEPHONE:**

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

Children will be permitted to use the school telephone ONLY when emergency conditions exist. Good manners on the phone by the students are always expected or future use may be denied. Please try to make arrangements for your child's lunch, after-school activity, special appointments, etc. **before** they leave home.

#### **VISITORS TO THE SCHOOL:**

The District encourages visits by School Board members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. Visitations should be prearranged with the teacher(s) and approved by the principal in order to minimize interruptions. Before entering the hallway or playground, all visitors should report first to the main office. Visitations are discouraged during the beginning and ending weeks of the year and during testing weeks. It is suggested that visits be limited to a 30-minute period. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's conference/preparation period.

In order to provide a secure environment for students:

- All doors will be locked.
- All visitors must go to the office to sign in upon arrival and sign out when leaving.
- Visitors are to wear a visitor badge during their visit.

#### **VOLUNTEER HELPERS:**

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

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

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

# SCHOOL RULES/DISCIPLINE PROCEDURES

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

## **BULLYING:**

District #88 is a bully-free district. Any repeated and unwanted teasing, threatening, hitting, spreading rumors, and excluding others on purpose are forms of bullying. Bullying will not be tolerated before, during or after school and consequences will occur if a student is proven to display this behavior.

## **CHEATING:**

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

## **CLASSROOM EXPECTATIONS:**

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

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

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

## **DRESS CODE/GROOMING:**

Parents should provide guidance for their child in their dress and their grooming. We require that students dress in a way that does not distract or disrupt the educational environment of the school, and also in a way that will not compromise the individual safety of the student. **Therefore, no student may wear anything that distracts: short shorts, pajamas, mini-skirts, low rise pants, halter tops, tube tops, muscle shirts, tank tops, tops that expose the bare midriff, caps hats, or hoods, sheer see-through skirts or blouses or fish nets, sunglasses, shirts with messages that are obscene or suggestive in nature, clothing which advertises illegal substances or activities (i.e., gang activity, tobacco, alcohol, or drug usage), or clothing with excessive or obscene rips or tears.** Long necklaces, chains or dog tags should not hang outside your clothing. . Students may not use pens, pencils, or markers to sign and/or write on other students' clothing, on other students, and/or themselves. Weather-appropriate clothes, using common sense and cleanliness, are the guidelines for all dress.

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

- **BOOTS:**

On snowy and muddy days students wearing boots will be permitted to use the full playground area. These boots should be different than what is worn in the classroom. Another pair of shoes (gym shoes may be used) should be available to change into after recess.

Students who do not choose to wear boots may be confined to the designated concrete/asphalt areas.

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

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

#### **FIGHTING:**

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

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

#### **GANG ACTIVITY:**

Gang activity is any behavior that imitates or displays evidence of membership in or affiliation with any gang. This includes both verbal and non-verbal communication (graffiti, gestures, handshakes, colors, etc.) as well as the wearing of symbols, emblems, or other adornments associated with a gang or clothing characteristics associated with a gang.

#### **HALLWAYS:**

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

### **INSUBORDINATION:**

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

### **PROHIBITED ITEMS IN SCHOOL:**

Problems may arise in school if a student brings an article that may be a danger to him or others, an article that may interfere with the normal operations of the school, or an article that may be expensive to replace in case of being lost or stolen. Any article that meets the above named criteria is prohibited in school. **Examples of prohibited articles are weapons of any kind (real or toy), fireworks, laser pointers, radios, CD/Ipod/MP3 players, electronic games, cameras, hee-lies, various trading cards and inappropriate reading material.** Any such article will be immediately confiscated, will be returned **only** to the parent, and may result in disciplinary action.

**Cellular Phones:** Students are encouraged to leave cellular phones at home. If a student needs to have a cellular phone for emergency reasons, it must be off and in his/her locker during the school day. The school is not responsible for lost/stolen cellular phones.

### **RECIPROCAL REPORTING OF CRIMINAL OFFENSES:**

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

- Cases involving illegal and/or controlled substances (including during school)
- Cases involving weapons of any kind and/or type
- Cases involving criminal gang activity
- Cases involving a serious crime and/or felony
- All other criminal offenses committed by a student as prescribed by State of Illinois laws

### **RUNNING:**

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

### **SEXUAL HARASSMENT:**

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

**THEFT:**

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

**VULGAR & OBSCENE LANGUAGE/GESTURES/NOTES:**

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

**\*Please refer to the PLANO SCHOOL DISTRICT#88 STUDENT CONDUCT AND DISCIPLINE OUTLINE at the back of this handbook for major discipline offenses.**

# SPECIAL PROGRAMS AND SERVICES

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

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

## **ART:**

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

## **KENDALL COUNTY SPECIAL EDUCATION COOPERATIVE (KCSEC):**

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

## **LEARNING CENTER (2<sup>nd</sup>-6<sup>th</sup> grade):**

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

### FIRST NOTICE:

When your child's book(s) has been over due one week, his/her name and the name of the book borrowed will be on a list so students in the room can read it and will be reminded to take care of their responsibility. If your child returns the book during the first return time, no fine will be charged.

### SECOND NOTICE:

If your child's name appears under this column, they have not renewed or returned the overdue book. A fine of 5 cents a day per item for each school day the student is present will be charged until the item has been returned and fines have been paid.

### THIRD NOTICE:

If a child's name appears under this column, parents will be notified of the problem. With your support, hopefully the problem will be resolved.

No fines will be charged during the time a child has been absent from school. If a child loses or seriously damages a book, he/she will be asked to pay for the cost of the book.

## **LIBRARY SKILLS:**

Once each week students receive a Library Skills lesson from our Library Media Teacher.

**MUSIC:**

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

**PHYSICAL EDUCATION:**

Students will attend physical education class 2 to 3 times per week. The focus of the physical education program will be to encourage and promote a healthy lifestyle through diet and exercise. The Illinois Learning Standards are used as the framework for developing appropriate grade level lessons.

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

**TITLE I:**

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

# STUDENT CONDUCT AND DISCIPLINE

## A - B PROCEDURES (BOARD POLICY 7.190-E) CONSEQUENCES:

Conference with Principal    Detentions Parent Conference    Possible Suspensions
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1. Defiance of school personnel's authority: This includes the refusal to comply with reasonable requests of school personnel.
2. Disorderly conduct to include profanity and obscene behavior: This includes conduct and/or behavior, which is disruptive to the orderly educational procedure of the school.
3. Fighting: Students who engage in physical contact for the purpose of inflicting harm on the other person.
4. Forgery: Writing and using the signature or initials of another person.
5. Verbal abuse of Teachers (in or out of school) or Students: Verbal comments that are degrading, disrespectful, derogatory, or otherwise hurtful will not be tolerated.
6. Gambling: Participating in games of chance for the express purpose of exchanging money.
7. Extortion: The solicitation of money, or something of value, whether overt or implied, from another student, regardless of amount, in return for protection, or in connection with a threat to inflict harm.
8. Possession or Use of Tobacco or Tobacco products: The possession or use of tobacco or tobacco products (to include snuff, chew, etc.) on school property, school buses, at school functions, and/or Indian Valley Vocational Center.
9. Beepers and/or Electronic Communication Devices: Possession of beepers and/or electronic communication devices is illegal for minors on school grounds. These devices will be confiscated and turned over to the police.

## C - D PROCEDURES (BOARD POLICY 7.190-E)

Mandatory Parent Conference    3 - 5 day suspension 5-10 day suspension*    Alternative to Suspension Program
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### 10. Assault or Battery:

Assault or battery which includes verbal assault, physical battery, or the threat of harm by one person, or a group of persons, upon another who does not wish to engage in the conflict and who has not provoked the attack. A person who finds himself/herself the victim of battery has the right to

defend himself/herself against the attack in such a manner as to safeguard his/her person. Battery on any certified or support staff member for whom a complaint is filed is to be reported by the Superintendent to the local law enforcement agency (Section 10-21.7 of the Illinois School Code). Assault, battery or threatening of a staff member may lead to a recommendation for expulsion.

11. Theft or Possession of Stolen Property: The taking of property not belonging to the student.
12. Destruction or Defacement of School Property: The destroying or mutilating of objects or materials of the school. The offending student will make restitution or repair.
13. Turning in a False Fire Alarm or Bomb Threat: The reporting of any fire or bomb threat to the school when no such emergency exists.
14. Possession or Use of Weapons: The possession or use of any instruments, such as knives, clubs, guns\*, chains, and the like that can be used to inflict bodily injury to another person.

\*Recommendation for expulsion may be possible.

15. Possession, Solicitation, Under the Influence or Use of Drugs, including Alcohol and Inhalants: This includes possessing, soliciting, being under the influence, and/or use of illegal drugs, look alike drugs or alcohol in any form on school property, on school buses and/or at school functions. This includes improper usage of prescription or over-the-counter drugs and possession of drug paraphernalia.

16. Sale, Purchase, Giving Away or Receiving of Drugs, including Alcohol and Inhalants: This includes the sale, purchase, giving away or receiving of illegal drugs and/or look-alike drugs or alcohol in any form on school property, school buses and/or at school functions.

*\*\*In all cases, the parents/guardians will be encouraged to have their child complete a substance abuse assessment and follow the subsequent recommendations. The cost will be the responsibility of the family and not the District.*

*There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or student's past behavior records, can lead to a recommendation for expulsion from school.*

# STUDENT RECORDS

## **STUDENT RECORDS:**

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

## **DEFINITION OF STUDENT RECORDS:**

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

## **STUDENT PERMANENT RECORD:**

### **A. Student's Permanent Record**

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

## **STUDENT TEMPORARY RECORD:**

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

- 1 Family background information.
- 2 Intelligence test scores, group and individual.
- 3 Aptitude test scores.
- 4 Records of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interview.
- 5 Elementary and secondary achievement level test results.
- 6 Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
- 7 Honors and awards received.
- 8 Teacher and anecdotal records.
- 9 Disciplinary information.

- 10 Special education files including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearing and appeals.
- 11 Any verified reports or information from noneducational persons, agencies or organizations.
- 12 Other verified information of clear relevance to the education of the student.
- 13 Record of release of Student Temporary Record information.

#### **DIRECTORY INFORMATION:**

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

Parents who do not want the school district to classify this information from their student's (child/ren) records, as "directory information", must notify the records custodian (Building Principal) within ten days after registration or the information designated as "directory information" may be released to the general public without any further notice to you.

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

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

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

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

**ACCESS TO RECORDS WITHOUT PARENT CONSENT:**

1. Regular school staff members who have a current and legitimate educational interest in the students record will have access to such.
2. School officials will release student records without parent permission pursuant to a valid court order or subpoena. However, school officials will notify parents in writing regarding the order.
3. Student records may be made available to researchers for statistical purposes provided that:
  - a. Permission has been received from the State Superintendent of Education.
  - b. No student is personally identified.
4. Information may be released if it is necessary to protect the health or safety of the student or other persons.
5. Records of eighth grade students entering high school will be sent to the respective high school upon completion of eighth grade.
6. Student "directory information" may be released unless parent requests in writing that any or such information should not be released. "Directory Information" consists of: student's name, address, gender, grade, birth date and place, parent's names and addresses, academic awards and information relating to school sponsored activities.

# Emily G. Johns Information

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

### **ARRIVING:**

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

At 8:40 a.m. the bell signaling the beginning of the school day will ring. Any student arriving after 8:40 a.m. is to use the main entrance doors and report to the office for a tardy pass before going to the classroom.

### **LEAVING:**

#### Bus Riders

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

#### Parent Pickup

Students whose parents provide transportation will exit the north main doors and go the parent pick-up line. Drivers are to enter the parking lot and proceed to the main doors forming one line. Students are encouraged to watch for their transportation. All students must remain on the sidewalk until the vehicle has come to a stop alongside the curb before boarding. These vehicles are to then proceed straight and exit onto Mitchell Drive. Staff members and safety patrols will help monitor the loading process.

Please drive slowly through the parking lot, and please observe these guidelines. Saving a few minutes is not worth risking the lives of our students and staff. In general, the parking lot is emptied within 10 minutes of the dismissal bell. Everyone's patience and cooperation is appreciated!

## **GRADING SCALE:**

- A-** (100-90) Indicates superior achievement for this age and grade level
- B-** (89-80) Indicates better than average work for this age and grade level
- C-** (79-70) Indicates average work for this age and grade level
- D-** (69-60) Indicates below average work for this age and grade level; remedial steps are needed to help the child
- F-** (59-0) Indicates significantly below average work for this age and grade level; remedial steps are necessary to help the child

## **EFFORT GRADES:**

- 1- Indicates satisfactory effort
- 2- Indicates unsatisfactory effort

# SPECIAL PROGRAMS

## **BAND:**

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

## **IMSA E2K:**

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

## **INTRAMURAL ATHLETICS:**

The Plano intramural athletic program will offer a variety of athletic opportunities throughout the school year for Emily Johns students. These programs will take place after school from 3:40 to 5:00p.m.

Schedules will be provided by the coaches/sponsors based on student interest and availability.

The Plano intramural athletic program will:

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

### **Intramural Participation Fees:**

Per Season:	<u>1 Student/ Family</u>	<u>2 Students/Family</u>	<u>3 or More Students/Family</u>
	\$30/Student	\$45 max/Family	\$60 max/Family

## **MUSIC:**

Recorders are part of the curriculum. Please provide \$5.00 for the purchase of a recorder unless the student has other means for obtaining one.