



Student Handbook 2023-2024

“Engage, inspire, and empower each student toward academic excellence and citizenship”



Primary School

**4623 W. Redbud Dr.
Grades Served: Pre-K - 3
Phone: 673-6750
Fax: 674-0165**

Office Staff:

**Tracy Forck, Superintendent
Kelly Galyean, Principal
Liz McPherson, Dean of Students
Officer Bret Merna, SRO
Colleen Ryan, District Family Engagement Coordinator
Raeleen Hart, Learning/Behavioral Coordinator
Tracy Williams, Secretary**



Intermediate School

**3314 W. Richwoods Blvd.
Grades Served: 4-8
Phone: 679-0634
Fax: 679-0652**

Office Staff:

**Tracy Forck, Superintendent
Ashley Henegar, Principal
Adam Keaschall, Dean of Students
Joseph Jenkins, Dean of Students
Officer Bret Merna, SRO
Colleen Ryan, District Family Engagement Coordinator
Brian Bobbitt, Administrative Assistant
Angellic Gordon, Secretary
Rebecca Trecek, District Bookkeeper
Raeleen Hart, Learning/Behavioral Coordinator**

TABLE OF CONTENTS

ABSENCE REPORTING.....	6	GRADING SCALE.....	17	RETENTION POLICY.....	19
ADDRESS/PHONE NUMBER.....	9	GUN FREE & SMOKE FREE POLICIES.....	46	ROOM PARTIES.....	24
ADMINISTRATIVE DISCRETION.....	46	HEAD LICE PROCEDURE.....	15	SCHOOL BUS.....	41
ASBESTOS MANAGEMENT PLAN.....	27	HOMELESS STUDENTS.....	10	SCHOOL DAY	4
ATTENDANCE.....	5	HOMEWORK/LEARNING PRACTICES.....	17	SEARCH & SEIZURE.....	43
BEHAVIORAL MANAGEMENT SYSTEMS.....	34	HONOR ROLL.....	19	SEX OFFENDERS.....	26
BEHAVIOR CATEGORIES.....	35	ILL. SCHOOL VISITATION RIGHTS ACT.....	5	SEXUAL HARASSMENT.....	26
BIRTHDAY TREATS.....	24	INTERNET ACCESS	43	SPECIAL EDUCATION SERVICES.....	20
BREAKFAST & LUNCH.....	4	ITEMS NOT TO BE BROUGHT TO SCHOOL.....	42	STUDENT ACCIDENT INSURANCE.....	25
BUDGET, DISTRICT 62.....	27	LOCKERS.....	21	STUDENT CONDUCT.....	32
BULLYING.....	44	LOST AND FOUND.....	21	STUDENT TRANSFER/WITHDRAWAL.....	25
CARE OF BOOKS & EQUIPMENT.....	10	MAINTAINING SAFETY OF PEOPLE & PROPERTY.....	46	STUDENT HEALTH AND WELLNESS.....	11
COMMUNICABLE DISEASES.....	15	MAKE UP WORK.....	8	STUDENTS W/COMMUNICABLE DISEASE	15
CELL PHONES.....	42	MEDICATION GUIDELINES.....	13	SURVEILLANCE CAMERAS.....	43
DETENTIONS.....	37	SUSPENSIONS, OUT OF SCHOOL.....	38	SUSPENSIONS, BUS.....	42
DRESS CODE, STUDENT.....	39	PARTY INVITATIONS.....	24	TELEPHONES, STUDENT USE OF.....	24
DRILLS - FIRE, TORNADO & SAFETY.....	21	PBIS.....	33	TRANSPORTATION REIMBURSEMENT PROGRAM.....	31
EQUAL EDUCATIONAL OPPORTUNITY.....	26	PESTICIDE REGISTRATION.....	27	VISITORS, SCHOOL.....	5
EXPULSIONS.....	39	PHYSICALS, DENTALS & IMMUNIZATIONS.....	11	VOLUNTEERS.....	24
EXTRA-CURRICULAR ACTIVITIES.....	22	PLAYGROUND RULES.....	45		
EXEMPTIONS / PHYSICAL ACTIVITY.....	16	PROMOTION.....	20		
FERPA.....	28	PROTECTION/PUPIL RIGHTS AMENDMENT.....	30		
FIELD TRIPS.....	22	PV SCHOOL PLEDGE.....	47		
FULL DAY DETENTIONS.....	37	QUALIFICATIONS OF TEACHERS.....	25		
GRADING POLICY.....	17	RESIDENCY.....	9		

THE SCHOOL DAY

Regular School Day: *Intermediate School—7:45 am to 2:45 pm*
Primary School—8:20 am to 3:20 pm

Wednesday's and

Early Dismissal Times: *Intermediate School—1:35 pm*
Primary School—2:20 pm

Half Day Dismissal Times: *Intermediate School—11:05 pm*
Primary School—11:50 pm

DAILY SCHEDULE

Primary	8:00	Students may enter for breakfast
School	8:00-8:20	Breakfast is served
	8:20	School begins
	3:20	School dismissed

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|              |           |                                  |
|--------------|-----------|----------------------------------|
| Intermediate | 7:30      | Students may enter for breakfast |
| School       | 7:30-7:45 | Breakfast is served              |
|              | 7:45      | School begins                    |
|              | 2:45      | School dismissed                 |

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Walkers or car riders should not arrive before **8:00 A.M.** at the Primary School or before **7:30 A.M.** at the Intermediate School. **There is no adult supervision of students before these times and doors will be locked at both buildings.**

BREAKFAST & LUNCH

PRICES

Pleasant Valley School District 62 is now participating in the Community Eligibility Option Program. This means that breakfast and lunch will be free for all students during the 2023-2024 school year. Adult costs are: BREAKFAST: \$1.50, LUNCH: \$2.00

SCHOOL VISITORS

In the interest of safety and to avoid interruptions of teachers and instruction, our school policy requires that **all visitors report to the school office before going to any other part of the building to sign in and pick up a visitors' pass (even after classes have been dismissed for the day)**. Before leaving, visitors must return to the office and sign out. At the Primary and Intermediate School buildings, the office is just inside the main entrance.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior, and/or banned from all district property.

VISITING CLASSES

- Arrange a convenient time with their child's teacher **prior** to the visit.
- **Parents are not allowed to visit classes unannounced.** Unexpected visitors disrupt classes by distracting teachers and students from their work.
- If staying for lunch, inform the office or your child's homeroom teacher prior to 9:30 A.M. the day of the visit. The cost of our adult lunch is \$2.00.
- Remember that classroom visits are not a good time to talk to your child's teacher about grades, behavior, etc. If you need to talk about these or other issues, the teacher will be happy to make an appointment for a conference.
- Visitor's pass must be worn and visible at all times in the building

ILLINOIS SCHOOL VISITATION RIGHTS ACT

If your employer wants documentation for time off from work that has been granted to you to attend a "necessary educational or behavioral conference", you can request a form from the school's office to verify this.

ATTENDANCE

For students to gain as much as possible from their school experience, **regular and punctual attendance is absolutely necessary**. When students are absent for any reason, valuable learning time is lost. In addition, if students are allowed to miss school for unnecessary reasons, the message they receive is that school is not important.

Illinois law requires that whoever has custody or control of any child between the ages of six (by September 1st) and seventeen shall make sure that the child attends school in the district in which he or she resides during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child enrolled in kindergarten, regardless of the child's age, shall make sure

that the child attends school during the entire time the school is in session. (There are certain exceptions to the attendance requirement such as for children who attend private schools.)

ABSENCE REPORTING

Parents should call their child's school the day of an absence by 9:00 A.M. and give the reason the child will not be in attendance.

To report absences please call:

- **673-6750 for the Primary School**
- **679-0634 for the Intermediate School**

Both numbers may be called any time, day or night. If the school is not notified by 9:00 A.M., then the parent will be contacted at home or work. If parents do not call the school, the day of a student's absence or if they have not been contacted by the school, they must send a note with their child when he or she returns. Otherwise, the absence will be unexcused.

When reporting absences either by phone or by note, please include the following information:

- 1) The name and homeroom of the student
- 2) Date(s) of the absence(s)
- 3) Reason for the absence (be as specific as possible)
- 4) Parent or guardian's signature on notes

EXCUSED AND UNEXCUSED ABSENCES

The following are examples of excused absences from school:

- Illness or injury.
 - After 10 absences, excused or unexcused for illness, a doctor's note is required for every absence after, to be marked excused)
- Death in the family
- Attendance at a wedding or funeral
- Doctor and dental appointments (Students are expected to attend school before and/or after appointments unless they are ill.)
- Observance of a religious holiday
- Authorized trips with parents (In order for these absences to be excused, written notice must be received by the school in advance, and arrangements must be made for the work that will be missed.)
- Head lice
- Situations beyond the student's control as determined by the building administrator
- Other circumstances which cause reasonable concern to the parent for the health or safety of the student

The following are examples of absences that will not be excused:

- Needed at home
- Hair appointments
- Shopping
- Oversleeping
- Car wouldn't start
- Missed the bus
- Babysitting
- Personal business
- Bus suspensions (Students who are suspended from the bus are expected to attend school during their suspensions. Parents/guardians are responsible for finding transportation. If a suspended student has no other way of getting to school, it is the responsibility of the parents/guardians to notify school officials and make arrangements for homework.

Neither of these lists is all-inclusive. Other reasons for missing school will be judged on a case by case basis.

RETURNING TO SCHOOL OR COMING IN LATE

Primary school students who are tardy must be signed into school by an adult.

LEAVING SCHOOL EARLY

We request that you please limit the number of times that you pick up your child before the school day ends. All the time that your child spends at school is important. Leaving even 15 minutes early could cause him or her to miss vital instruction. **Students will not be dismissed early to avoid the pick up line. Parents must call the primary school by 2:45pm in order to pick up their student prior to 3:15pm. Parents must call the intermediate school by 2:15pm in order to pick up their student prior to 2:45pm.**

Students who must leave school early due to illness, doctor's appointments, etc. must report to the office first. The parent or guardian who picks up the student must come to the office and sign the student out. Students will not be dismissed directly from their classrooms. If someone other than the parent/guardian is picking the student up, the school must receive written or oral consent from the student's parent/guardian.

Anyone picking up a child from school should be prepared to show a photo ID.

MAKE-UP WORK

When a student is absent from school, it is the responsibility of the student and/or parent to contact teachers about make-up work. It is requested that parents who wish to pick up makeup work for their

child wait until the end of the school day so teachers have time to get the work ready. It is the student's responsibility to complete this work in the allotted time in order to receive full credit.

- Students will receive two school days to make up their work for each day of an absence. For example, if a student is absent on Monday, he or she would have Tuesday and Wednesday (with a deadline of first thing Thursday morning) to complete any make-up work from that absence.
- Long term projects that have been assigned 10 or more school days in advance of any absence may still be due the day the student returns to school.
- Tests and quizzes missed during an absence need to be made up as soon as educationally appropriate.

Expelled students are not allowed to turn in work for credit.

MAKE-UP WORK during Required Quarantine/Isolation

- Arrangements will be made between the classroom teacher and parent for appropriate due date of make up work

EXCESSIVE ABSENCES

After a student misses 10 days of school, excused or unexcused, a doctor's note for any additional missed days may be required. If a doctor's note (or appropriate documentation for absences not due to medical reasons) does not accompany a student for whom this requirement is made, the additional missed days will be marked unexcused

- An official school notice will be sent home when the number of absences for a student reaches 3 unexcused or 9 total (excused and unexcused).
- Once a student has accumulated 9 unexcused, the truancy officials at Project T.A.R.G.E.T. will be notified.
- Project T.A.R.G.E.T. may also be notified if the total number of absences (excused and unexcused) reaches 5% of the total student attendance days. Special circumstances will be taken into consideration in these cases.
- Excessive tardiness and early pickups may also be a reason for contacting Project T.A.R.G.E.T.
- After 5 tardies to school students may receive an administrative consequence, and the Dean of students will contact parents to address the issue. Further tardiness may result in a visit from the school's SRO (School Resource Officer)

ADDRESS & PHONE NUMBER

Section 105 ILCS 5/26-3b of the *Illinois School Code* requires parents to provide the school with at least two current phone numbers. **Pleasant Valley requires you to have two different contacts other than the parent/guardian contact. It is very important that we know how to contact parents in case of an emergency.**

Parents who do not have a phone should designate someone (relative, friend, or neighbor) who the school can contact. Any parent who changes phone numbers (home or work) must notify the school of these changes as soon as possible.

State law also requires parents to furnish the school with an up-to-date address. If a family moves during the school year, the new address must be given to the school.

RESIDENCY

Students who attend Pleasant Valley schools must be residents of District 62. An individual seeking to enroll a child must submit a **certified or registered** birth certificate (hospital birth certificates cannot be accepted), and proof of residency within the District. **A student's residency is the same as that of the person who has legal custody of him or her AND where the child sleeps at night.**

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement stating (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

In cases where there is a question regarding the residency of a student, appropriate information must be furnished as requested by the school. Illinois law makes it a "Class C Misdemeanor" and sets criminal penalties for attempting fraudulent enrollment and knowingly presenting false residency information to secure tuition-free attendance **(This includes the false use of the address of a relative or friend who lives in the district for the purpose of enrollment.)** The district will pursue the appropriate tuition for the time of any fraudulent enrollment.

Legally enrolled students who move out of the district during the school year may finish the year at Pleasant Valley. However, parents must provide transportation. **Students who live outside the district may not ride Pleasant Valley buses.** At the beginning of the next school year, these students must then be enrolled at the appropriate school in the district in which they live.

HOMELESS STUDENTS

Homelessness is broadly defined to include (but is not limited to) a child who lacks a fixed regular and adequate nighttime residence. A child is deemed to be homeless if the child lives in a transition shelter, hotel or motel, awaiting foster care, and/or is sharing the house of other persons due to loss of housing or economic necessity. A homeless child may attend school in the District the child attended when permanently housed or the District where the homeless child is temporarily residing.

School enrollment arrangements and other help for homeless children may be obtained by contacting our Home Liaison Officer:

Trudy Schaffner
Peoria County Courthouse
324 Main St. Rm.G13
Phone: 495-4800

CARE OF BOOKS & SCHOOL EQUIPMENT

Pleasant Valley School District provides books for each student. These books are the property of the School and must be returned so that others may use them the next year. We ask that students take care of these materials so they will stay in good condition. Students are also responsible for the library materials they check out. If a book or magazine is lost or damaged, the student who checked it out is liable for the cost of its repair or replacement.

Furniture, Chromebooks, and equipment used by the students are their responsibility and should be kept free from marks, scratches, and other signs of misuse.

If damage is done to any school property, (Chromebooks, books, desks, etc.) the student will be assessed a fine to cover the repair or replacement of the damaged property. Any student who has unpaid fines or who has not turned in all textbooks, library books, Chromebooks, or any other materials belonging to the school will not receive his/her final report card until the fine has been paid or the materials returned or paid for.

If items are not returned and in working order the following fees will be applied:

- **\$425** for a missing chromebook
- **\$50-\$100** for a damaged chromebook (cracked screen, took off keys, damaged corners, etc.)
- **\$25** for a missing or damaged charger
- **\$10** for missing or damaged headphones
- **\$3** missing or damaged lock (Intermediate School only)

What happens if a chromebook or charger is not returned or the fine is not paid:

- **Student will not receive a paper copy of their report card next year or any following years**
- **Student will not be issued a chromebook next year or any following years**

- Student will not be eligible for field trips next year or any following years
- Student will not be eligible for extra curricular activities or sports next year or any following years

STUDENT HEALTH & WELLNESS

A student must be fever free for at least 24 hours before returning to school. The 24 hour fever free period begins when the student's fever breaks without the use of medication.

PHYSICALS, DENTAL, AND IMMUNIZATIONS

State laws require schools to make sure all of their students have had certain physical and dental exams as well as up to date immunizations. Required exams are:

TYPE OF EXAM	YEARS NEEDED	DETAILS AND REQUIREMENTS	DEADLINE	IF THE DEADLINE IS MISSED
<u>PHYSICAL</u>	<i>Pre-School</i> <i>Kindergarten</i> <i>6th Grade</i>	<u>Kindergarten:</u> <ul style="list-style-type: none"> ➤ <i>Complete Physical Exam including lead risk and diabetic screening</i> ➤ <i>Proof of up-to- date immunizations</i> ➤ <i>Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.</i> ➤ <i>An age-appropriate developmental screening and an age-appropriate social and emotional</i> 	<i>October 15th</i>	<i>The student is excluded from school until the exam requirements are met.</i>

		<p><i>screening are required parts of each health examination.</i></p> <p>-----</p> <p><u>6th Grade</u></p> <ul style="list-style-type: none"> ➤ <i>Complete Physical Exam</i> ➤ <i>Tdap booster vaccine</i> ➤ <i>2nd Varicella vaccine</i> ➤ <i>Hepatitis B vaccine series completed</i> ➤ <i>1 dose Meningococcal Meningitis vaccine</i> <p>-----</p> <p><u>All 6th-12th Grade</u></p> <ul style="list-style-type: none"> ➤ <i>Proof of 3 Hepatitis B vaccines</i> ➤ <i>Proof of 1 Tdap vaccine</i> 		
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TYPE OF EXAM	YEARS NEEDED	DETAILS AND REQUIREMENTS	DEADLINE	IF THE DEADLINE IS MISSED
<u>DENTAL</u>	<p><i>Kindergarten</i></p> <p><i>2nd Grade</i></p> <p><i>6th Grade</i></p>	<p><i>Must be done by a licensed dentist</i></p> <p>-----</p> <p>-</p> <p><i>Exam may be done by the dental clinic that comes to both schools once a year</i></p>	<i>May 15th</i>	<i>For students in 2nd & 6th grades: Final report cards may be withheld. These students must also have a completed dental exam before starting school the next year.</i>

<u>EYE EXAM</u>	<i>Kindergarten</i>	<i>Must be done by a licensed optometrist or ophthalmologist</i>	<i>October 15th</i>	<i>The student's report card may be withheld until the exam requirements are met.</i>
<u>SPORTS PHYSICAL</u>	<i>Every year that a student participates in school sponsored extracurricular athletics (including cheerleading)</i>	<i>Required by the Illinois Elementary School Association (IESA)</i> ----- -- <i>Students are covered for one year from the date on their physical.</i> ----- -- <i>The physical 6th graders must get for school also covers them for athletics for that year.</i>	<i>September 1 of each school year</i>	<i>Students will not be allowed to participate in open gyms, tryouts, practices, or games until exam requirements are met.</i>

MEDICATION GUIDELINES

Students should not take medication during school hours or during school related activities unless it has been determined by the student's parents and health care provider that it is necessary for the student's health and well-being. In such cases, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." The forms are available in the offices at both schools.

All Medications:

- Will be dispensed only from the office.
- Will not be dispensed to students unless the parent/guardian has a current signed “Request for Administration of Medicine at School” form on file with the school nurse. Forms are available at school offices.
- May not be in the possession of or consumed by students on school grounds or at school-related functions other than as provided for in this policy.

Over the Counter Medications:

- Must be sent to school in the original container. Please do not send any medicines in plastic bags or envelopes.
- If students are required to take over the counter medicines for longer than 30 days, a signed note from their doctor is required indicating the need for ongoing medication. **Parents must provide the over the counter medication in the original container.**

Prescription Medications:

- Require the doctor’s signature before school personnel can administer it.
- Must be sent to school in the original container (with the child’s name on the label) from a doctor’s office or pharmacy.

Asthma/Allergy Medication:

Students must have an inhaler at school if he or she has asthma. If an inhaler is not provided by the parent or guardian the student may be limited in the activities he or she is allowed to participate in. (P.E., Recess, Sports, Musical)

Students are permitted to possess and self-administer an epinephrine auto-injector (Epi-Pen) and/or asthma medication at school and at all school related activities. Parents or guardians must fill out and sign the “Authorization for Self-Administration of Asthma/Allergy Medication” section of the “Request for Administration of Medicine at School” form and have it on file with the school nurse for the current school year. The form must include a doctor’s signature and specify the name, prescribed dosage, and the times or circumstances at which the medication is to be administered. The forms are available at school offices. The School District shall incur no liability, except for willful and wanton conduct, arising out of a student’s self-administration of medication or the storage of the medication by school personnel.

STUDENTS WITH FOOD ALLERGIES:

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

HEAD LICE PROCEDURES

1. A child who is found to have live lice and/or nits will not be allowed to remain at school. He/she will be sent home immediately, instructions for treating lice will be sent home with the child. Parents must provide proof of treatment upon the child's return to school.
2. The child's hair must be treated with a special shampoo and all nits (live eggs) need to be combed out of the hair. The special shampoo and comb may be obtained from a pharmacy or a doctor. A second treatment must follow in 7 to 10 days.
3. A parent must accompany the child to school following this FIRST treatment, the child will be checked by school personnel before being allowed to remain. If live lice or multiple nits are found, the child will be sent home.
4. Even if a child is found to be free of lice upon his/her return to school, parents should continue to check daily for lice and nits until the required second treatment.
5. Absences due to head lice will be excused, and the student will be allowed time to make up any missed work.
6. ANYTIME a child is found to have lice by parents/guardians the school nurse must be notified so the child can be checked upon returning to school.

COMMUNICABLE OR INFECTIOUS DISEASES

Parents are required to notify the school if they suspect their child has a communicable disease. Students who have a communicable or chronic infectious disease have all rights, privileges and services provided by law and the district's policy. During times when such a student has an outbreak

that poses the possibility of exposure to others, the school staff will oversee measures to insure the safety of the other students and staff while the child is at school. If it is determined that there is no way to prevent possible exposure to others, the student will be excluded from school until a doctor certifies that the contagious period has passed. These absences will be excused, and the student will be allowed time to make up any missed work.

EXEMPTION FROM PHYSICAL ACTIVITY

Unless exempted, all students are required to participate in a physical education course. In order to be excused from participation, a student must present an excuse from his/her parent/guardian or a person licensed under the Medical Practice Act. The excuse may be based on medical or religious reasons. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. State law prohibits students from being excused from P. E. because of participation in athletic activities conducted outside the auspices of the district (e.g. Little League, JFL). Special activities in physical education will be provided for students whose physical or emotional conditions, as determined by a person licensed under the Medical Practice Act, prevent their participation in the normal physical education courses.

EXEMPTION FROM MORNING OR LUNCH RECESS

Unless exempted, all students are required to go outside for recess. In order to be excused from recess a student must have a doctor’s note stating the reason the student is unable to go outside, and the number of days they are excused from recess.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in District 62’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. **No animals are allowed in the student pick up line. This includes animals that are being held or that are on a leash.**

ACADEMIC POLICIES

GRADING POLICY

In order to promote consistency in grading practices across grades 4-8, the following rules will apply to homework, assignments done in class, quizzes, tests and projects:

- Formative Assessments, in-class assignments, and quizzes are weighted once.
- Tests and projects are weighted 2-4 times depending on the length of time to complete an amount of content covered.

DISTRICT GRADING SCALE

Percent Correct	Letter Grade
100-99	A+
98-93	A
92-90	A-
89-88	B+
87-83	B
82-80	B-
79-78	C+
77-73	C
72-70	C-
69-68	D+
67-63	D
62-60	D-
59 and Below	F

Homework/ Practice Opportunities

The purpose of homework/practice opportunities is to receive feedback from teachers, inform future instruction, and for students to practice standards that have already been taught

The purpose of grades is to demonstrate the mastery level of standards

Homework/practice opportunities for the 2023-2024 school year will be optional but encouraged for mastery of standards that will lead to promotion to the next grade level. The promotion policy is unchanged. Students must pass reading, math and one other core subject to be promoted to the next grade level, 3 out of 4 quarters.

Students' grades in 4-8 will be based on the following:

- Weekly formative assessments (may include but is not limited to: quizzes, exit tickets, journal entries, observational checklist, class discussion, and project components)
- Summative assessments (may include but is not limited to: mid-module test, unit test, completed projects, performance assessments, and final drafts)

Opportunities for standards practice will be given daily

- Students who choose to take the opportunity must turn in work when it is due, typically the following day.
- Students will receive teacher feedback of the practice they completed within two days
- Practice that is turned in after the due date will not be accepted
- **There will be NO missing work emails sent home to parents as practice/homework is optional**

Reasons students would want to complete practice opportunities

- Teachers will provide feedback and students will understand concepts and standards
- Students that complete practice at a 60% D level of accuracy and complete when due will receive full credit for the work (100 points will be assigned in Teacherease for that practice) if the student work is below a D level of accuracy they will receive a "gift" and be excused from the assignment. This will show that they attempted but were not successful with the practice
- If a student turns in a practice after the due date, or does not turn it in at all, the assignment will be left blank in Teacherease. This will show they never attempted the practice
- The practice can only help a student's grade
- Summative test questions will be taken from practice opportunities. If a student completes the practice they will know what is on the quiz or test
- Students who practice will do well on assessments and be promoted to the next grade level

Goals of changing homework practice:

- Students will be intrinsically motivated to practice
- Students will take greater responsibility for their learning
- Teachers will spend more time on curriculum and instructional strategies and less time on paperwork and grading
- Grades will reflect mastery and not compliance
- There will be no late work accepted so no "late work policy" is necessary

When students are sick and unable to complete work they will have two days for every day they are absent to watch the instructional videos, complete the in class assignments, and turn in the practice opportunities for credit.

Progress reports will be printed and sent home weekly

Parents and students are strongly encouraged to check Teacherease regularly to monitor a students progress towards mastery of standards

TESTS & ASSESSMENTS

Along with teacher-made tests and other periodic assessments (MAP, Aimsweb, etc.) designed to measure student progress, students in grades 3-8 will be given the state assessment known as the Illinois Assessment of Readiness (IAR). This assessment will be given in March or April. Students will be informed in advance of the timelines and procedures applicable to their participation.

Parents/guardians will receive the results of IAR testing, usually early in the next school year. IAR testing will be uniformly applied to all students including those with an IEP and those in bilingual education. Overall student assessment data will be reported in the District’s annual report card.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized (IAR) testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests.

HONOR ROLL

The Honor Roll recognizes academic excellence achieved by students in 4th through 8th grades. The Honor Roll is announced after each of the four grading periods. There are three levels:

- ❖ High Honors – All “A”s for the grading period
- ❖ Honors – “A”s and one or two “B”s for the grading period
- ❖ Honorable Mention – All “B”s and one or two “A”s” or all “B”s for the grading period

Subjects that count for Honor Roll consideration are: Reading, Math, Language Arts, Science, and Social Studies.

RETENTION POLICY

Students who fail a certain number of core academic subjects will be considered for retention. Other assessments, attendance, and outside circumstances that may affect academic progress may also be

taken into consideration. The final decision for promotion/retention will be made by the administration based on what is in the best interest of the student.

Kindergarten – 3rd Grade

To be assured of promotion, students must demonstrate mastery of both reading and math standards.

4th - 8th Grades

To be assured of promotion, students must have:

- A passing grade in 3 out of 4 grading periods in both reading and math

And

- A passing grade in 3 out of 4 grading periods in one of the other core subjects:
Science
Social Studies
Language Arts

Summer School

If summer school is offered, students who have failed up to 2 core subjects may attend.

- Students who’ve failed 1 or 2 core subjects and successfully complete their summer school courses will be promoted to the next grade.
- Students who’ve failed 1 or 2 core subjects and do not successfully complete summer school or do not enroll in summer school will be retained.
- Students who fail three or more core subjects may not attend summer school and will be retained.
- If no summer school is offered, all students who’ve failed to meet the promotion standards may be retained.

PROMOTION to 9th grade

Students who successfully complete eighth grade and meet the guidelines for promotion will participate in the promotion recognition ceremony and related activities at the end of the year. In order to participate, students must meet the ceremony dress requirements. Students are also responsible for purchasing caps and gowns. Any eighth grade student who commits a Category III or IV discipline violation may be excluded from participating in all recognition activities.

SPECIAL EDUCATION SERVICES

It is the intent of District 62 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified,

evaluated and provided with appropriate educational services. The District provides a free appropriate public education in the least restrictive environment along with necessary related services to all our enrolled children with disabilities. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. In order to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services, our district is a member of the Special Education Association of Peoria County (SEAPCO).

GUIDANCE & COUNSELING SERVICES

District 62 provides a guidance and counseling program for students. The District’s counselors are available to those students who require additional assistance.

HOME & HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

DRILLS - FIRE, TORNADO & SAFETY

Students will participate in regular fire, tornado, and safety (lock-down) drills. Students need to take these drills seriously so they will know what to do if an emergency situation occurs.

During each of these drills:

- Teachers will give directions as to what to do and where to go.
- Students should remain silent since additional directions or information may be given during the course of the drill.
- The teacher or the office will check attendance.

LOST & FOUND

All “Found” articles should be taken to the office. They will then be placed in a designated “Lost and Found” area. Please keep in mind that items that are marked with the owner’s name in ink are more likely to be returned if lost. Unclaimed items will be given to a charitable organization at the end of the year.

LOCKERS

Each student in 4th – 8th grade will be issued a locker for storage of books, materials needed for classroom work, coats, and any other “outdoor” clothing. The following rules apply to lockers:

- Students will be issued a combination lock at the beginning of the year. Only locks issued by Pleasant Valley School will be allowed. Locks must be turned in at the end of the year in good condition or students must pay (\$3) for damages.
- Students should not give their locker combination to anyone or trade locks or lockers with another student. Unauthorized copying of someone's combination or opening another student's locker may result in disciplinary action.
- Lockers should be cleaned out periodically. Slamming or kicking locker doors should be avoided. The use of tape inside or outside of lockers is not permitted. Any student causing damage to a locker will be charged for repair or replacement.
- Student lockers are school property and as such may be opened and inspected by any school administrator, certified personnel, or authorized representative of the school at any time without notice or a search warrant.

FIELD TRIPS

Field trips are an important part of the educational program. Each grade level will participate in one or more a year. Parents will be notified by the classroom teacher about permission slips, special needs, sack lunches, chaperones, fees and other costs, etc.

- Permission slips will be sent home and must be returned signed by a parent/guardian.
- If a parent decides that their child should not attend a field trip the parent must keep that child at home
- Students who have difficulties following PBIS or school disciplinary rules may, with administrative approval, be excluded from field trips or other special activities.

EXTRA-CURRICULAR ACTIVITIES (5th - 8th GRADES)

- | | | |
|---------------------------------|---------------|--|
| ● Girls Basketball <u>IESA</u> | Fall | (6 th -8 th grades) |
| ● Boys' Basketball <u>IESA</u> | Winter | (7 th - 8 th grades) |
| ● Girls' Volleyball <u>IESA</u> | Winter | (6 th - 8 th grades) |
| ● Cheerleading <u>IESA</u> | Winter | (7 th - 8 th grades) |
| ● 5th and 6th Boys Basketball | Winter/Spring | (5 th - 6 th grades) |
| ● 5th and 6th Cheerleading | Winter/Spring | (5 th - 6 th grades) |
| ● Yearbook Club | All Year | (6 th - 8 th grades) |
| ● Student Council | All Year | (6 th - 8 th grades) |
| ● Drama/Musical | All Year | (5 th - 8 th grades) |
| ● Speech | Fall | (5 th - 8 th grades) |
| ● Cross Country | Fall | (5 th - 8 th grades) |

IESA = Activities sponsored by the Illinois Elementary School Association are subject to specific eligibility rules.

SELECTION OF MEMBERS OR PARTICIPANTS

Selection of members or participants for any extra-curricular activity is at the discretion of the sponsors, or coaches, provided that the selection criteria conform to District policies.

Parents must sign the Family Member and Spectator Contract before the student tries out for a sport. Parents and students must sign the Student Sports Contract before the student tries out for a sport. In order to try out for a sport and/or an extracurricular activity the student must have made PBIS (80% for the month) all months prior to tryouts.

ELIGIBILITY

Once a student becomes a member of a Pleasant Valley team or organization, he or she must stay academically eligible (60% or higher in each core subject). The eligibility guidelines for each activity will be explained to participants by the coach or sponsor. Students must also follow the general guidelines and meet the expectations of the coach or sponsor to remain a member of the team or organization. Students must be eligible to try out.

Parents must sign the Family Member and Spectator Contract before the student tries out for a sport. Parents and students must sign the Student Sports Contract before the student tries out for a sport. In order to try out for a sport the student must have made PBIS (80% for the month) all months prior to tryouts.

ABSENCES ON DAYS OF EVENTS

Students who are absent from school the day of an extracurricular activity, or who are sent home during that day are not allowed to participate in or attend extra-curricular school activities (home or away) that are scheduled for that evening. If a student arrives at school after **11:00 A.M.**, he or she is considered absent for half a day and may not participate in extracurricular events that evening. Exceptions may be made by the building principal for special cases (i.e. a pre-arranged medical absence, a death in the student's family, or a religious ceremony or event.)

CONCUSSIONS & HEAD INJURIES

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

INSURANCE AND PHYSICAL EXAM REQUIREMENTS

Students participating in athletics or cheerleading must have:

- School accident insurance unless the parents'/guardians state in writing that the student is covered under a family health insurance plan. Forms are available from the coaches of each sport.

- An up to date physical on file with the school nurse. Students may not participate in open gyms, tryouts, practices or games without one. (See “Sports Physical” p. 14)

ROOM PARTIES, BIRTHDAY TREATS & PARTY INVITATIONS

- Grades Pre K-8 have a Halloween costume party/parade and Winter celebration. **Only Grades Pre K - 3rd** will have a Valentine party. Parents are encouraged to contribute to and attend school parties.
- Treats must be brought to the office, never taken to the classroom. (except during scheduled holiday parties)
- Treats should be kept simple; nothing that needs to be refrigerated, such as ice cream, should be sent. Items such as cookies are best.
- All treats brought by parents for parties or birthdays must be **store bought**.
- Balloons, flowers, gifts, etc. are not allowed at school.
- Students are not allowed to pass out party invitations at school unless everyone in the child’s class has been invited to the party. In the case of an “all-girl” party, every girl in the class must be invited, and for an “all-boy” party, every boy in the class must be invited.

VOLUNTEERS

The main qualification for a volunteer is that he or she has a desire to give his or her time and talent to help children. Screening volunteers is critical because of the vulnerability of the population the school district serves. Before starting to work in a school, a prospective volunteer must complete an information form and waiver. Absent an indication on the form that he or she may not qualify, e.g. a felony conviction, the volunteer may begin immediately.

Volunteers must register in the school’s office at the beginning of each visit and wear a name tag while in the building. No person who is a “child sex offender,” as defined by the Child Sex and Murderer Community Notification Law, may serve as a volunteer.

STUDENT USE OF SCHOOL TELEPHONES

To avoid loss of instruction time, students may only use school phones in emergencies and with the permission of school authorities. To avoid needing to use the phone, students should make sure they bring all necessary materials to school, and arrange any alternate transportation in advance.

STUDENT TRANSFER OR WITHDRAWAL FROM SCHOOL

Students withdrawing from Pleasant Valley School must turn in all chromebooks, textbooks, library books, and any other materials that are the school's property to the appropriate person (homeroom teacher, librarian, coach, etc.). Any fines or money owed for damages must be paid.

The student's new school will contact Pleasant Valley for a copy of records and transcripts.

If items are not returned and in working order the following fees will be applied:

- **\$425** for a missing chromebook
- **\$50-\$100** for a damaged chromebook (cracked screen, took off keys, damaged corners, etc.)
- **\$25** for a missing or damaged charger
- **\$10** for missing or damaged headphones
- **\$3** missing or damaged lock (Intermediate School only)

What happens if a chromebook or charger is not returned or the fine is not paid:

- **Student will not receive their report card next year or any following years**
- **Student will not be issued a chromebook next year or any following years**
- **Student will not be eligible for field trips next year or any following years**
- **Student will not be eligible for extra curricular activities or sports next year or any following years**

STUDENT ACCIDENT INSURANCE

Voluntary student accident insurance is available through the district. Details and applications are available at all school offices. Students participating in athletics or cheerleading must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

QUALIFICATIONS OF TEACHERS

You have the right to request information regarding the professional qualifications of any teacher who is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements
- Whether or not the teacher is teaching under an emergency or provisional status
- The Bachelor's Degree of the teacher, and any other certification or degrees held by the teacher and the subject areas of the certification or degrees

- Whether your child is provided services by teacher aides/paraprofessionals, and, if so, their qualifications

Contact your child's building administrator if you wish to receive information on teacher qualifications. You will receive a response to your request for information within ten days.

EQUAL EDUCATION OPPORTUNITY

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, ancestry, sex, sexual orientation, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

SEXUAL HARASSMENT

No student, parent, or guardian in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, agent, student, or by the effect of any school policy or practice. Sexual harassment is defined as follows:

1. An employee's, District agent's, or students unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services or treatment, or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by any person, including a district employee or agent or student, imposed on the basis of sex, that has the purpose or effect of
(a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building principal or the dean of students. Students may choose to report to a person of their gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students may make good faith complaints and will not be disciplined for making such a complaint. An allegation that one student was sexually harassed by another student shall be referred to the building principal or dean of students for appropriate action.

SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

- A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal of his or her presence at the school, or
- Has permission to be present from the school board, superintendent or superintendent's designee. If permission is granted, the superintendent or board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the superintendent or designee shall develop guidelines for managing his or her presence in school.

Parents wishing to obtain information regarding sex offenders should visit the Illinois State Police website at: <http://www.isp.state.il.us/sor/>.

DISTRICT 62 BUDGET

No later than November first of each year, the current annual District budget, by receipt/expenditure per fund, will be posted on the school website, www.pv62.com.

ASBESTOS MANAGEMENT PLAN

The buildings of Pleasant Valley School, District #62 have been inspected for asbestos-containing building materials by an accredited inspector. Also an Asbestos Management Plan has been prepared by an accredited Management Planner. The Inspection Report and Management Plan are on file in the office of the Superintendent (Intermediate School) and are available for public review during normal business hours.

PESTICIDE REGISTRATION

Pleasant Valley has an Integrated Pest Management (IPM) Policy that incorporates building maintenance, sanitation, physical barriers, and, if absolutely necessary, the safest, most effective means of pesticide use. Although we have no intention of spraying with pesticides, in the unlikely event this is found to be necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Intermediate School office if you wish to be added to the registry.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

NOTIFICATION OF RIGHTS

The federal Family Education Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents certain rights with respect to their child's educational records:

1. The right to inspect student educational records within 10 business days of any request for access. Parents should submit a written request to the building administrator that identifies the records they wish to inspect.
2. The right to request to amend any student educational records the parent believes are inaccurate or misleading. Parents should write to the building administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will advise the parents of their right to a hearing. Parents may not challenge academic grades since there is a separate procedure for making such a challenge. Parents also cannot challenge references to suspensions and expulsions at the time their child is transferring out of the school.
3. The right to contest the disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a school official with legitimate educational interests (i.e. the need of a staff member working directly with a student to review an educational record in order to fulfill his or her professional responsibility). A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a School Board member; a company with whom the School has contracted to perform a special task (i.e. attorney, auditor, medical consultant, therapist); or a parent serving on an official committee, such as discipline or grievance.

FERPA also allows the release of student records without parental consent:

- Upon request, to officials of another school district in which a student intends to enroll. Parents may have the opportunity to challenge and amend records before they are sent.
- To state and local authorities within the juvenile justice system when necessary for the discharge of their official duties, provided that they agree to maintain student confidentiality to the extent required by law.
- In response to a court order.
- For research and statistics provided that any personally identifiable information is removed first.
- In emergency situations, to the proper authorities if the health or safety of the student or of other students is in jeopardy.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-5920

PERMANENT & TEMPORARY STUDENT RECORDS

Permanent student records may include:

- Basic identifying information (i.e. name, address, parents' names, birth date)
- Academic transcripts
- Attendance records
- Accident reports and health records
- Honors and awards
- Participation in school events

Temporary student records may include:

- Information regarding suspensions and expulsions
- Scores on state assessment tests
- A records release form
- Reports from DCFS
- Family background information
- Teacher notes
- Special education information
- Other relevant information

After a student leaves the District through promotion or transfer to another district, permanent and temporary records will be kept by District 62 in accordance with state and federal laws. Parents, or students if they are 18 or older, have the right to request a copy of records before their destruction. The following destruction schedule will be followed for all student records. Temporary student records will be destroyed five years after the student transfers, graduates, or permanently withdraws. Permanent records will be destroyed 61 years after the student transfers, graduates, or permanently withdraws.

DIRECTORY INFORMATION

The Family Education Rights and Privacy Act allows school districts to disclose appropriately designated "directory information" without written consent from the parent unless the parent has advised the district to the contrary in accordance with district procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. It may be released to outside organizations such as companies that publish yearbooks, or may appear in certain school publications such as honor roll or other recognition lists, graduation programs, and the annual yearbook.

Pleasant Valley School District has designated the following as “Directory Information”:

- Student’s name
- Participation in officially recognized activities and sports
- Photographs, videos, and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics.
- Grade level

If you do not want the school to disclose any or all of the above directory information from your child’s educational records without your prior written consent, you must notify the District in writing by October 1st or within 30 days of your child’s enrollment.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns any of the following protected areas if the survey is funded by the U. S. Department of Education:
 1. Political affiliations or beliefs of the student or the student’s family;
 2. Mental and psychological problems of the student or his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent;
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt out of:*
 1. Any other protected information survey regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request before administration or use of:
 1. Protected information about students;
 2. Instruments used to collect personal information about students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

Parents and students who believe that their rights have been violated may file a complaint by writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-5920

PUPIL TRANSPORTATION REIMBURSEMENT PROGRAM

NOTICE TO PARENTS/GUARDIANS:

Parents or legal guardians who must provide transportation to and from school because free transportation is not available for their children, may be eligible to receive money from the state to help offset some of the cost; for example, bus fares, or mileage reimbursement for private automobiles at the IRS rate per mile.

If you can answer **yes** to the following questions for the current school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See the following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, live in Illinois, and wish to file a claim, you must go to the school where each of your children is enrolled by June 30 of the current school year to complete a claim application. Claim forms should be available from February through June 30 of that year.

In addition, parent(s)/guardian(s) who have pupils living less than 1 1/2 miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools, 324 Main St., Room 401, 61602. All applications for Determination of Serious Safety Hazards must be received no later than February 1 of the current school year at the office from which the application was requested. The Regional Superintendent of Schools is required to send the application to the

Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form.** Parents who received verification of a safety hazard during and after the 2004-2005 school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be submitted electronically to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school.

STUDENT CONDUCT

The School Code of Illinois, Section 105 ILCS 5/24 states that “Teachers and other certified educational employees shall maintain discipline in the schools...” To this end, each teacher will have certain operational policies for his or her classroom set forth in a classroom management plan. Students may be sent to the office for serious or ongoing behavioral problems. The consequences will be determined by the category the behavior comes under.

Each student is expected to behave appropriately, with respect for others, so that teachers can teach without interruption and all students have the opportunity to learn. The student behavior expectations and consequences apply on school grounds, at all school-sponsored activities (including those not held at Pleasant Valley facilities), on school buses, and at bus stops. Destruction of school property at any time may result in disciplinary action taken by the school.

PBIS

PBIS is a district-wide proactive approach to discipline. It includes strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. A continuum of behavior expectations and support for students is implemented in areas including the classroom and non-classroom settings (hallways, restrooms, bus, etc.). Its goal is to encourage positive behavior and stop misbehavior before it starts. Posters illustrating PBIS rules and expectations are posted in both buildings and teachers will be doing activities throughout the year to review and reinforce these expected behaviors.

When a student fails to meet expectations for appropriate behavior, this is an infraction of school rules. Each teacher teaches and enforces standards and procedures for individual conduct. Teachers use a variety of methods to enforce school wide PBIS expectations and rules. If these methods do not work, the teacher may send a student to the principal or dean.

P.B.I.S. *helps students to be...*

Respectful

- *Students should treat all other students with respect.*
- *Students should treat all adults with respect and adults will treat students with respect. This includes being cooperative and obeying all classroom rules established and explained by the teacher.*
- *Be aware of other people's personal space.*
- *Obey the "hands off" expectation*
- *Speak to others using appropriate word choice, volume, and tone.*

Responsible

- *Take care of your personal possessions and be respectful of other people's possessions.*
- *Take care of materials that belong to the school (books, equipment, etc.).*
- *Take care of your school building and the property around it.*
- *Be prepared for class and ready to learn.*

Safe

- *Be a team player and help your fellow classmates.*
- *Be aware of emergency exits and procedures.*
- *Avoid verbal and physical harm to others.*

Leaders

- *Be a positive role model by practicing honesty and integrity.*
- *Be a good listener and able to follow directions.*
- *Lead by example.*

STUDENT BEHAVIOR CATEGORIES (K-8)

Expectations for discipline are divided into categories based on the seriousness of each offense. They are used as a guide to redirect students towards appropriate behavior.

These categories are the basis for the behavior card system at grades K-8.

CATEGORY 1: PRODUCTIVE PERSONAL ENVIRONMENT

A Category 1 behavior is one that occurs in the classroom and interferes with the learning of the student who demonstrates the behavior. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher should not stop the learning activity to correct the behavior.

CATEGORY 2: PRODUCTIVE CLASSROOM ENVIRONMENT

This is the highest priority for the classroom teacher. A Category 2 behavior is one that occurs in the classroom and disrupts the learning of other students. Students must refrain from Category 2 behaviors. This is non-negotiable in the classroom and at other learning activities. Whenever such behavior occurs, it requires immediate attention of the teacher and calls for immediate correction.

CATEGORY 3: ORDERLY ENVIRONMENT

A Category 3 behavior may occur inside or outside the classroom. Many times it is a continuation of a Category 1 or Category 2 offense. This behavior is intended to ruin order, and it disrupts or even destroys the learning environment.

CATEGORY 4: SAFE ENVIRONMENT

A Category 4 behavior (highest priority) is any unacceptable behavior that is intended to or has the potential to cause another individual physical or mental harm and/or is illegal.

Students must refrain from Category 4 behaviors. This is non-negotiable. *Students cannot be expected to learn in a threatening environment. Whenever such behavior occurs it requires immediate attention of staff (especially the principal), notification of parents, and possibly notification of law enforcement officers.*

BEHAVIORAL MANAGEMENT SYSTEMS

No handbook or policy manual can cover every disciplinary situation that may occur. Instead of trying to include every possible rule and consequence, we believe it is much more effective to establish a category system designed to cover all misbehavior through the use of definitions rather than specific behaviors. There are four categories of the behavioral system. The first two categories are handled primarily by teachers. The last two categories are handled primarily by administration.

Since both Pleasant Valley Schools are PBIS schools, students are expected to behave according to the four pillars of our positive recognition program. All expectations can be attributed to the following:

- 1) Be respectful (being on task, listening to directions, not disturbing others, etc.)***
- 2) Be responsible (being on time, having necessary supplies, not cheating, etc.)***

3) Be safe (walking in the hallway, sitting in an assigned seat, playing appropriately at recess, etc.)

4) Be a leader (positively influencing peers, asking for help, setting good examples, etc.)

BEHAVIOR CARD SYSTEM/PANTHER PAWS (GRADES K-8)

Teachers in grades K-8 use the following card system for discipline:

COLOR	MEANING	POINTS
Green	Good Behavior	4
Yellow	Warning	3
Blue	The student will receive an intervention to reflect upon his/her behavior. This also involves a reteach of expectations during a designated time. This designated time may be during a student's special.	2
Red	Teachers will contact home, administer an appropriate consequence, complete the top part of the discipline referral form and turn into the dean.	1
Gray	The student is removed from the classroom setting and a referral is made, and then sent to the Dean, Principal or Superintendent.	0

All students start out with a green card each day. With each infraction of Pleasant Valley's PBIS expectations, the student's card may be changed. Each day, students start over on green.

Students who receive at least an 80% for the week will have a Panther Paw with their name on it.

Students who receive Panther Paws for a designated number of weeks, usually 3 out of 4, will be recognized monthly.

Students who earn Panther Paws 3 out of 4 months during the first semester and 4 out of 5 months for the second semester will be invited to participate in a PBIS Celebration Day at the end of each semester. Students who do not earn this semester reward will participate in PBIS reteaching activities.

TEACHER PROCEDURES

Students may earn card changes for Category 1 & 2 misbehaviors. Teachers may use the following examples as a guide to correct student misbehavior. Any combination of consequences may be utilized.

Examples of misbehavior disciplined by card changes are:

- Being off task
- Sleeping
- Use of a phone or electronic device
- Failing to follow a reasonable request of an adult
- Disrespectful attitude toward a staff member or peer
- Talking at inappropriate times
- Horseplay/Hands-Off Violation
- Tardy to class

List is not all inclusive

ADMINISTRATIVE PROCEDURES

Category 3 and 4 offenses are handled by the dean of students and principal through office referrals.

The dean of students and administration will use the following list as a guide when they determine consequences for Category 3 and Category 4 offenses. Any combination of consequences may be utilized.

Examples of misbehavior disciplined by the dean and administration are:

- Earning Gray card on daily behavior system
- Cheating
- Habitual teasing or hazing
- Misuse of phone or electronic device
- Defacement of property
- Theft
- Misuse of Internet privileges
- Intimidation or Bullying
- Fighting
- Physical aggression, hitting, kicking, biting, etc. with the intent to cause harm
- Gross disrespect toward an adult
- Possession or use of weapons/look-alikes
- Felony theft
- Possession or use of alcohol, drugs, drug paraphernalia or any drug look-alikes
- Sexual harassment of any kind
- False emergency alarms
- Possession or use of tobacco products including but not limited to: cigarettes, cigars, chewing tobacco, and e-cigarettes (Vapes).

Possible consequences for Category 3 and 4 behaviors include:

- Warning/Parent contact
- Conference with parents
- Re-teaching of PBIS expectations
- After school detention
- Structured Behavior Intervention (SBI)
- Structured Day Detention (1-5 days)
- Suspension of bus privileges
- 1-10 days of Full Day Detention (FDD)
- 1-10 days of Out of School Suspension (OSS)
- Referral to local authorities
- Financial restitution
- Expulsion
- Other similar consequences as deemed necessary

List is not all inclusive

When a student has been referred to the office for Category 3 or 4 offenses, parental contact will be attempted. It is the parents' or guardians' responsibility to keep an updated phone number or email address on record and to check messages regularly. The student will be expected to serve the consequence unless the parent or guardian has made other appropriate arrangements.

DETENTIONS

TEACHER DETENTIONS

Teachers may assign lunch, after school or before school detentions for disciplinary or academic reasons. Teachers will notify the student's parent/guardian of the assigned detention.

ADMINISTRATIVE DETENTIONS

Administrators may also assign detentions. These detentions may take place before school, at lunch, after school, or on Saturday morning. The administrator will notify the student's parent/guardian of the assigned detention.

FULL DAY DETENTIONS

A full day detention (FDD) is a temporary removal from the classroom, but not from school. Students serving an FDD come to school and report to the designated FDD area. There, they will be supervised by school personnel and will be required to work on assignments. Work completed (on time) during FDDs may be turned in for credit. Students serving full day detentions may ride their regular bus to

and from school.

Before a student is assigned full day detention(s), the reasons for the FDD will be explained by the principal or dean and the student will have the opportunity to respond. Phone contact with Parents/Guardians will be attempted, and a written notice of FDDs including school rules that were violated will also be sent.

Structured Behavior Intervention (SBI)

Our Structured Behavior Intervention Program is a restricted school environment outside of the typical classroom in which students will follow a strict daily routine. This routine includes SEL (Social Emotional Learning), PBIS basic reteach, strategy reteach (body control, regulation of emotions), daily jobs, goal setting/accountability, and reflection with calming strategies.

OUT OF SCHOOL SUSPENSIONS

In cases of extreme (Categories 3 and 4) or repetitive misbehavior (Categories 1 and 2) in all grades a student may be suspended for 1 to 10 days. Students who have been suspended are removed from the school setting. This includes attendance at or participation in all extracurricular activities.

Out-of-school suspensions of 3 days or less may be used as a disciplinary consequence if the student's presence at school, as assessed by school administrators, poses a threat to school safety or a disruption to the learning environment.

Out-of-school suspensions lasting more than 3 days may be used as a disciplinary consequence if the school has exhausted all other forms of disciplinary intervention and the student's continuing presence at school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school.

Students who have been suspended are removed from the school setting. This includes attendance at or participation in all extracurricular activities.

The following are the suspension procedures:

- Before suspension, when possible the students shall be provided a conference during which the reasons for the suspension will be explained, and the student will be given an opportunity to respond.
- A pre-suspension conference is not required and the student can be immediately suspended when his or her presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

- Any suspension shall be reported as soon as possible to the student's parent/guardian along with a full statement of the reasons for the suspension and notice of their right to a review.

Students are allowed to turn in work due while they are suspended. It is the responsibility of the students or parents to obtain assignments that will be missed. Tests and quizzes missed during a suspension need to be made up as soon as educationally appropriate.

Students who are suspended for longer than 4 consecutive school days will be provided appropriate and available support services during the period of their suspension, to be determined by school officials.

School officials will decide on a case by case basis whether a re-engagement conference and/or a re-engagement plan is appropriate for students returning from out of school suspensions.

Disciplinary Intervention

When a student has accumulated any combination of more than 5 full day detentions or OSS, they may be required to appear before the school board.

EXPULSIONS

The Board of Education may expel a student from school for a period of up to 2 calendar years for acts of gross disobedience or misconduct. No student shall be expelled until the student's parent(s)/guardian(s) have been provided a written request to appear before the Board of Education, or a hearing officer designated by it, to determine whether the student should be expelled.

STUDENT DRESS CODE

In order to maintain an orderly and non-disruptive school environment and to ensure student safety these dress code guidelines have been implemented. **The principal or her designee will determine the appropriateness of student dress.**

Any type of dress or grooming that is determined unsafe or distracting will not be permitted. "Distractive" dress and grooming is defined as: anything that interferes with the educational process by causing disruptive behavior among students, taking students' attention away from class activities and/or creating an atmosphere not conducive to learning. Shirts, jackets, or any other clothing with suggestive sayings, inappropriate advertising (such as for tobacco or alcohol), or references to drugs or gangs are not to be worn.

Students whose dress is determined to be inappropriate by the principal or designee will be given the opportunity to change clothes, given alternate clothing or face disciplinary action.

Below is a list of guidelines and samples that will be utilized by administration:

1) HATS AND HEADGEAR

- Bandanas are NOT allowed at school for any reason.
- Sweatshirt hoods on a student's head are NOT allowed at any time inside the school. If a student repeatedly violates this policy he or she will not be allowed to wear hooded clothing to school for the rest of the school year.
- Hats, caps, or full head/hair coverings **are not** to be worn inside. Exceptions may be made by the administration for religious reasons or special events.
- Sunglasses are not to be worn inside except for medical reasons. A doctor's note is needed in such cases.

2) SHIRTS and BLOUSES

- Halter-tops, strapless tops, see through tops, and blouses with plunging necklines will not be permitted.
- Shirts and blouses must cover the pants' waistline at all times. (The top must meet the bottom, and the bottom must meet the top with no undergarments visible.) There can be NO visible skin between the top and the bottom.
- Sleeveless shirts must cover the areas below the armpit.
- Spaghetti strap shirts may not be worn by themselves.

3) COATS and OUTERWEAR

- Blankets are not to be worn as coats or outerwear
- Coats and outerwear may NOT be worn in the classroom. They must be hung in lockers or on the hooks in the hallway.

4) PANTS AND SHORTS

- Shorts must be of modest length.
- Torn jeans that are revealing are not permitted
- Pajama pants are not permitted except on special school spirit days

5) FOOTWEAR

- House slippers are not to be worn at school
- Safe footwear must be worn at all times. Parents are asked to consider appropriateness for school as well as safety concerns in monitoring their children's footwear.
- K-3 students may NOT wear flip flops
- Students should not wear shoes or boots that will make black marks on the floor.

- Wheeled shoes (“Heeleys”, skate shoes, roller blades, etc.) are not allowed.

6) JEWELRY

- Jewelry (including that which pierces the skin) or chains that are determined to be materially and substantially disruptive to the educational setting or unsafe will not be allowed.

7) Purses, Handbags, Fanny Packs, Cross-Body Bags, Backpacks must stay in lockers (Intermediate) or on hooks outside of classrooms (Primary)

8) SKIN DECORATION

- Temporary tattoos with drugs, alcohol, guns, knives, or any other weapons may not be on any visible part of the body
- Students may not draw drugs, alcohol, guns, knives, or any other weapon on visible skin
- Students may not wear bandaids unless covering an actual wound
- Students may not wear stickers on their face of any type including pimple patches

This list is not all-inclusive. Any clothing, accessories, hairstyle, or hair color deemed by the principals or their designee as inappropriate, unsafe, or causing a distraction will not be allowed at school.

STUDENT DRESS CODE FOR ATHLETIC UNIFORMS

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

SCHOOL BUS

Students and parents should realize that riding a school bus is a privilege, not a right. Any student who fails to follow and respect the bus rules will forfeit this privilege. Listed below are several rules students are expected to obey when riding a school bus.

BUS RULES

All bus riders must:

- 1 . Follow our P.B.I.S. rules.
- 2 . Follow our Hands Off policy
- 3 . Follow the directions of the driver and/or monitor
- 4 . Talk quietly and stay seated. Avoid making noises that would distract the driver or bother other passengers. Keep hands, arms, and head inside the bus at all times.
- 5 . Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

- 6 . Ride the bus they have been assigned (Students may not ride another bus or take a friend home with them on their bus unless parents of all students involved have cleared it in writing with an administrator.)

PreK-3 students are not allowed to use cell phones or electronics on the bus.

This list is not all inclusive

NOTIFICATION OF CHANGES

Anytime there is a change in the usual way a child goes home from school (i.e. being a car rider instead of bus rider, being a bus rider instead of a car rider, changes in after school care) the school MUST receive written or verbal notice AT LEAST 30 MINUTES PRIOR TO DISMISSAL. Without this notice from the parent, the child will be sent home after school in a manner that has been established.

PARENTS AND BUSES

Parents are not allowed to board or ride school buses. Our bus schedule cannot be met if parents detain a bus to talk to the driver or monitor. Any parent who has a problem to discuss with bus personnel should call the school office or Illinois Central to schedule a meeting.

BUS SUSPENSIONS

Students who have been suspended from the bus (see “Bus Rules” above) are expected to attend school during their suspension.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Any unauthorized items that are brought to school by students are subject to confiscation by school authorities and the students are subject to disciplinary action. Any items deemed by teachers or administration to be disruptive or inappropriate will not be allowed in school.

CELL PHONES, SMART WATCHES, AND EARBUDS

Students’ cell phones, smart watches, earbuds, and other electronic devices must be powered off and in their lockers during school hours. Any student who chooses to bring these devices to school is doing so at his/her own risk. Not following the cell phone expectations may result in confiscation and will not be returned until a parent/guardian picks it up from the office. **Pleasant Valley SD #62 assumes no responsibility for lost, damaged, or stolen items. PreK-3 students are not allowed to use cell phones or electronics on the bus.**

SCHOOL SURVEILLANCE CAMERAS

The Pleasant Valley School District No. 62 Board of Education has authorized the use of video cameras in District schools and school buses. The video cameras will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents/guardians are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The contents of the video recordings are confidential and will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined by the Superintendent or his/her designee.

SEARCH AND SEIZURE

To maintain order and security in school, school authorities are authorized by state law to conduct searches of district property as well as students and their personal effects.

- School authorities may search a student and the student's personal effects (e.g.: purse, wallet, book bags) when there is a reasonable suspicion that the search will produce evidence that a particular student has violated either the law or the district's student conduct code. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive to the student in light of the student's age sex, and the nature of the infraction.
- School property (including, but not limited to, lockers, desks, parking lots and personal effects left in these places by students) may be searched by school authorities at any time without notice to or consent of the student and without a search warrant. Students have no expectation of privacy in these places.
- If a search produces evidence that the student has violated the law or district policies, such evidence may be held by the school authorities and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

INTERNET ACCESS

District #62 makes the Internet available as a tool for life-long learning. Students will receive a copy of Pleasant Valley's "Acceptable Use Policy" which outlines the district's Internet policies and procedures. Once while at the Primary School and once while at the Intermediate School, students and their parent/guardian must sign the "Internet Use Agreement" which states that they have read, understand, and agree to abide by the "Acceptable Use Policy." The use of the Internet and school computers is a privilege, not a right.

Any student who violates the district's Internet policies and procedures may lose school access privileges, suffer disciplinary action, and may be referred to the authorities for appropriate legal action. This applies to students using school owned devices on or off campus and (as per state law) to students who are off campus using devices not owned or used by the school.

CONTENT OF STUDENT SOCIAL MEDIA ACCOUNTS

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

BULLYING

What is Bullying?

Bullying can be defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyber Bullying - bullying through the use of technology or any electronic communication. This includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Bullying Policy

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

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Bullying is characterized by:

- an imbalance of power
- is repeated and ongoing
- is a perceived or actual threat of physical or mental harm

Bullying can also occur through the use of electronic communication or social media (cyberbullying).

BULLYING WILL NOT BE TOLERATED AT PLEASANT VALLEY SCHOOLS!

Early intervention strategies and one-on-one or group sessions with the school counselor will be used to prevent or end acts of bullying. Disciplinary action **will be taken** against any student guilty of bullying in accordance with the nature and severity of the incident(s).

PLAYGROUND RULES

The following rules are meant as a guide to a safe and enjoyable recess for all students. Directions of the school personnel should be followed at all times. Students should use playground equipment in the manner for which it was designed. The school will provide equipment (playground balls, jump ropes, etc.).

1. No roller skates, skate boards or skate shoes are allowed on school grounds.
2. No flipping or cartwheels
3. Jungle Gym:
 - Use the steps to enter the slide. Do not walk up the sliding board.
 - Without delay, slide down in a seated position, feet first.
 - Keep moving. Don't remain at the bottom of the slide.
 - One person is to slide at a time.
 - Do not run on or around the jungle gym
3. Share the equipment and take turns.
4. Show good sportsmanship.

5. Rough play or any actions deemed unsafe will not be tolerated.
6. During recess, students may re-enter the building only after receiving permission from the playground supervisor.
7. Stay in the designated playground areas.
8. All misunderstandings are to be settled with the person(s) in charge on the playground.
9. When the whistle is blown, stop all play, return all equipment to the proper place, and line up in a quiet, orderly manner.

MAINTAINING THE SAFETY OF PEOPLE & PROPERTY

Corporal punishment (paddling, etc.) shall not be used. However, the ban on corporal punishment does not prohibit the use of reasonable force as needed to maintain the safety of students, staff members or other persons, or for self-defense or for the defense of property.

GUN FREE & SMOKE FREE POLICIES

GUN FREE SCHOOLS POLICY

BOE POLICY responds to the mandates of the GUN-FREE SCHOOLS ACT with the following addition to our current student discipline policy, "a student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon shall be expelled for at least one year. The School Board may direct the Superintendent to modify the expulsion requirement on a case-by-case basis."

SMOKE-FREE SCHOOLS POLICY

BOE POLICY responds to the mandates of the PRO-CHILDREN ACT and establishes a smoke-free environment for all school sites and grounds. This policy states, "...no person on school property shall: smoke or otherwise use tobacco products or marijuana..."

ADMINISTRATIVE DISCRETION

The administration reserves the right to make any rules that are necessary and proper to ensure order and to protect the health, life, and safety of the student body, faculty, and staff. Communication to students and parents will be made should such changes occur. This handbook is not intended to create a contractual relationship with the

student; rather it is intended to describe the school, its current practice, procedures, rules and regulations.



Pleasant Valley School Pledge

I pledge to Pleasant Valley School to respect myself and the rights and property of others.

I am responsible for my behavior. I pledge to do my best work and maintain a safe and clean environment.

Being respectful, responsible and resourceful enables me to build a positive reputation at Pleasant Valley School.