



**THOMAS  
PAINE**

**ELEMENTARY SCHOOL**

**PARENT HANDBOOK**

**2023-2024**

# *Our Message*

*Welcome back to all our returning families and welcome to those who are new to Thomas Paine Elementary School!*

*We are very excited about this school year and delighted to partner with you on behalf of your child's educational development. Our leadership vision is to create collaborative learning opportunities to reveal and encourage excellence within all our students. It is our intention of accomplishing this vision by facilitating a growth minded learning environment where diversity is embraced and equitable practices prepare all students to excel in school and beyond.*

*We look forward to your collaboration and support in this endeavor and appreciate your involvement throughout the school year.*

*~ Create collaborative learning opportunities to transform and reveal the excellence within ~*



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## **Vision:**

As a community Thomas Paine Elementary School works collectively acquiring knowledge, developing skills, and building character while respecting cultural diversity and individuality to achieve personal greatness to lead to a more equitable society.

## **Mission:**

Thomas Paine School is to foster active engagement in the learning process, to nurture students' unique qualities, and to empower students to become self-directed individuals devoted to making a positive impact on their community, country, and the world.







## Main Office Information



**School Telephone Number:** (217) 384-3602

**Fax Telephone Number:** (217) 344-1835

**School Office Hours:** 7:30 AM-4:30 PM (Monday-Thursday)  
7:30 AM - 4:00 PM (Fridays)

**School Start Time:** 8:10 AM

**Breakfast in the Classroom:** 8:10 AM-8:30 AM

All students should be dropped off at the front door.  
Students will enter the main doors and go to the gym to remain until the bell rings.

Students should not arrive at school before 7:55 AM.

There is no supervision.

Supervision begins at 7:55 AM. Please do not send your child earlier.





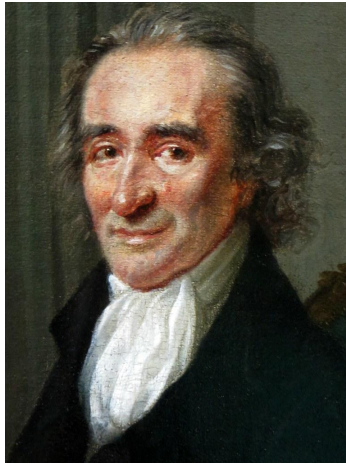
## **We have School Spirit...**

We are the TIGER CUBS.  
Our school colors are orange and black.



# School Name

In 1963, it was the opinion of the school board at the time that schools be named to recognize national figures.



Urbana School District Superintendent James Cherry chose the name of “Thomas Paine” for our school.

# School Song

(to the tune of the Notre Dame Fight Song)

Cheer, Cheer for Thomas Paine School  
Doing our best is always the rule.  
We work hard to make new friends,  
Pride in our school will never end.  
Though the task be great or small,  
Thomas Paine students will give it their all.  
Students, teachers, parents too, working the whole year through.



# Beliefs

- ❖ All students can learn.
- ❖ Students learn in different ways and should be provided with a variety of instructional approaches in order to support learning, nurture creativity, promote enthusiasm and encourage the enjoyment of learning.
- ❖ Each student is a valued individual with unique physical, social, emotional, cultural and intellectual qualities. By embracing this diversity, students' understanding of different people and cultures is increased.
- ❖ Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- ❖ Individual student performance is increased by fostering active engagement in the learning process, providing challenging expectations and using data to focus instruction.





## Beliefs (cont.)

- ❖ A strong academic, social, moral and emotional foundation enables students to take risks, embrace challenges, be self-directed and be motivated to share their unique qualities with the world.
- ❖ A partnership of teachers, staff, administrators, parents, students and community members provides a supportive environment that promotes self-esteem, academic risk-taking and a community of learning.
- ❖ Continuous improvement of our community of scholars enables students to become confident, self-directed, lifelong learners and responsible, productive citizens and leaders.



# Building Access

If you are visiting the school, please enter at the main door. Ring the buzzer which is monitored through a video phone system. You may be asked to identify yourself and the reason for your visit. When admitted, the door latch will release the door for you to enter. Please proceed directly to the Main Office to sign in and get a visitor badge.

**Anyone in the building without a visible visitor's badge will be stopped.**

# Dismissal Time

**3:00 PM**



To ensure the safety of all students and staff, please wait outside during dismissal times!

**Please schedule appointments around the dismissal time. You will be asked to wait outside until all students have been dismissed. Patterns of early pick-ups may contribute to excessive absences.**

## **Dismissal Procedures:**

- ❖ *All students are expected to leave school grounds promptly*
- ❖ *Students will walk single-file accompanied by supervising teacher(s) to the dismissal area.*
- ❖ *Students will exit safely & quietly.*
- ❖ *Students will walk on the sidewalk to the bus, car, or home.*
- ❖ *Bicycle riders will walk their bicycles when on school grounds.*

# Expectations for Walkers & Bikers



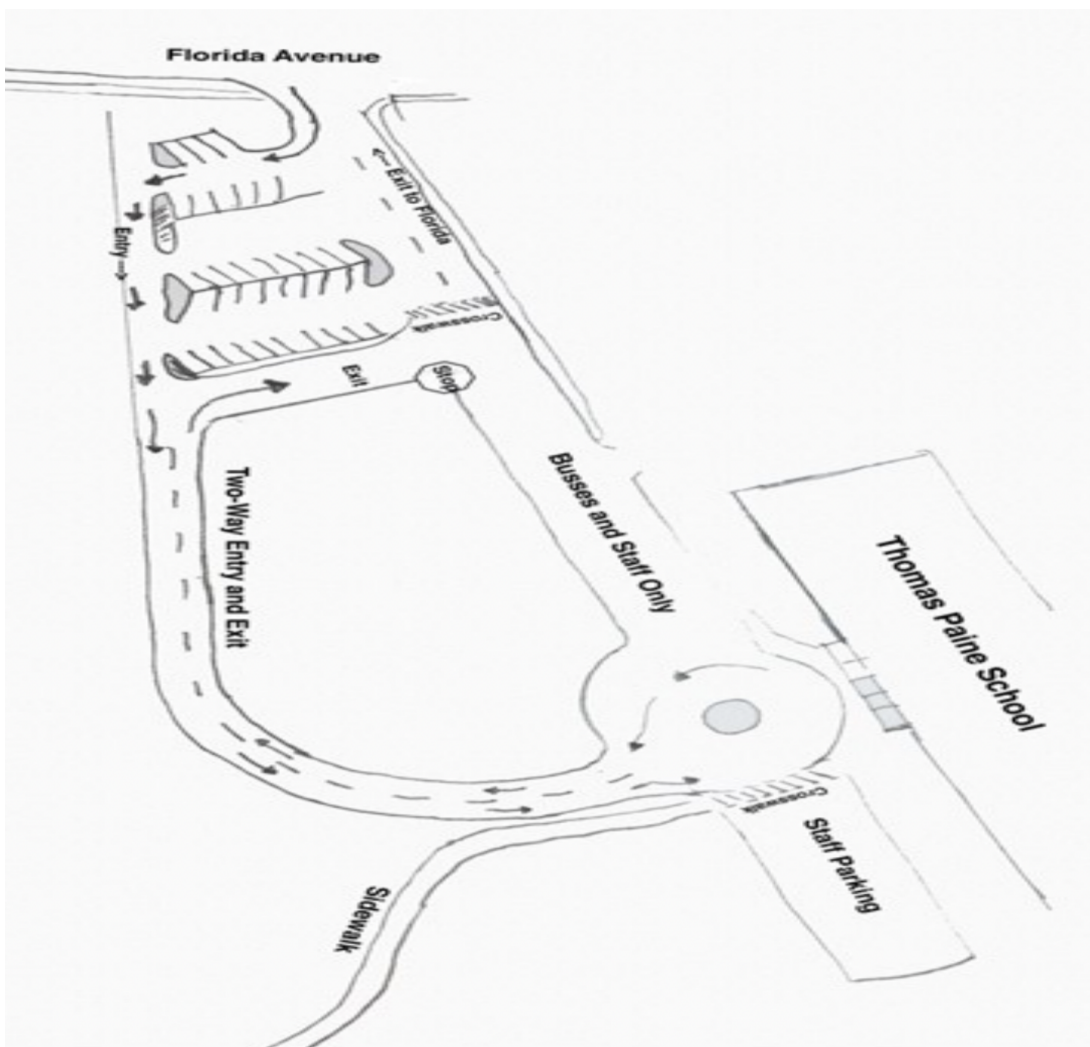
Students walking home without an adult escort will leave school from the north door and proceed to the crossing guard. **All students who walk or ride a bicycle must cross at the crosswalk.**

- ❖ *Talk to your children about the routes they should take and tell them they **must cross at the crosswalk.***
- ❖ ***Supervision begins at 7:55 a.m.** Please **do not** send or bring your child(ren) earlier*
- ❖ *Encourage your child(ren) to use the buddy system. It is simply safer when a child is not alone.*
- ❖ *Students should wait on the curb until the crossing guard or safety patrol student(s) tell them to proceed. Remind your child, they should look for traffic with their own eyes as well.*
- ❖ *Any student who can safely handle a bicycle is eligible to ride to school with parental permission.*
- ❖ *Bicycles should be registered with the Urbana Police Department. Having a bike lock is highly recommended. Bicycles may not be stored in the building during the school day.*
- ❖ *Students must walk their bike across streets and cross at crosswalk just as walkers do. Once on school grounds, students should WALK their bike to the school bike racks. All bikes must be locked. We are **not responsible for stolen bicycles.***
- ❖ *Failure to comply with bike rules may result in loss of riding privileges.*

# Drop-off & Pick-up

Due to building renovations, the procedures for pick-up and drop-off are subject to change. Building administration will communicate updates as they occur.

School Buses: Use James Cherry Drive to enter the circle drive for loading and unloading.



Car riders: Parents will access the car rider lane on the north side of the parking lot. Children can be dropped off or picked up at the circle drive sidewalk. Exit the circle drive using the car rider lane.



# Drop-off & Pick-up

**Only buses and employee cars** will be permitted on the main drive.



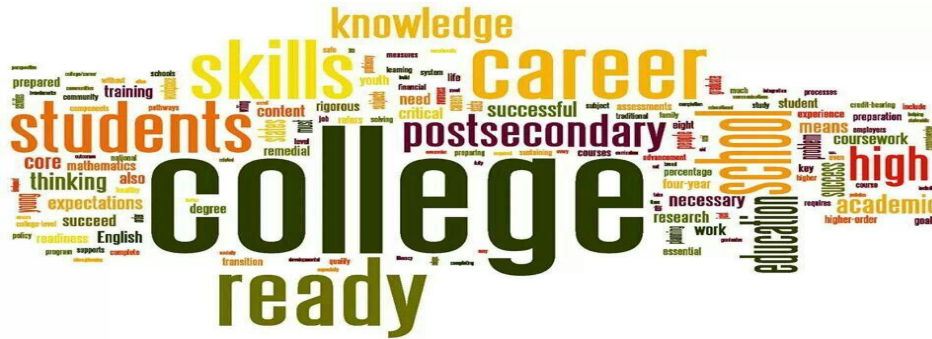
Parents may also PARK and WALK to the front door when dropping off or picking up. If this is not possible, please use the circle drive for pick-up.

**Traffic patterns have been established for the safety of our child. Please avoid accidents by cooperating with these procedures.**





# Academic Programs



## Acceleration Policy:

*The Illinois Acceleration Placement Act (Public Act 100-0421) was signed into law on August 25, 2017 and took effect on July 1, 2018.*

## **What are the most common types of Acceleration?**

### Definitions

***Accelerated placement*** is the placement of a student in an educational setting with a curriculum that is usually reserved for students who are older or in higher grades than the student.

Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.

***Early entrance to kindergarten*** is the admission to kindergarten of a student who: (a) will not be five years of age on or before September 1 of that school term; or (b) is admitted prior to the dates established in the School Code based upon an assessment of his or her readiness to attend school.





# Academic Programs



## Academic & Social Emotional Growth Response to Intervention (RtI)

Teachers meet routinely with the principal and support staff to review academic progress and social emotional growth of students. Parents are invited to attend these meetings to share student's strengths and areas of concern they may have as well.



Parents are also highly encouraged to contact the principal or classroom teacher with questions and concerns or to request a meeting if one has not already been scheduled.



# Academic Programs



## District Internet and E-mail Rules

Students are responsible for good behavior on school computer networks at all times. Communications on the network are often public in nature. General school expectations for behavior and communication apply.

The network is provided for students to conduct research and communicate with others as directed. Access to network services are given to students who agree to act in a considerate and responsible manner. Parent permission is required. ***\*\*\*Access is a privilege – NOT A RIGHT\*\*\****

Individual users of the District computer networks are responsible for their behavior and communications. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect files stored on District servers will always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.







# Homework Policy



Homework is defined as specific tasks related to the National Core Standards and district specific curriculum that should be completed during non-school hours.

Homework is assigned to:

- Provide practice, review, and enrichment of skills that have been taught in class.
- Develop independence, individual study skills, and personal responsibility while reinforcing skills and concepts.
- Foster a home-school connection and provide parents with the knowledge of what their children are learning in school.

We ask parents to provide a space and quiet time for your child to complete their homework. We also ask that you monitor the completion and return of all homework, sign when necessary. Parents are strongly encouraged to contact your child's teacher if there are concerns or questions related to homework.



**Teachers + Parents = SUCCESS!**

*The expectation is: ALL students will complete homework.*

# Homework Policy



<b>Kinder- garten</b>	<ul style="list-style-type: none"><li>● Homework will be sent home weekly and should not exceed 20 minutes. It is expected to be returned to school by the assigned date, unless otherwise noted on assignment.</li><li>● Please read with your child 10 minutes every night and complete the reading log if assigned by the teacher.</li><li>● Projects may be assigned during the year.</li></ul>
<b>1st Grade</b>	<ul style="list-style-type: none"><li>● Homework will be assigned daily (M—Th) and should not exceed 20 minutes. It is expected to be returned the following school day, unless otherwise noted on assignment.</li><li>● Check student's <u>Take Home Folder</u> daily.</li><li>● Homework may include literacy, math, science, and social studies activities and reading log.</li><li>● Please read with your child 10-20 minutes every night and complete the reading log if assigned by the teacher.</li></ul>
<b>2nd Grade</b>	<ul style="list-style-type: none"><li>● Homework will be assigned daily (M—Th) and should not exceed 20—30 minutes.</li><li>● Homework folders will be sent home daily (M—Th).</li><li>● Homework is expected to be returned the following school day.</li><li>● Please read with or have your child read 20 minutes each night if assigned by the teacher.</li></ul>



**Teachers + Parents = SUCCESS!**

*The expectation is: ALL students will complete homework.*

# Homework Policy



<b>3rd Grade</b>	<ul style="list-style-type: none"><li>● Homework will be assigned daily (M—Th) and should not exceed 40 minutes. It is expected to be returned the following school day, unless otherwise noted on assignment.</li><li>● Assignments may include math, spelling, and reading logs.</li><li>● Please have your child read 20-30 minutes each night.</li></ul>
<b>4th Grade</b>	<ul style="list-style-type: none"><li>● Homework will be assigned and should not exceed 60 minutes. It is expected to be returned the following school day or by Friday (please refer to the teacher newsletter).</li><li>● Assignments may include math, spelling, reading, science, and social studies activities</li><li>● Please have your child read 20-30 minutes each night.</li></ul>
<b>5th Grade</b>	<ul style="list-style-type: none"><li>● Homework will be assigned daily (M – F)/ weekly and should not exceed 90 minutes.</li><li>● A typical night of homework may include: reading log, math worksheets, and possible study guide for upcoming test(s).</li><li>● Please have your child read 20-30 minutes each night.</li></ul>



**Teachers + Parents = SUCCESS!**

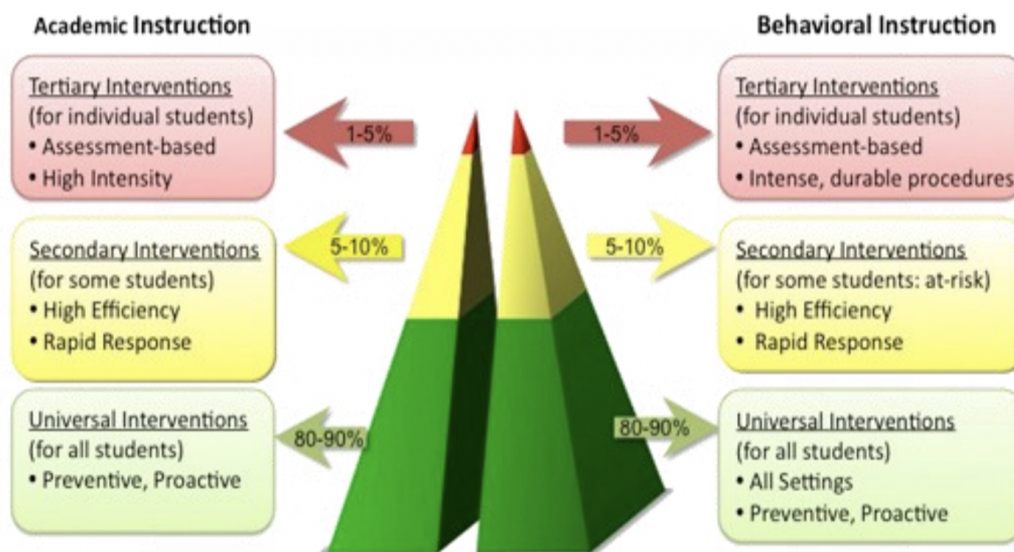
*The expectation is: ALL students will complete homework.*

# Behavior Supports

## Thomas Paine is a PBIS School

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Illinois PBIS Network.

### Designing Schoolwide Systems for Student Success



## Expectations for Positive Student Behavior

Thomas Paine Elementary School rules are based on three expectations that we believe support learning. At school, these three expectations will be taught and practiced.

**Teachers will provide each family a classroom behavior management plan.**

# Positive Behavior Interventions & Supports

At Thomas Paine Elementary all individuals will practice safe, responsible, and respectful behavior. As part of teaching and practices, students and teachers will treat each other safely and respectfully. This is the foundation for Positive Behavior Interventions & Supports/PBIS and our anti-bullying policy.

As a proactive measure to teach the Illinois Social Emotional Standards, all students are specifically taught the school expectations and participate in weekly Second Step and The Zones of Regulation lessons focusing on respect, sharing, friendship, self-regulation, and social awareness.

## **Thomas Paine School Expectations**


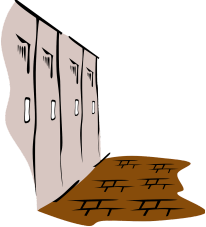



**BE RESPECTFUL  
BE RESPONSIBLE  
BE SAFE  
BE POSITIVE**

## **Incentives:**



**Class Compliments  
Positive Office Referrals  
Monthly Celebrations  
School Store Prizes**

# PBIS MATRIX

	<b>All Settings</b> 	<b>Hallways</b> 	<b>Restrooms</b> 	<b>Lunchroom</b> 	
<b>Be Respectful</b>	<b>Level 1 voice</b> Use kind words  Keep hands, feet, and objects to self	<b>Level 0 voice</b> Walk to the right  Hands to your sides or behind your back	<b>Level 0 voice</b> Respect others privacy  Quick, Quiet, and Clean	<b>Level 2 voice</b> Raise your hand if you need something  Use kind word	<b>Level 4 voice (outside)</b> Include others  Play safely at all times  Use kind words  If it's on the ground it stays on the ground
<b>Be Responsible</b>	Listen, think, and follow directions  Keep the school clean  Participate in learning  Have your body in a listening position	Keep hallways clean  Finger wave to friends  Do the right thing	Do the right thing  Flush, wash hands, throw paper towel away  Let teacher know if something needs attention	Stay at your assigned table  The card you choose is the card you use  Clean up after yourself  Leave all food and utensils in lunchroom	Use equipment properly  Return equipment  Let an adult know if there are any problems
<b>Be Safe</b>	Keep hands, feet, and other objects to self  Treat others the way you want to be treated  Badge Check	Walk at all times  Go straight to your destination  Keep outdoor doors shut and don't open for anyone	Wait your turn  Walk  Do the right thing	Have your lunch card ready  Eat your own food  Bring what you need with you	Save food for the lunch room  Use equipment for its intended purpose  Badge Check



**Consequences:**

**Timeout**  
**Teacher Partner**  
**Loss of Privileges/Detention**  
**Office Referrals & other disciplinary**  
**actions**  
**Response to intervention → Behavior Plans**

**Bully Prevention Lessons & Curriculum:**

**S.W.A.T.**



All students are taught to use the acronym “SWAT”. Tell the peer to **STOP, WALK AWAY** and **TELL** an adult.

*Goal: Teaching all students responsible behaviors for all settings.*



# Positive Behavior Interventions & Supports

## Thomas Paine School Expectations

**BE RESPECTFUL  
BE RESPONSIBLE  
BE SAFE  
BE POSITIVE**

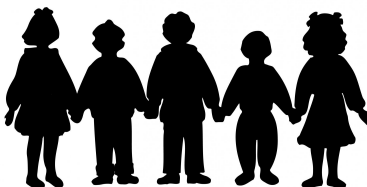
### Interventions offered to help students through PBIS:

If a student does not follow the expectations, consequences will be determined based on the following criteria:

- Developmental age, seriousness of offense, frequency of behavior, intent, and other factors.
- ◆ **Conference** with teacher, peer, principal or another adult
- ◆ **Loss of privilege immediately**
- ◆ **Detention**—served during lunch or afterschool
- ◆ **Other Disciplinary Actions**—may be assigned at the discretion of the principal, including an out-of-school suspension for serious behavior infractions or chronic problems.

### **Communication:**

Parents will be notified by the teacher or a building administrator when consequences are given for inappropriate behavior. The following notification will be provided: email/dojo, phone, text or letter sent home.



# Positive Behavior Interventions & Supports

## Thomas Paine School Expectations

**BE RESPECTFUL**  
**BE RESPONSIBLE**  
**BE SAFE**  
**BE POSITIVE**

### Additional interventions to help students through PBIS:

- **CICO (Check-in/Check-out):** Our goal is to provide additional support early for students experiencing challenges. With parent consent, students receive intervention support with increased adult attention, frequent feedback about behavior and academics, and additional positive reinforcement.
- **Social Work Groups:** Students are identified to receive small group interventions with the social worker or Student Engagement Advocate.
- **Social Academic Instructional Groups (SAIG):** Students are assigned to meet weekly with a group to work on specific skills (i.e., organization, following directions, getting to school on time, homework completion, etc.).



## **BULLY PREVENTION**

### **Reports or observations of an individual not feeling safe or treated respectfully**

The following steps and/or interventions shall occur:

#### Teachers will:

- ❖ Speak with students individually about expectations.
- ❖ Support students in problem-solving and how to act/react to specific situations.
- ❖ Listen and document all concerns.
- ❖ Inform parents/guardians of next steps regarding the schools' actions in addressing the behavior. **Referral to social workers may be required.**
- ❖ Share all documentation of concerns and actions with the principal.
- ❖ Monitor behavior and follow up with successes and/or continued parent concerns.

#### Students will:

- ❖ Use **S.W.A.T.** However, if the situation is a serious safety concern, students should **tell an adult immediately.**



## Bus Rules and Expectations



Riding the school bus, whether on a regular route each day or on a field trip, students are expected to follow the expectations below: **Parents are urged to encourage good bus riding habits to ensure the safety of all students.**

- Respond promptly to instructions when given.
- Be completely silent when the bus stops at railroad crossings.
- Do not bring inappropriate materials (i.e. tobacco and related material, alcohol, and other prohibited items) onto the bus, as designated by School Board Policy. As well as, animals, oversized objects, glass containers, etc.
- Do not eat or drink while on the bus. Food and drinks should be stored in closed containers or packages during the bus ride.
- Use ordinary conversation with peers and adults.
- Horseplay, unruly behavior, fighting, abusive and obscene language or gestures are unacceptable. Kicking, hitting, pushing, spitting, yelling or screaming, littering or other inappropriate behaviors are forbidden.

## Bus Rules and Expectations



- Keep feet, backpacks, and other items within the seating areas at all times. The aisles and stairwell must be clear of items and objects at all times.
- All body parts must be kept inside the bus window at all times.
- Remain seated in the same seat, facing forward until the bus reaches your stop.
- Not to vandalize or damage the bus seats in any way.
- Be at the bus stop 5 minutes before the scheduled pick up time.
- Students should get on and off the bus only at their designated stops.

**Failure to follow expectations may result in a range of consequences up to and including suspension from transportation.**

# Important Reminders

It is not wise for students to carry cell phones to school nor are they permitted to use cell phones at school. If students bring a cell phone, they should keep it turned off and in a safe place. **We are not responsible for lost or stolen phones.**

**If students choose to violate cell phone expectations, the following will occur:**

- 1st violation— Warning
- 2nd violation— teacher will confiscate phone and return at the end of the day
- 3rd violation— Confiscated, given to administration for parent to make arrangements to pick-up.

Students **should not bring** electronic devices such as:

iPods, MP3 players, and PSPs, trading cards, fidgets (when causing a disruption to learning) or other toys. Those items will be kept by the teacher for the day. If the problem persists, parents will be expected to pick up the items from the Principal.

Students should not bring balls or other play items. The school provides balls and equipment for recess and PE. Items brought to school will be held by the teacher or principal until it is appropriate to send them home or have a parent pick them up.

Students may **NOT** bring personal athletic equipment to school. These items may present safety hazards or distractions.

Skateboards and hoverboards are not allowed. They are not safe on either the school grounds or inside the school.

# More Reminders



## Student Phone Use

Students are not permitted to use the phone at school unless there is an emergency situation.

Plans should be made before children come to school regarding who is picking them up and where they are to go after school, as should plans for their after-school activities. Please notify the school office if there is a change. We will not allow someone else to pick up a child without authorization and proper documentation.

## BEFORE and AFTER School Child Care

Parents who need before or after school child care should contact the “Before and After School Child Care Program” directly at 384-3536.

## Skylert – School Messenger

Skylert, the district messaging system, allows us to keep parents informed. We are able to efficiently call parents to announce emergencies, school closings, or special events. You will receive phone calls, email and/or text messages.



**Please update phone numbers and email addresses so we may keep you informed.**

## Personal Appearance Guidelines

- Students must wear **tennis shoes** for PE.
- If students wear flip flops or sandals, they should bring an extra pair of shoes in the event the flip flops break.
- Student pants, skirts, shorts, must rest at least on the waist and must cover the legs to at least the length of the student's fingertips when extended while standing, approximately mid-thigh. Students must not wear pajamas, pajama pants or slippers to school unless it is a classroom or school event.
- Shirts, blouses and tops must be long enough to cover the midsection (front and back) when the student is in a standing or sitting position.
- Hats, hoods, bandanas, scarves, gloves, sunglasses, bonnets, and do-rags must be removed as soon as a student enters the building and shall not be worn or displayed until after the student leaves the building.
- Spaghetti straps are not allowed for grades 3-5.
- Any clothing with writing and/or pictures on it must not have profanity, inflammatory messages, obscene language or gestures or show violent or inappropriate acts.



# Lunch

## **Breakfast & Lunch Program**

Urbana School District #116 is pleased to continue to participate in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). ALL USD #116 schools participate in the CEP allowing us to provide healthy breakfasts and lunches each day at no charge to ALL students.

### **Lunch Hours:**

11:10 AM-1:05 PM

Entree choices are listed on the monthly menus provided by Arbor Management, our food service provider and are linked below. If you have any questions, please do not hesitate to call the Business Office at 384-3642. You will receive your child's lunch and recess schedule from your child's classroom teacher.

## **Lunch Recess**

Students have 45 minutes for lunch and recess. Depending on the weather, students will play "inside" or go "outside" for recess. Students are expected to observe school expectations concerning good manners, cooperation, and play at all times.

## **If It Is Raining or Cold...**

On bad weather days, such as in the case of rain or if the wind chill/temperatures are below 20 degrees Fahrenheit, students will stay inside during recess.

## Lunch Supervision

Lunch Supervisors are in charge during the lunch periods because teachers are not on duty. The Lunch Supervisors expect students to follow the expectations that apply in the cafeteria and on the playground.

Students must follow the Lunch Supervisors' directions at all times.

Students are allowed to talk quietly in the cafeteria.

Loud talking or shouting are not acceptable. When the noise volume becomes too loud, the lunch supervisor may ask students to remain silent for a number of minutes.

Students are to remain seated in the cafeteria until directions are given to gather trash and line up.

Students are to play cooperatively at recess.

Shoving, hitting, threatening, or fighting will not be tolerated. These behaviors will result in loss of lunch recess or other possible disciplinary consequences.

On good weather days, ALL students will go outside for lunch recess.

Children may not leave school grounds during lunchtime without written parental permission and supervision.

# Attendance Policy

## **Excused Absences:**

The maximum number of excused absences allowed in a semester is **eight (8)**.

Parents may request that an absence be excused for the following reasons:

- personal illness, family illness, medical/dental appointments, religious holidays, and funerals. Building administration has the final authority to determine whether or not any absence will be excused.

Once a student has accumulated **eight (8)** absences per semester, **any additional absence will be considered unexcused** and handled as an unexcused absence.

Excluded from this policy shall be absences which are verified by a doctor's statement. The doctor's statement must be an original copy signed by a licensed medical professional. It must include the date(s) of the student's relevant absence(s).

## **Unexcused Absences:**

Students exceeding five (5) unexcused absences per semester will be reported to the Regional Superintendent as chronically truant. Continued patterns of excessive excused or unexcused absences may result in a parent meeting with the school's Attendance Review Team, referral to the Regional Office of Education Truancy Officer and/ or a referral to the Champaign County State's Attorney.



## **Early Pick-up:**

PLEASE avoid picking students up early unless it is an emergency. At the end of the day, students will miss instructions regarding homework or plans for the following day. Patterns of early pick-ups may contribute to excessive absences.



## **School Tardiness**

It is important that your child arrives at school on time. Class instruction begins at 8:20 AM. Students who are late to class miss valuable instruction time and their late arrivals interrupt the education of their classmates.

If your child is going to be late, call the office to let us know and give us your child's lunch choice so we can be accurate with the Lunch count. If lunch count information is not provided, your child will receive the Sunbutter option for lunch on that day.



## From the Nurse's Desk



It's that time of the year again when kids are heading back to school! In the office, we find ourselves seeing students with scraped knees, upset stomachs, headaches, and other maladies associated with the school day and playground mishaps. Here are a few reminders to make sure students are taken care of in the best possible way.

- ❖ **Help the school keep others healthy. Don't send your child to school sick, especially if they are running a fever.** The student must be fever-free for 24 hours before returning to school.
- ❖ In addition, notify the nurse or main office if your child develops an infectious disease or condition such as pinkeye, chickenpox, or head lice.
- ❖ Keep your child up to date on immunizations. Make sure your child has all the appropriate shots and boosters for their age, and give a copy of those records to the school each year.

**Registering Students entering K, Gr. 2, Gr. 6-** The Illinois State Board of Education requires students in these age groups to have an oral health examination.





## From the Nurse's Desk

### Registering students entering Early Childhood, K, Gr. 6, Gr. 9-:



Students entering these age groups have a physical exam on file with the school district prior to enrolling. Students who do not have physical exams by the first day of school will not be allowed to attend school. This policy will be strictly enforced.

- Update emergency contact information. The school nurse should have a way of contacting you in the event of an emergency, as well as a back-up contact should you be unavailable.
- Update medical information on a regular basis. If your child has a chronic illness, such as asthma, medication and physician's instruction should be on file in the office.

### Medication

Prescription drugs will be given only with written authorization from a physician; doctor's authorization and orders for administration are provided.

- **Must be documented annually using** the correct Urbana School District form. Please ask a Thomas Paine secretary for the form.
- **Original** containers with labels must be provided for the school.
- Most pharmacies will be cooperative in giving you an extra container labeled for the school.



# Contagious Disease Control

- **If your child requires asthma medications, you may wish to request that your doctor write a prescription for a second set that can be left at school (again with original labeling).**

Keeping your child healthy and able to attend school will make their time in class much easier and is more enjoyable for all involved.

Parents should examine their children every morning before sending them to school to see if they show any symptoms that may indicate the onset of a contagious disease.

Some symptoms that may alert you to an oncoming illness are: red, watering, eyes; nausea, vomiting, or diarrhea; sore throat; earache or drainage from the ear; rash; **fever of 100.0 degrees; persistent runny nose, coughing or sneezing; live lice.** It is advised that you consult with our child's Physician prior to sending your child to school should they experience any of these symptoms.

The requirements for readmission to school after a contagious diseases are listed below. These requirements are subject to change by the State Department of Public Health. If you have questions concerning these or other requirements, you may contact the school nurse through the school.

# Contagious Disease Control

Fever	A child should not be sent to school if (s)he has a temperature of 100.0 degrees or greater. (S)he may return to school when the fever has ceased for 24hrs.
Pink Eye	Students may return to school 24 hours after they begin to take medication.
Impetigo	May attend school under a doctor's care
Ringworm	May attend school under a doctor's care
Mumps	Excluded 9 days and until all swelling is gone
Chick pox	Excluded 8 days after eruption
Scabies	May attend after being treated for 24 hours with effective insecticide, all family members are treated with the insecticide, and clothing and bedding are laundered.
Viral Rash	Excluded until under a doctor's care
Head Lice	Follow the instructions of the school nurse regarding shampooing, etc. Upon a reinfestation during the school year, a student will be allowed to return to school following an examination by a Nurse and an indication the student is nit free.





*Any child who becomes ill or is injured at school must be picked up by a parent or designated adult unless the school office receives specific instructions, in writing, from the parent to do otherwise.*



# Visitors & Volunteers



Parents are welcome to visit and volunteer in classrooms. Please see the volunteer coordinator, Angela Armstrong, ([aarmstrong@usd116.org](mailto:aarmstrong@usd116.org)), prior to volunteering or visiting for extended periods. There is specific paperwork and district policy that is required to ensure the safety of all students.

Depending on the reason for your visit, you may wish to consult with the teacher regarding the classroom schedule. It is important the teacher and students are not interrupted during instructional time. Therefore, interactions with all students should be minimal. Please follow the teacher's expectations to ensure the classroom routine is not disturbed.

If you have questions or want to speak with the teacher, please schedule an appointment outside their student contact time. Teachers may have before school and/or after school duties to consider as well.



### **Thinking about volunteering?**

We would love to have you! (You don't have to belong to the Parent Teacher Association/PTA or attend meetings.) Please call the school for more information.

### **Parent Chaperones and Volunteers**

Parents who chaperone Thomas Paine students - or volunteer in other ways are expected to make other arrangements for younger siblings when they are "serving" in those capacities. It is imperative that, during field trips and other school activities, all adult attention is focused on keeping our students safe as they participate in the various educational opportunities that have been planned. We encourage younger family members to attend and participate in events that are designed for family engagement and involvement.



## **Join the Parent Teacher Association (PTA)**

We would love to have you become a member!

Contact information: [www.thomaspainepta.com](http://www.thomaspainepta.com)



PTA is a great way to be a voice and participate in your child's school. Please consider joining PTA to support our teachers and the success of your child(ren) in school.

# *MANDATED REPORTER*

## *GUIDELINES*

Illinois law (Public Act 94-0888) made significant changes to reporting requirements under the Abused and Neglected Child Reporting Act (ANCRA), which imposes mandatory reporting obligations for individuals whose work involves the care and welfare of children. First, the definition of “school personnel” in the law was clarified to specifically include “administrators and both certified and non-certified school employees” as mandated reporters. Thus, almost any individual who is employed by a school or school district is required to report suspected child abuse to the DCFS Hot-line.

### **Possible physical indicators of child abuse:**

- **Unexplained bruises and welts** on face, lips, mouth torso, back, buttocks, thighs
  - in various stages of healing on several different surface areas
  - regularly appear after an absence, weekend, or vacation
- **Teeth marks**
- **Unexplained burns;** such as, cigar, cigarette, especially on soles, palms, back, or buttocks
  - patterns like electric burner, iron, etc.
  - infected burns, indicating delay in seeking treatment
- **Unexplained fractures/dislocations** to skull, nose, facial structure
  - in various stages of healing
  - multiple or spiral fractures

# *MANDATED REPORTER* *GUIDELINES*

Neglect: Denial of Critical Care

## **Denial of Physical Needs**

- Underweight, poor growth pattern (e.g., small in stature, failure to thrive)
- Consistent hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or for long periods
- Wasting of subcutaneous tissues
- Unattended physical problems or medical needs
- Abandonment
- Abdominal distention

## **Denial of Emotional Needs**

- Lags in physical, socio-emotional or intellectual development
- Failure to thrive
- Shallow, empty facial appearance

**It is our  
responsibility to keep  
each child safe!**

# EMERGENCY DRILL PROCEDURES & INFORMATION

## 1. Fire Drills

All students and staff are expected to follow the established fire drill plan posted in each room in the school once the fire drill alarm is activated.

- To evacuate the building in a quick, quiet, and respectful manner
- To evacuate the building through the designated exits
- To wait until the “all clear” sound is given, to respectfully re-enter the building

## 2. Tornado Drills

A tornado drill procedure has been established for the school and is posted in each room of the school. When a tornado alarm is activated, students and staff are expected to report quickly and quietly to their assigned area for safety.

## 3. Crisis Drills

The principal will notify families when Crisis drills are held. We have developed a crisis plan at Thomas Paine to safeguard your child in the event of an emergency. All staff members at Thomas Paine are aware of procedures and the plan is shared with students.

In the event of a real emergency at Thomas Paine:

- **DO NOT CALL or COME TO THE SCHOOL.** Police will block the streets and phone lines need to stay open.
- **REMAIN WHERE YOU ARE AND TUNE INTO WILL 580 AM**—Official radio station in case of emergencies. Announcements will be made and instructions will be given, so please do not call the radio station for information.

# **Urbana School District Information**

**1101 E University Ave Suite B  
Urbana, IL 61801  
(217) 384-3600**

District Administrative Team

**Superintendent of Schools:** Dr. Jennifer Ivory-Tatum

**Assistant Superintendent of Student Learning:** Dr. Kimberly Norton

**Assistant Superintendent of Human Resources:** Dr. Angi Franklin

**Executive Director of Student Services:** Mrs. Beth Ladd

**Chief Financial Officer:** Mrs. Caty Roland

**Director of Facility Services:** Mr. Randy Ashman

Urbana School District #116 School Board

Paul Poulosky, President

Tori Exum, Vice-President

Ben Baxley, Secretary Pro Tem

Ravi Hasanadka, Board Member

Lola Jones, Board Member

Sheri Langendorf, Board Member

Citlaly Yuritz Stanton, Board Member



