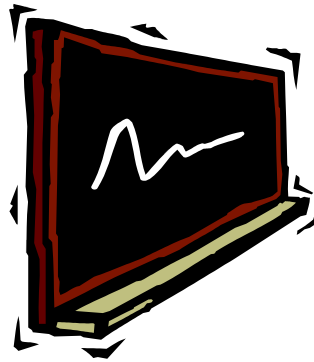
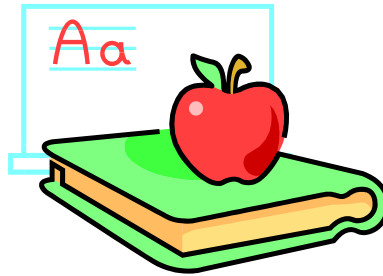


Pawnee Grade School



2011 – 2012

Student Handbook & Extra Curricular Policy



Pawnee Grade School

Student Handbook

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FORWARD

The purpose of this booklet is to provide information about Pawnee Grade School. Parents should become familiar with its content and keep it available for future reference. Not all questions can be answered here, so do not be afraid to ask questions of teachers, counselors, or any school personnel.

While many specific and factual items can be covered in this booklet, much will be left unwritten. Complete board policies governing the operations of our school are located in each office. Check our school website at www.pawneeschools.com for more information. Pawnee students will be expected to act as responsible citizens of the school community. We hope that following their years here, they may join the proud ranks of students of Pawnee High School.

HANDBOOK REVIEW

This handbook was reviewed by the handbook review committee, which met on June 7, 2011. This committee was made up of students, parents, teachers, board members, and administrators. The handbook review committee recommendations were approved by the Board of Education at the June 16, 2011 School Board meeting. The items in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. This handbook is a reflection of the current status of rules, practices, and procedures and are subject to change without prior notification. Input is welcomed as we continue to update and improve this document each year.

THE DISTRICT PHILOSOPHY OF EDUCATION

The Pawnee Community Unit District No. 11 Board of Education believes that their school should

provide an educational program which enables each student to develop skills and attitudes resulting in self-realization of goals, understanding human relationships, achieving economic efficiency, and developing civic responsibility. To this end we are committed to the following:

1. The responsibility of educating all the children in this school district who can benefit from public school education, and making provision for the training of all students who require special education opportunities; and,
2. The task of providing as solid a foundation of both academic and vocational knowledge and skills as each individual student's abilities will permit; and,
3. The belief that individual differences exist among students and that various methods and degrees of instruction are imperative to adequately meet individual needs; and,
4. The belief that every student should be encouraged and stimulated to grow in his/her ability to think clearly, logically, and independently; and,
5. The task of developing in every student an understanding and appreciation of the forces and ideals basic to productive citizenship; and,
6. The task of providing a school program and personnel concerned not only with a knowledge of subject matter, but also with the students...their growth, their interests, their attitudes, their unique personalities, and the cultural environment in which they live.

MISSION STATEMENT

Pawnee School District, with cooperation of the community, parents, and students, will create a community of empowered learners in an atmosphere of mutual respect and trust.

ORGANIZATION

Pawnee Grade School, encompassing Early Childhood through 8th grades, is the elementary school of Community School District No. 11, Sangamon County, Illinois. The Board of Education is the governing body elected by the people of District #11. They determine the specific policies and procedures of management of the unit schools.

The Superintendent is the administrative head of the unit schools under the authority of the Board of Education. The Principal is the supervisory head of the school, subordinate to the Superintendent and the Board of Education.

ACCREDITING AGENCIES

Pawnee Junior High School is part of a system of public education. The basic foundation of which is determined by the Illinois State Board of Education and is properly accredited by the North Central Association of Secondary Schools and Colleges.

Early in the school year, the Principal shall interpret school disciplinary procedures. At intervals during the school year, he/she shall interpret, review, and discuss rules, regulations, procedures, and problems with his/her faculty.

The Principal has the responsibility of informing students of rules and regulations applicable to them and to such changes as are made from time to time. This duty may be delegated to the staff. Copies of rules and regulations shall be made available to parents.

The Principal has the responsibility for the maintenance of a record of serious and chronic disciplinary problems.

The Principal has the responsibility and authority to utilize agencies and services within the school, the school system, and through established community agencies, in dealing with discipline and behavior problems. This should include the student's teachers, guidance staff, social worker, and other administrators.

The Principal or his/her designee has the authority to:

1. Deny certain privileges to students.

EQUAL EDUCATIONAL OPPORTUNITIES

Pawnee Grade School ensures equal educational opportunities for all, regardless of race, sex, color, national origin, religion, age, or disability.

Any student having reason to believe they have been discriminated against because of a disability should contact the Superintendent, who is the Disabilities Coordinator.

Any student or employee having reason to believe they have experienced discrimination in the school on the basis of gender should present the grievance first to the Superintendent.

Any other grievance should first be addressed to the teacher involved, or, failing resolution at that level, be taken to the Principal's office.

DUTIES AND AUTHORITY OF PRINCIPAL

The Principal has the responsibility for discipline in his/her school and for setting proper climate for good school control for teachers and students.

2. Assign other appropriate measures to remedy the action.
3. Use such reasonable and legal measures as may be necessary to maintain control within the classroom, the school building, on school property, and at extra-curricular school related events either on or off the campus.
4. Impose suspension of students for failure to comply with school regulations.
5. Recommend to the Superintendent of schools and the Board of Education, building exclusion or expulsion of student.

DUTIES AND AUTHORITY OF TEACHERS

The teacher should always maintain a classroom environment conducive to an effective learning situation. Teachers are to set the example in compliance with the rules. The teacher should vary classroom activities including discussion, presentation, independent study and group study. Students should know the basis upon which their work is evaluated and the reasons for receiving grades. Consistency in classroom demands and moderate emotional climate in the classroom should be used. Steady, reasonable requirements in relations with students should be maintained. Teachers should hold themselves to the same standard of promptness and attention to the rules of the school that are expected of students. Part of the teachers' unscheduled time should be used to work with students. Teachers should be conscientious in abiding by the decisions honestly reached by the faculty even though they may have been in the minority in their personal convictions. Teachers should adapt the teaching methods and materials to each student's abilities.

During the first week in each semester teachers shall explain their class procedures, grading system, and expectations to students.

Teachers should constantly be aware of the numerous factors which motivate students to learn. They should recognize the various value systems which young people may bring to school from their home and community environments. Teachers should frequently check themselves as to the justice of their dealings with all students, taking time to reflect upon possible decisions which may have been made hastily, or under stress of fatigue.

Teachers should accept their school administrators as fellow workers in a common task, realizing that each has a specialized assignment with distinctive responsibilities. Teachers should be fully aware of all school regulations and help to interpret them to students and parents. Teachers should strive to enforce and recognize uniformity in interpreting school rules and regulations.

RESPONSIBILITIES OF PARENTS

Parents should be aware that good discipline originates in the home. It is the parents' obligation, by teaching and example, to develop good habits of behavior in the child as well as proper attitudes toward the school.

Parents should be fully aware of all school rules and interpret them to their children.

Parents are responsible for knowing the student's obligation in attending school. In this respect, it should be emphasized that school is not only a right, but a privilege which can be taken away by Board of Education action.

Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their students.

Parents should safeguard the physical and mental health of the child.

Parents should work with the school in carrying out recommendations made in the best interests of the child.

Parents should encourage and guide wholesome friendships, interests, and activities.

PARENTS RIGHT TO KNOW

The NO CHILD LEFT BEHIND ACT of 2002 allows parents to ask for information regarding the professional qualifications of any teacher instructing their child. Information available includes the following: State certification requirements, degree(s) earned, subject areas of certification, and use of paraprofessionals along with their qualifications. Our school district is dedicated to meeting the educational needs of all students and is working to ensure that every child receives the best possible education. If you have any questions or need additional information, please feel free to contact the Pawnee School District office at 625-2471.

Surveys Requesting Personal Information: School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district). The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercises this option.

PARENT GUIDELINES FOR ADDRESSING CONCERNS

Parents should communicate any concerns in a timely manner. Parents should use the following process to address those concerns:

1. Contact the teacher/coach to discuss the issue.
2. If the issue is not resolved after contacting the teacher/coach, the parents may appeal by contacting the Building Principal.
3. If the issue is not resolved after contacting the Building Principal, the parents may appeal to the District Superintendent. If the issue is not resolved after contacting the Superintendent, the parents may bring the issue to the School Board. Parents must inform the Superintendent of their request to meet with the School Board at least 48 hours before the next scheduled board meeting. Regular board meetings are scheduled for the third Thursday of each month (unless otherwise posted).

STUDENT RIGHTS AND RESPONSIBILITIES

A. Citizenship responsibilities

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. A student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

B. Rights

1. To attend school.
2. To express his or her opinion verbally or in writing, in an appropriate manner.
3. To expect that the school be a safe place for all students to gain an education.
4. To be represented, when appropriate, by an active student government selected by free school elections.
5. Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, or status as homeless.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: the teacher, Principal, and then Superintendent.

C. Responsibilities.

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining

discipline in the school and at school sponsored activities.

RECORDS: NEW STUDENTS

All pupils new to Pawnee Community Unit District 11 are required to present a certified birth certificate, parent's or guardian's name and address, and as required by State Law, provide proof of medical and dental examinations completed by a doctor and a dentist certified in Illinois. Immunizations are required to be up to date and current for all grade levels. Failure to comply with this requirement within thirty (30) school days after initial entry shall require the child to be dropped from all classes until such time as requirements shall be met.

RECORDS: REGULATIONS

Pawnee Grade School follows rules and regulations governing the release of school student records based on the Illinois School Student Record Act of 1975, the Federal Education Right to Privacy Act and Board Policy 7:340. These rules concern the Student Permanent Record, the Student Temporary Record, and how this information will be handled, released, or challenged. Questions concerning student records should be directed to the office. A copy of the Board Policy regarding access of student records may be obtained from the school office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

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

PTO

The Pawnee Parent Teacher Organization (PTO) includes all parents, teachers and staff who work to enhance our students' learning experiences. Some PTO sponsored activities include the fall merchandise sales.

The PTO meets the first Monday of each month that school is in session.

INSTRUCTION - SCHOOL DAY

Pupils shall arrive at the school between 8:00 - 8:15 a.m. except as follows:

1. When earlier arrival is made necessary because of bus schedules.
2. When pupils are requested to come earlier for participation in school activities or disciplinary

action.

3. When the student is electing to eat breakfast, the student may be in the cafeteria during serving hours, 7:40 a.m. - 8:10 a.m.

Students may enter the building at 7:55 a.m. Students must enter the red (Media Center) doors. Students must report to the area designated by the principal (currently K-3 in the North gym and 4-8 in the varsity gym) no earlier than 7:55 a.m. where the student shall follow the rules until dismissed.

After dismissal, Junior High students must use the corridor along the cafeteria to go to the stairway at the south end of the junior high and must not go through the media center. Detentions may be issued for violations.

Students must be on time for every class and must be prepared for class at all times by the time class begins. Students must have the textbook, completed assignments, notebook paper, writing utensils, assignment book, and any other necessary class materials.

Pupils will not be permitted to leave the school at any time before the regular closing hour, except as follows:

1. When permission has been granted by the school office at the request of the parent or guardian. The student must sign out in the office.
2. When pursuing an approved schedule of school activities which shall be recognized as requiring the pupil to leave the grounds (i.e. field trip).
3. All students, except participants in extra-curricular activities, must be off campus by 3:30 p.m.

ATTENDANCE

If it is necessary to be absent from school, a parent must call the school between 7:30 a.m. and 10:00 a.m. to verify each day absent. Phone messages may be left via voice mail before 7:30 a.m.

When a student returns to school following an absence that was not phoned in or verified by the office on the day of the absence, a written excuse is required. If no written excuse is received, the student will be sent to class with an "unexcused" permit to enter. All admit to class forms are written in the office. The report of absence must include the following 4 items:

1. The date
2. Student name and grade
3. Parent name (if written note is sent upon student's return, parent should write entire note and sign it)
4. The reason for absence

Students are required to produce written confirmation from doctor, counselor, dentist, or orthodontist visits. This written confirmation must have a date and time of appointment or visit, and include the student's name on office letterhead.

If a student is not in attendance by 12:00 noon on the day of a school-related function, he/she will not be allowed to be a participant and/or spectator of an extra-curricular activity that day.

If the absence occurs on a Friday, participation in a contest scheduled for a weekend or vacation period may be allowed with the consent of the Principal or his/her designee.

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure 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 who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school, are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence.

ABSENCE FROM SCHOOL FOR GRADES K - 8

The legal obligation for regular and continuous school attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of the student. Ten (10) days of excused absences are allowed during the school year. After ten (10) days of excused absences, a doctor's note (with the date, time of appointment and when completed, and student's name) will be required to verify the student's absence for all additional days the student is ill. In order to clarify how various types of absences will be marked in the office upon a student's return, the following guidelines have been established as school policy. **The Principal, not the parent, determines whether a student is excused or unexcused:**

CATEGORY I - Excused absences: (Reported by parent; may not exceed 10 days)

1. Illness - if for three or more consecutive days, an excuse from treating physician is required within two (2) days of return to school. (Students who are sent home by the school nurse, does not excuse the student.)
2. Death in the family
3. Medical, dental, or eye doctor appointments when prior notice is given to the office or a note from the doctor's office with the date and time in office letterhead is received upon return.
4. Unavoidable accident or emergency
5. School-sponsored trips
6. Out-of-school suspensions (*Exception)
* Students receiving out-of-school suspensions will be given up to 50% credit for homework, (which is due the day after the suspension), and will be given up to 100% on completed quizzes or tests (to be taken on the day after the suspension).

CATEGORY II - Excused absences with Prior Notice Required:

1. Serious illness of a relative whether local or out of town
2. Funerals (other than family)
3. Pre-arranged trips -for only 4 school days per school year and with written notice

- received in the office no less than 3 school days in advance of the departure date
4. Observance of a religious holiday (3 days notice required) (board policy 7:80)
 5. Prior notice of a court appearance (when a student must appear for someone else)
 6. Additional circumstances with prior permission from principal

When returning to school from any such absence, as listed in the Category I or Category II without prior notice from the parent/guardian, students must present a written statement from their parent/guardian to the Principal's office stating the reason for their absence. Without prior notice or a written statement from the parent/guardian, the absence will be considered truancy.

When the student turns in make-up work as designated by the teacher, within a time limit set by the teacher (a minimum of one day for each day absent), the student will be given credit for any completed assignment which will be averaged with the other nine-week grades. If the student does not turn in the completed designated assignment within the designated time limit, the student will receive a "zero" on the assignment which will be averaged with the other nine-week grades.

The Board discourages family trips taken while school is in progress, since it is generally felt that there can be no substitute for regular school attendance and classroom instruction. If a student is leaving on an excused pre-arranged trip the student may request assignments from teachers prior to leaving. If a student requests homework before leaving on a pre-arranged trip, the student must turn in all assignments and take missed quizzes or tests no later than the 2nd day after returning to school.

CATEGORY III - Unexcused Absence - (will receive zero on work)

1. Working
2. Overslept
3. Home studying
4. Family trip with inadequate notice as explained in Category II or in excess of 4 days
5. Shopping
6. Getting haircut or having hair fixed
7. Banking or any business related to trip of private nature
8. Car trouble, getting car fixed
9. Late from lunch
10. Appointment not specified by parent or approved by office
11. All unspecified excuses or notes: "had my permission", "problem", "emergency", "our business", etc.
12. "Take Your Child to Work Day"- do this in the summer or during school holidays, etc.
13. Hunting trips
14. Illness of 3 consecutive days without signed note by the treating physician
15. Any absence which exceeds the 10 day allowable limit and is not excused by a doctor's note
16. Routine medical, dental, eye, or any appointments taken during ISAT testing
17. Family trips taken during ISAT test

A student must be in attendance 150 minutes for one-half day credit and 300 minutes for full day

credit. **Students not in school shall not be present at school functions on the date of non-attendance.** **Exceptions:** Individual situations may be reviewed and approved by the administration. **NOTE: PARENTS MUST CALL THE SCHOOL OFFICE (BETWEEN 7:30 AND 10:00 A.M.) TO INFORM THE SCHOOL IF THEIR CHILD WILL NOT BE IN ATTENDANCE THAT DAY. PHONE MESSAGES MAY BE LEFT VIA VOICE MAIL BEFORE 7:30 A.M.**

TARDINESS, GRADES K-6

Being present in class and participating in class are academic functions. All students are to be in their proper classroom and in their seats at 8:15 a.m. A student that is tardy for the first period of the day or late for class must report to the office for a "permit to enter" slip before entering the classroom. At the elementary level, students will be considered tardy if they arrive after 8:15 a.m. but before 8:45 a.m. The Principal shall have the prerogative of deciding whether the student is tardy or truant and will set up a procedure for administering discipline.

Students who are tardy other periods of the day are the responsibility of the teacher. At these other periods of the day the student may be given one warning for the first offense. Should he/she then be tardy a second time, the teacher will allow the student to attend class and assign the student a detention.

Students who are tardy after 8:15 for the second time and any additional tardies, will be given a recess detention on the day they are tardy. For K-6 students, letters are sent to parents after 5 tardies. Students will receive a one (1) hour detention after receiving three (3) tardies, and a two (2) hour detention after receiving five (5) tardies. These detentions will be after-school to make up for the time lost at the beginning of the day. Detentions progressing to suspensions may be imposed. After school detentions shall be assigned with a 24-hour notice. Failure to serve detentions shall lead to a Saturday detention and/or suspension from school.

Rewards for students who arrive at school on time and have no absences will be announced.

TARDINESS, GRADES 7 & 8

All students are to be in their proper classroom when the tardy bell rings. A student who is tardy for the first period of the day is considered tardy to school and the student must sign the sign in/out sheet in the office. Students who are tardy the other periods of the day are counted tardy by the classroom teacher. All tardies (regardless of the period) will be counted toward a cumulative yearly total.

Consequences for cumulative tardies: (Detentions will be 30 minutes in length.)

- 1st unexcused tardy - verbal warning
- 2nd unexcused tardy - 1 detention after school
- 3rd unexcused tardy - 1 detention after school
- 4th unexcused tardy - 2 detentions after school
- 5th unexcused tardy - 3 detentions after school
- 6th unexcused tardy - 1 Saturday detention

7th unexcused tardy - 2 Saturday detentions

8th unexcused tardy and up - progressive consequences as determined by the Principal which may include in-school and/or out-of-school suspensions

PASSING TIME, GRADES 7 & 8

There is a three (3) minute break between classes that allows students to leave one class and get to their next class. This is sufficient time to go from any point in the school to any other point. Students are obligated to be in their seats when the tardy bell rings.

TRUANCY

Students who "skip" or who miss all or any part of a school day without parent or school consent will make up the truancy from school in the following manner:

1. First offense will result in 1 day alternative placement
2. Second offense will result in a 2 day alternative placement
3. Third offense will result in a 1 day out-of-school suspension

NOTE: STUDENTS WILL RECEIVE A ZERO (0) FOR WORK MISSED DURING THE TRUANCY AND THAT WORK CANNOT BE MADE UP FOR CREDIT.

CHRONIC TRUANCY

The State Board defines Chronic Truancy as missing 18 or more days (or 10%) of school of the previous 180 regular attendance days. This is less than 5 days per grading quarter. The school has the right to report truancy to the Sangamon County Truant Officer and/or local police. Parents, by law, must see that their minor children attend school under the Compulsory Education Law. Letters will be sent to the student's home and to the Sangamon County Regional Office of Education for students who reach 6 days, 12 days and 18 days of absences.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

HOMEWORK

Homework is an integral part of the instructional process and learning experience. Homework may be assigned to extend or supplement a lesson, or as preparation for a lesson, test, or other learning experience. Students may be assigned homework if they have not completed their in-school class work or if they have missed a learning activity due to absence. Reading books, studying spelling words, writing a report, doing research, drawing a picture or map, and practicing math facts are examples of homework. Homework must be completed in the student's handwriting. Homework helps students learn to take responsibility for a commitment, plan their time, practice a skill, and exercise their initiative. Homework assignments, in general, are designed for most children to be able to complete independently. Parents can help their child by providing adequate time for their child to complete assignments, a quiet place to work, and encouraging their child to seek the teacher's assistance if/when it is necessary.

HOMEWORK COMPLETION AFTER ABSENCES

The student will be allowed to make up work missed for excused absences. The teacher will designate the make-up work for which the student will be given a grade which will be averaged in the nine-week grade. Failure to turn in completed designated work, within the designated time limit set by the teacher, will result in a "zero" for the work. One day per day absent will be given to a student to allow for makeup work (with the exception of an out-of-school suspension). When a student is given an assignment prior to his/her absence, that assignment is due by 8:15 a.m. on the first day back to school.

Parents may phone the office to request homework to be gathered by the homeroom teacher and delivered to the office no later than 4:00 p.m. Parents must call for homework before the teachers' lunch time on the day the homework is requested. It is the responsibility of the parents/family members to either make arrangements or pick up the requested work.

Students should see their teachers before and after school or during homeroom the first day back to gather missed work or to take missed tests. Long term assignments such as research papers, projects or accelerated reading books are due upon return to school. Teachers may give additional time for makeup work if there is a significant reason for it. Students are encouraged to not rely on time during the school day in order to get missed assignments, make up tests, etc.

If a student is leaving on an excused absence, the student may request assignments from teachers prior to leaving. If a student requests homework before leaving on a pre-arranged trip, the student must turn in all assignments and take missed quizzes or tests no later than the 2nd day after returning to school.

Homebound Instruction is available via school board policy 6:150.

GRADES

The Board of Education has adopted a nine-week grading period for our students. In each semester there are two nine-week grading periods. The semester grade, which is the grade placed on the school's permanent record, is generally an average of the two nine week grades.

Students in K - 2nd grade will receive grade indicators as follows:

- E = Exceeds expectations
- M = Meets expectations
- N = Does Not meet expectations
- W = Academic Warning
- J = Needs Improvement

The numerical pattern for letter grades in 3rd- 6th grade is as follows:

- | | |
|------------|----------------------------|
| A - 93-100 | Excellent or Superior |
| B - 86-92 | Good or Above Average Work |
| C - 76-85 | Average |
| D - 68-75 | Poor but Passing |

F - Below 68 Failure
 Inc. Incomplete Work becomes an "F" if not completed in the time allotted by the instructor. Maximum of 10 school days is allowed to make up work.

The numerical pattern for letter grades in 7th & 8th grade is as follows:

A - 93-100 Excellent or Superior
 B - 86-92 Good/Above Average Work
 C - 78-85 Average
 D - 70-77 Poor but Passing
 F - below 70 Failure

Point loss/grade reduction due to truancy, overdue/missing work, effort and/or participation may be included in a teacher's classroom plan and distributed to students and parents. In case of grade disputes, the student is responsible for proving the discrepancy with the student's original (paper) work.

ELIGIBILITY

Students must be academically eligible to participate in any extra-curricular activities. All classes are included in eligibility. 5th - 8th grade students involved in sports or any extra curricular activity must follow the school or sport's requirements set for in the extra-curricular handbook or individual coach's rules. Students involved in speech, music (Treble Makers) and other extra-curricular activities must follow the eligibility requirements set forth in the "extra-curricular" handbook or the sponsor's rules.

GRADES 7th & 8th GRADE POINT DETERMINATES

		<u>Regular 4.0</u>			
100%	A	4.0000	84 %	C+	2.2500
99 %	A	3.9285	83 %	C	2.1250
98 %	A	3.8570	82 %	C	2.0000
97 %	A	3.7855	81 %	C	1.8750
96 %	A	3.7140	80 %	C	1.7500
95 %	A	3.6425	79 %	C-	1.6250
94 %	A-	3.5710	78 %	C-	1.5000
93 %	A-	3.5000	77 %	D+	1.3750
92 %	B+	3.3500	76 %	D+	1.2500
91 %	B+	3.2075	75 %	D	1.1250
90 %	B	3.0650	74 %	D	1.0000
89 %	B	2.9225	73 %	D	0.8750
88 %	B	2.7800	72 %	D	0.7500
87 %	B-	2.6375	71 %	D-	0.6250
86 %	B-	2.5000	70 %	D-	0.5000
85 %	C+	2.3750	69 and below		0.0000

PROMOTION, GRADES K-8

According to the Illinois School Code (105ILCS 5/10-20.9a), schools cannot promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. Decisions to promote or retain students in any classes must be based on successful completion of the curriculum. Students must pass both reading (which is literature in the 7th & 8th grade) and math. Any student who fails reading (literature) or math will be retained. Students may fail only one of the other academic core courses (social studies, science, or English/grammar). Students who fail two of the other academic core courses (social studies, science, or English/grammar) will be subject to retention.

CLASS PLACEMENT K-6

Assignment of students to classes shall be the responsibility of the building Principal. Placement in classes shall be based upon consideration of the best interest of the individual student, the effect on the instructional setting, and according to academic skill levels, gender, special needs, relationships, social interactions, and ethnicity.

In the case of transferred students, it is within the Principal's authority to assign a student to a learning setting other than that recommended by the transferring school. A student who transfers from a non-recognized or non-accredited school, will be assigned to a grade level appropriate to demonstrated academic proficiency. Students determined to be at risk of grade retention at the end of a grading period will be provided opportunities for academic assistance during the school year. Students may receive assistance in core academic subjects when their classmates are receiving instruction in music, art, other special classes, or at recess. 5th - 8th grade students may not drop band until the semester.

CONFERENCES

Each student will receive one parent conference during parent-teacher conference days. Parent-teacher conferences are planned to follow the end of the first nine-week's grading period. Parents may request additional conferences at the convenience of the teacher.

PROGRESS REPORTS

Mid-term progress reports are designed to provide grade information of current course status. Students in grades K-2 will take their reports home to parents, while students in grades 3-8 will receive reports electronically via Parent Connect. Parents/Guardians without internet access may use the public library or make arrangements at the appropriate school office. Students in grades 3-8 will not receive paper copies of progress reports at mid-terms.

HONORS/AWARDS, GRADES K-6

Once a month, some students from grades K-6 will be selected by homeroom teachers as citizenship award recipients. In addition, once a quarter, students in grades 4-6 will be

recognized for straight A's in the five core subjects or for achieving honor roll (at least 3 A's and 2 B's) in the core subjects with no other grade a C or below. In addition, improvement roll recognition is given if a student has a net gain of three or more points in the core subjects. For example, bringing up a C to an A in math would be a +2, but dropping down A to B in science would be a -1. If other grades stay constant, the net gain of +1 for that quarter will not be sufficient to qualify for improvement roll.

HONORS/AWARDS, GRADES 7 & 8

There will be three (3) honor rolls:

- A. Straight "A" Honor Roll
- B. Academic Honor Roll
- C. General Honor Roll

To qualify for the **Academic Honor Roll**, a student must earn a minimum of a 3.60 grade point average.

To qualify for the **General Honor Roll**, a student must earn a minimum of a 3.20 grade point average.

One (1) "C" will be allowed on Academic Honor Roll and General Honor Roll. A "D" or "F" will omit a student from all honor rolls.

ACADEMIC INTEGRITY

Pawnee Grade School students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to conduct themselves honestly, and carry out their responsibilities with integrity and fairness.

Students who are academically dishonest should expect serious consequences. At a minimum, students will receive an automatic zero as a grade for the assignment with the possibility of a lower or failing course grade. Students may be referred to the Principal for further disciplinary action. Cheating, plagiarism, and inappropriate collaboration are examples of academic dishonesty. The teacher will exercise professional judgment in determining instances of academic dishonesty which may include the use of electronic plagiarism.

Cheating includes: copying another person's work and representing it as your own, allowing your work to be copied by someone else either by placing it in the view of another student or by making it available in any way to another student; use of notes on a test. Plagiarism is to make it appear as if another's writing is your own. Any violation of the Computer User Agreement and/or any violation of the Accelerated Reader Honor Code will be considered an incidence of cheating.

In many cases, collaboration is to be encouraged, depending on the nature of the assignment. Collaborative learning is, in general, highly consistent with Pawnee School District beliefs. Inappropriate collaboration is working with others in ways contrary to the teacher's instructions. If your teacher has instructed a student not to collaborate and the student does so, it is cheating.

JUNIOR BETA CLUB

Junior high students may be considered for membership in the Junior Beta Club in the fall of the seventh or

eighth grades based on attaining academic honor roll in the core subjects. Teachers will be asked to rate the eligible candidates on their leadership, character, and service traits. The sponsor will tally the responses. A member contract, explaining expectations and obligations for membership, will be offered for selected students to sign prior to initiation. All students who are scholastically eligible will be informed of their selection status in person or by mail.

HALL PASSES

Students in grades 5-8 will use their assignment book as their pass to the nurse, bathroom, office, locker, to see another teacher, etc. during any portion of the school day, excluding lunch period. A record sheet in the back of the assignment book will be dated, timed, and signed for all passes. Students in the halls without their assignment book will be assigned detention time. Students who fail to bring their assignment book with them to class or homeroom will not be allowed to leave class. Students in grades K-4 must also have a pass from a teacher or staff member allowing them to be out of class.

SCHOOL VISITORS

The school doors will be locked after 8:15 a.m. each day and remain locked throughout the school day. To enter the building, visitors must buzz in at the doors located by the media center. Visitors will be monitored on an audio/video screen and may be allowed to enter after responding to a staff member. All visitors should report to the grade school office immediately upon entrance to the building to receive a visitor's badge and sign the "sign-in sheet". Relatives of current students are welcome to visit during the lunch hour/recess time period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself 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. Visitors may not attend classes without permission from the Principal and may not go into a classroom to visit the teacher without a scheduled appointment.

LEAVING THE CAMPUS

Students are restricted to school grounds from the time they arrive until the time school is dismissed. Students must follow the sign-out procedure for appointments, emergencies, etc.

SIGN-OUT PROCEDURE

Students, who must leave the school during the day, after having once arrived on the grounds, must notify the office. The reason for leaving must be verified by a parent or guardian. Students or parents must sign the "sign-out sheet" located in the grade school office.

Students who are ill will be directed to the nurse who makes the decision on whether the student is to return to class, rest in the nurse's office, be sent to the doctor, or be taken home. All students who become ill must have a signed hall pass to be admitted to the Nurse's office.

DEFINITION OF TERMS

1. **MAINTENANCE OF DISCIPLINE** - from section 24-24 of the State of Illinois school code.

"Teachers and other certificated educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."

2. **SUSPENSION** - means the temporary exclusion of a pupil from a classroom or from a school building. Section 10-22.6 of the school code indicates that the board has the power "to suspend or by regulation to authorize the superintendent of the district or the principal of any school to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 days.
3. **EXPULSION** - means the permanent exclusion of a pupil from the public school of the district. Section 10-22.6 of the school code reads, "to expel pupils guilty of gross disobedience of misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective."
4. **REMOVAL FROM A CLASS** - results from some disobedience which the teacher has defined as disruptive, immoral, or disturbing to an adequate learning atmosphere in the classroom. The teacher and administrator shall confer as soon as possible regarding removal from class.
5. **DETENTION** - is a set amount of time to be made up before or after school for students who have misbehaved in class or need to complete assigned work. Detention may be imposed by either the administrators or teachers. If the teacher feels that detention would serve an educational purpose of completing assigned work or modifying and improving a student's behavior, he/she may use detention. In either case, 24-hour notice will be given to the student and/or parents. The student should report to the teacher's room, or assigned detention room at the assigned time. There are also Saturday detentions which may only be assigned by an administrator and may be used in lieu of in-school suspensions.
6. **TRUANCY** - refers to any absence without the consent or knowledge of the parents or not approved by the school.
7. **TARDINESS** - refers to students who are late to school or classes. A student must be in his/her seat by the time the bell stops ringing.

DISCIPLINE

One goal of the Pawnee School is to develop positive, constructive student behavior. We feel it is necessary for each student to develop self-discipline and a strong sense of responsibility toward himself/herself and others. All students, staff and community members have the right to an environment that is safe and promotes education and respect. Each individual is expected to conduct himself/herself appropriately at all times. For those students who are unable to display positive, constructive behavior or demonstrate self discipline, it may become necessary for the teacher and administration to use disciplinary actions. The district reserves the right to apply disciplinary action whenever a student's conduct is reasonably related to school or school activities whether the students are on school property or off school property. Students may be suspended or be recommended for expulsion for a serious violation of school rules.

DISCIPLINARY CODE

Ideally, discipline is handled in the classroom. However, when acts of misconduct warrant additional corrective measures, the student will be sent to the Principal for additional discipline. A uniform discipline code has been established for all students enrolled in Pawnee public schools. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure that the most appropriate action is taken in each particular instance.

Grounds for disciplinary action apply whenever the student's conduct is in school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or time when a school group is using the school.
2. Off school grounds at a school sponsored activity, or event, or any activity which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or intimidation of a staff member, or an interference with school purposes or a function.

EXTRA-CURRICULAR BEHAVIOR

We welcome attendance at school-sponsored events to support our teams. We expect good sportsmanship from our fans in order to allow a safe and enjoyable event. Grade school students K-5 must be accompanied by a parent or another adult and remain in contact with that individual. No additional sports items should be brought; no "sideline games" among spectators are allowed. After leaving school grounds from an extra-curricular activity, re-entry without administrative permission is prohibited.

COMPUTER USER GUIDELINES

Upon enrollment each school year students are presented with computer user guidelines that should be read and must be signed off on by the student and parent/guardian before a student can use any district computer. Specific guidelines are also given to students concerning the Accelerated Reader program.

ACCEPTABLE USE

All users of the Pawnee C.U.S.D. #11 Technology System must comply with the District Acceptable Use Guidelines.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services. "Use" of the system shall include use of or obtaining access to the system from any computer terminal whether owned or operated by the District.

COMPUTER USE RULES

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor the use of the System by

students, including students' access of the Internet, as part of the System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

TECHNOLOGY PRIVILEGES

Access to the System is provided as a privilege by the District and may be revoked at any time.

The System, including all information and documentation contained therein is the property of the District.

PROHIBITED USE OF TECHNOLOGY

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the District's Student Discipline Code and rules.

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging software, computers, computer systems, or networks.
5. Misuse of copyrighted materials.
6. Using another's password.
7. Trespassing in another's folder, work, files, or programs.
8. Loading/downloading of files/programs without permission.
9. Using the network or Internet for commercial purposes.
10. Using the network or Internet for anything other than academic reasons.

Failure to follow the rules will result in disciplinary action up to, and including termination of access to the computer network, with the possible loss of credit, and may result in further disciplinary and/or legal action. These rules are not meant to be all-inclusive for the termination of access to the computer network and are provided with the intent to be used as guidance to determine what may be considered violations to the computer policies.

SECURITY AND USER REPORTING DUTIES

Security is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.
6. The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

CORRECTIVE MEASURES FOR MISCONDUCT

The Pawnee Board of Education views suspension and expulsion as acts of last resort, to be taken when other means of correction have not produced positive results or where retention in class or school would be detrimental to general welfare.

It is generally agreed that serious or repeated incidents of student misbehavior should be discussed in conferences; teacher/student, teacher/administrator, and parent/administrator. The desired goal of these conferences will be to solve problems, clarify situations, resolve differences, and hopefully forestall serious disciplinary action through the mutual attention of parents and school personnel.

In actual practice, **the following procedures will be followed, although not necessarily in the order listed, or in their entirety.** The administrator or his representative must use judgment in all areas, weighing the nature and severity of the misbehavior, and the attitude of the offender. These penalties are applicable at school and at all school sponsored activities.

MISCONDUCT

For the purposes of clarity and standardization, acts of misconduct have been classified into 3 levels as follows:

Level 1 (Acts of misconduct are minor misbehaviors which impede the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.)

- 1-1 Disruptive Behavior/classroom disturbance (Conduct and/or behavior which detracts from the normal educational procedure at school or extra-curricular events; i.e. note passing, talking, paper throwing, chewing gum etc.)
- 1-2 Abusive, bad language
- 1-3 Non-defiant failure to complete assignments or carry out directions
- 1-4 Nuisance items brought to school or extra-curricular events
- 1-5 Tardiness
- 1-6 Writing on body parts is not appropriate
- 1-7 Public display of affection

- 1-8 Possession or use of food, soda, or candy outside the cafeteria without permission
- 1-9 Hallway misconduct
- 1-10 Littering
- 1-11 Disrespect and/or insubordination

Level 1 acts of misconduct will be subject to the most appropriate action from #s 1-7 in the list below, unless the conduct is repeated and/or habitual in which case any one or more of the below described discipline options, including out-of-school suspension or expulsion, may be warranted.

Level 2 (Misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level 1 misbehaviors require the intervention of personnel on the administrative level because the execution of Level 1 disciplinary options has failed to correct the situation.)

- 2-1 Skipping class, even though remaining in the building or on the school grounds
- 2-2 Willful insubordination/defiance of authority, rules and regulations
- 2-3 Computer misuse
- 2-4 Vulgar language or gestures to any others
- 2-5 Unauthorized use of tobacco (see page 15)
- 2-6 Cheating (may include but is not limited to: engaging in academic dishonesty, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 2-7 Possession of cell phones, iPods, (or other personal music device) beepers, pagers, laser pointers, and other electronic devices. *
- 2-8 Gang activity (Board policy 7:190)

* Confiscation and the parent/guardian may claim the confiscated item in the office at the end of the day.

Level 2 acts of misconduct are subject to the most appropriate action from #s 1-11 in the list below. Once again repeated and/or habitual misconduct may warrant implementation of any one or more of the above described discipline options, including out-of-school suspension or expulsion.

Level 3 (This level of acts involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the classroom and/or school. Level 3 Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education.)

- 3-1 Aggressive physical contact, provoked or unprovoked such as striking another student or school personnel(See page 16)
- 3-2 Bullying (including Internet bullying) -(see page 20 for definition)
- 3-3 Vandalism
- 3-4 Defacing or damaging school property by writing, scratching, carving, smashing, etc.
- 3-5 Stealing
- 3-6 Possession of stolen property
- 3-7 Possession or use of unauthorized substances (drug, alcohol, inhalants, look-a-likes) and associated paraphernalia
- 3-8 Furnishing or selling unauthorized substances (drug, alcohol, inhalants, look-a-likes) and

- associated paraphernalia.
- 3-9 Possession of a firearm or other lethal weapon, look-a-likes, or object that constitute bodily harm, or pepper spray.
- 3-10 Arson
- 3-11 Aggressive, violent and/or extreme behavior
- 3-12 Bomb threat
- 3-13 Sexual harassment/ Student to Student Harassment (Policy #500.30, Board Policy Manual)
- 3-14 Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eaves dropping, and hazing.
- 3-15 Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 3-16 Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- 3-17 Threats of violence against the student population or personnel, or threats to inflict damage to school property, through the use of any type of weapon, incendiary (fire related) or explosive device
- 3-18 Breaking and entry of school district or district property
- 3-19 False alarm

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

Level 3 acts of misconduct are subject to all of the below listed options, including out-of-school suspension and expulsion.

NOTE: Repeated and/or habitual offenses in one level will eventually be dealt with at a higher level.

The following actions are options available to teachers and administrators:

- | | |
|---|---------------------------|
| 1. Verbal reprimand | 8. Removal from classroom |
| 2. Detention (including Saturdays) | 9. Suspension |
| 3. Special assignment | a. In-school |
| 4. Counseling | b. Out-of-school |
| 5. Withdrawal of privileges (including extra- | 10. Confiscation |

- | | |
|--|--|
| <ul style="list-style-type: none"> curricular attendance, field trips, class trips) 6. Parent conference 7. Behavioral contract | <ul style="list-style-type: none"> 11. Notification of law enforcement officials where appropriate 12. Recommend expulsion |
|--|--|

With respect to expulsions for possession of a firearm, explosive or a device releasing a projectile that can cause severe bodily harm, said expulsion may be for 360 school days within the discretion of the Board of Education provided such period for expulsion is approved by law or statute. In any case, said expulsion shall be for 180 school days unless special circumstances as determined by the Board of Education would indicate that expulsion should be for less than 180 school days.

In general practice every effort will be made by teachers and administrators to assure that the option chosen is appropriate for the misbehavior and that the student is aware of the relationship between the misconduct and the action taken. When a student has received three or more detentions/in-school suspensions, the principal may implement a behavior plan. An RtI behavior plan, (which may include the "Check-in/ Check-out", or other researched based strategies) may be used as a behavior plan. School searches, according to law, may be utilized. Specific procedural safeguards are in place for the following actions taken by administrators and/or teachers (removal from classroom, suspension & expulsion).

REMOVAL FROM CLASSROOM

Standards and procedures which provide the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the School Board. The standards and procedures shall be recommended to the Board by the Superintendent after input from staff, students and the parent/teacher handbook advisory committee.

The standards and procedures shall ensure the following:

1. the District's definition of disruptive behavior;
2. the expectations for student behavior of the teacher are fair, reasonable, with the District's guidelines and are known by the student;
3. the student knows the consequences of violation of the teacher's expectations for student behavior;
4. disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
5. continued disruptive behavior by the student shall cause the involvement of parents/guardians and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
6. the written remedial plan shall be filed by the teacher with the administration and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom;
7. appropriate personnel shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
8. disruptive behavior by a student which could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

CORPORAL PUNISHMENT

In accordance with State Law and District Policy, corporal punishment is not permitted.

DETENTION SYSTEM

Two types of detentions will be issued. Before/After school detention and SATURDAY detention. (Refer to the section **SATURDAY DETENTION** for additional information. In all cases, a 24 hour notice will be given to the student and/or parents. Students in grades K-6 may receive a recess detention.

Minor misbehavior that is not serious enough to warrant office behavior referral is considered a classroom detention, issued by the teacher. These detentions will be served with the classroom teacher. It is the responsibility of the student to check the date of his/her detention.

Transportation home is the responsibility of the student and/or parents. If a problem arises concerning the serving of a detention, the student is to discuss the matter with the Building Principal prior to the scheduled detention. **A detention which is skipped shall double. Failure to serve the doubled detention will result in an office referral with the time again doubled by the principal. Failure to serve the referral detention will result in a Saturday detention.**

SATURDAY DETENTION

The Board of Education has authorized an alternative to suspension from school/class for certain school-rule infractions when deemed appropriate by the principal or to allow students to make up homework that was not turned in or was incomplete. The alternative allows the student to remain in his/her classes to take full advantage of his/her educational opportunities. The alternative is a Saturday detention that may be served in lieu of the suspension. The guidelines for this Saturday detention are as follows:

1. The detention will be served on the date indicated on the attached letter. Students are to enter and exit the building through one of the main entrances as determined by the detention supervisor.
2. The detention period is from 8:00 a.m. until 1:00 p.m. The Student shall be given a maximum of 5 hours and is to be served 2 breaks for a drink and/or restroom.
3. The student will conduct himself/herself in an appropriate fashion during the entire detention. Normal classroom behavior is expected. Failure to do so will result in the student being sent home and reassigned the original suspension.
4. The student is responsible for his/her transportation to and from school for the detention.
5. Students will not be admitted to the detention room after 8:00 a.m. Failure to report promptly at 8:00 shall result in further discipline action. **Total failure to report will result in a progression of consequences from in-school to out of school suspension.**
6. Students will bring appropriate school related study materials with them to the detention. Students who fail to bring adequate study materials will be sent home and further disciplinary action will be taken.
7. **NOTE: Saturday detention is a disciplinary measure assigned by the administrative staff only.**

ALTERNATE EDUCATIONAL SETTING/IN-SCHOOL SUSPENSION

An alternate educational setting may be provided within the school day, when a student's conduct requires removal from the classroom. This may be considered an in-school suspension. Any in-school suspension of more than one hour requires phone notification of parents. Less than one hour requires a note about the suspension at the end of the day. The student is able to receive credit for work completed but is not able to participate in recess, lunch with classmates, special classes, and other privileges.

As we are an educational institution, the students' academic well being is our primary concern. The alternative to suspension from school/class was conceived in this light but does not, however, minimize our concern regarding the incident or offense that precipitated the suspension. Any student's academic well-being is best maintained by compliance with school rules.

OUT-OF-SCHOOL SUSPENSION

The Superintendent or the Building Principal is authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for a period not to exceed ten (10) school days. The student and/or parents are due the following procedure protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents of their right to review. Also, a copy of the notice shall be given to the School Board if a hearing is requested by the parent.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer, the Board may take such action as it finds appropriate.

EXPULSION

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as

it finds appropriate.

2. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

SEARCH AND SEIZURE

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

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

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

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

Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law

or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SMOKING AND TOBACCO PRODUCTS

Students enrolled in the Pawnee School District shall not have within or on his/her possession (or body, at school-sponsored events, on school property, or within the school building) tobacco, tobacco products or tobacco/smoking paraphernalia. This includes herbal cigarettes or any other look-a-like tobacco products. This policy is explicit to include twenty-four (24) hours a day on school property and expressly relates to extracurricular events, such as home and away contests or events, and any other school sponsored activity with students in attendance. Failure to observe this rule shall result in the following:

1st Offense - Three (3) day out-of-school suspension

2nd Offense - Five (5) day out-of-school suspension

3rd Offense - Ten (10) day out-of-school suspension and a possible recommendation to Board for expulsion.

Should the student refuse to discard or allow confiscation of the tobacco products upon authority demand, he/she will face the following: **Immediate out-of-school suspension of not less than three (3) days, and parent notified immediately.**

NOTE: Smoking in the building and on school grounds is banned. This will be in effect for twenty-four (24) hours a day.

HAZING

Unauthorized initiation or hazing of students is prohibited by an act of the State Legislature (Chpt. 720, Act 120, Section 5 of the Ill. Compiled Statute) and is punishable in the Courts of Illinois with a fine of \$500, imprisonment in the county jail not exceeding six months, or both. "Hazing" is defined as that treatment which tends to set a student apart from his/her schoolmates, requires performance of an act for the purpose of induction or admission to any group, or an act which results in bodily harm.

AGGRESSIVE BEHAVIOR

Aggressive Behavior is defined as using any form of behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. (P.A. 92-0260) Any communications or materials created outside of school that are discussed, distributed or brought into the school setting that violates school rules, makes a true threat directed toward school staff, students or school property or substantially interferes with the educational process are subject to disciplinary action.

SEXUAL HARASSMENT/STUDENT TO STUDENT HARASSMENT

Any student who feels they are being harassed due to their gender should report the incident to their teacher, the counselor, or the principal as soon as possible. Likewise, a student who is being ridiculed by another student should report the incident to the proper authorities.

Students have a right to an education where they are not harassed or ridiculed. However, teachers and administrators cannot help unless they are aware of the situation.

BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that is or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear or harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy.

Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. Engaging in gang activity will be subject to disciplinary action. (See board policy 7:190-AP2 for details).

CRISIS PREVENTION

It is extremely important for students to report anyone who intends or may intend to do harm to fellow students or staff. Report any information to your teacher, the counselor, or the Principal. Students can also call the school violence hotline at 1-800-477-0024.

If a crisis does occur, please follow the directions of your teacher or Principal or listen for instructions over the Public Address System.

CORRIDORS/STAIRS

Students should practice simple courtesy in moving through the halls. Students who spend excessive time passing in the halls may receive a detention. Students need to stay in line, keep hands, feet and body to themselves and walk silently in the halls. Keep to the right while moving and try not to block traffic while using your lockers or getting a drink. Students shall not sit in the hallway or corridor areas or stairwells. Wastebaskets are available to students wanting to get rid of litter. No running, scuffling, whistling, or littering is allowed in the halls or on the stairs.

Students are not to be in the corridors without an approved pass while classes are in session.

LOST AND FOUND

All clothing articles that are found are placed on the "lost and found" rack located inside the front door of the grade school. Lost jewelry and other valuables are kept in the school office. Money that is found is placed in an envelope with the finder's name and date. If it is not claimed within one week, the finder may receive the money. Unclaimed articles are given to local charities on the last day of school before spring break and on the last day of school.

ELEMENTARY (K-6) PLAYGROUND RULES

Each student needs to obey the following:

- No arguing (Use the "rock, paper, scissors" method to agree)
- No tag or chase on playground equipment
- Balls should not be thrown or kicked over the buildings
- No shoving, tripping, tackling, or other rough contact. Students must report such behavior by others to the teacher or supervisor on duty.
- Students should not bring baseball bats, hard balls, skateboards or roller skates to school.
- No electronic equipment during recess.
- Take turns on all school equipment. Play safely at all times, stay in assigned areas, and use

play areas as directed.

- Do not leave the playground unless given permission by the adult in charge.
- When in doubt about the procedure, ask the teacher or supervisor. All students must obey the teacher or supervisor at all times.
- Line up quickly when recess ends and enter the building in an orderly manner.
- Fighting or use of foul language may result in loss of recess time, detention or suspension.
- In inclement weather, students must come to school properly dressed to go outside.
- In winter months, no snowballs are to be thrown, and no rolling or lying in the snow.
- No tumbling or back flips, etc.
- No contact sports/activities are allowed
- Swing set rules:
 - Swing in the direction the swings were intended to swing
 - No twisting or swinging sideways, only one student at a time
 - No standing up while swinging
 - Take turns on the swings
 - Never run under a person who is swinging. Never run in front or in back of the swings.
 - Never jump out of the swing while it is in motion.

In the elementary grades, the children do play outdoors daily except when wind chill ("feels like") temperatures are below 20 degrees (Fahrenheit). Students need winter coats when the temperature is 20-40 degrees (Fahrenheit) and need an approved layer of clothing between 40-60 degrees (Fahrenheit). Please remember to dress your child for cold weather with a coat, hat, mittens, extra socks, and boots. Students not appropriately dressed will not be allowed to go outside for recess.

TRANSPORTATION

The Pawnee school district will provide transportation for all students who live one and one-half miles or more from the school. The school district will maintain all buses so that they will operate efficiently. There may be days when inclement weather occurs and school will be in session. At times, emergency snow routes may be necessary. Announcements on local radio and television stations will be made to notify you of the change in bus schedules/routes. If an emergency snow route is run in the morning, it will be repeated in the afternoon. In addition, the district may provide courtesy bus transportation to students who live within the required one and one half-mile limit set by law. The bus stops are set at points of greatest density and are arranged to serve students at the fringe areas. As stated, this service is a courtesy and can be eliminated if problems arise either at the bus stops or on the bus routes themselves. In addition to serving the students, traffic in front of the school is minimized, thus creating a safer atmosphere.

Transportation Arrangements: We want to make certain that our students are safe and arrive at their after school destination. We encourage you to keep the same plans each day. Children rely on routine and become easily panicked if their plans are altered in any way. If at any time a student is to go home with someone other than the "usual transportation" (i.e., parent, relative, car pool), or they are to ride a different bus, the following procedures must be followed.

In order to make any change in plans for your student,

1. You must send a note to school with the parent's signature, student's name, the address where they should ride the bus, or the person's name that will be picking them up. The date of the change must be on the note. If the student will be riding a different bus, the note must be presented to the office. A bus pass allowing the student to ride that bus for that day will be given to the student to present to the bus driver when boarding the bus.
2. You may come in to the school and show I.D. and make the change with office personnel.

These are the only acceptable ways to change after school plans. We will no longer accept transportation changes over the phone. We cannot verify your identity and this poses a threat to our students. Your child's safety is a top priority.

Parking: Parents/guardians are to park in front of the school on the right side of 4th Street when students are dropped off before school and picked up after school. Cars must be attended, headed north, and leave the left lane open for traffic. No vehicles are allowed in the back of the school during school hours.

School Field Trips: All bus rules apply to field trips. Field trips and other educational experiences involving bus transportation are reserved for student, teacher, and chaperone use.

All students are asked to observe the following safety rules to avoid any problems on the bus.

1. Be on time at the designated school bus stop to help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus and wait for the bus to come to a complete stop before attempting to enter the bus.
4. Be careful in approaching the place where the bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Keep hands and head inside the bus at all time after entering and until leaving the bus.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Parents will be liable for any defacing or damage students do to the bus.
10. Never tamper with the bus or any of its equipment.
11. Do not leave books, lunches or other articles on the bus.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Help look after the safety and comfort of smaller children.
14. Do not throw anything out of bus windows and do not open windows without permission.
15. Do not leave your seat while the bus is in motion and do not stand up or kneel on the seats.
16. Be courteous to fellow pupils, the bus driver and the patrol officers or driver's assistants.
17. Be absolutely quiet when approaching a railroad-crossing stop.
18. In case of road emergency, remain in the bus until instructions are given by the driver.
19. At a discharge point where it is necessary to cross the highway, accompany the pupil patrol to a point at least 10 feet in front of the bus where traffic in both directions may be observed, then wait for permission from the driver before crossing. When no pupil patrol is used, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway

- and remain there until a signal is given by the bus driver to cross.
20. After leaving the bus, help look after the safety and comfort of smaller children.
 21. Be alert to a danger signal from the driver.
 22. Do not ask the driver to stop at places other than the regular bus stops. He is not permitted to do this except by proper authorization from a school official.
 23. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
 24. On other trips, respect the wishes of the chaperone appointed by the school.
 25. Eating and drinking is not allowed on the bus.
 26. Balloons are not allowed on the bus.
 27. While waiting for a departing bus after school, stay within the designated area for your bus.

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

STUDENTS CAUSING ANY DISRUPTION ON THE BUS, DISREGARDING SAFETY RULES OR NOT RESPONDING TO DISCIPLINE BY THE DRIVER WILL BE BROUGHT TO THE BUILDING PRINCIPAL FOR DISCIPLINARY ACTION. A WRITTEN REPORT WILL BE SUBMITTED.

Disciplinary Action -- Verbal warning is given to student by bus driver to cease the unacceptable behavior. Upon written bus driver referral the following action is taken:

1st offense - parents notified with 3 days suspension off the bus.

2nd offense - parents notified with 5 days suspension off the bus.

3rd offense - parents notified with 10 days suspension off the bus.

4th offense - removal from the bus for the rest of the school year; parents are responsible for student transportation for the rest of the school year.

Suspension of bus privileges includes **ALL** types of bus transportation (field trips, athletic trips, etc.) Parents will be responsible for transporting the student to and from school. Students who are absent from school due to bus suspension will be unexcused. Parents have the right to due process and appeal regarding a bus suspension; the same procedures for review of a school suspension apply. The first step in the appeal is to contact the school principal in writing.

FIELD TRIPS

The classroom teacher arranges field trips. At the time of registration, parents are asked to sign a permission form for field trips. The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip unless prior approval has been given. Field trips are planned for educational purposes to meet classroom objectives. Participation in a field trip experience is a privilege extended to those students who have demonstrated effort in attendance, completing work to maintain grades, and exhibiting proper behavior and citizenship skills.

Any student that has received a full day in-school or out-of school suspension during the school year must be accompanied by a parent/guardian. Except for transportation, the parent/guardian must chaperone that child through all field trip activities. All students will be transported by bus. If there are not available seats on the bus, parents may have to provide their transportation. Parents will also have to provide for all expenses. If a parent cannot arrange for their child to be chaperoned by a responsible adult, the child will not be allowed to attend field trip activities. Alternate activities will be available at school for those who cannot attend. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. If the trip involves advance purchase of tickets, the school will be unable to refund the cost of the ticket if a child is absent or unable to participate in the trip.

Chaperone Guidelines for Field Trips

Field trips are an extension of classroom learning. They offer a wide variety of experiences, which enhances the learning of our students. Providing a safe environment for our students during these trips is an added responsibility for teachers and chaperones. These guidelines are designed to help all chaperones provide a safe and educationally successful trip for our young learners. All chaperones need to be approved by the classroom teacher. The classroom teacher and principal may provide additional guidelines.

1. Chaperones are responsible for the students the teacher has assigned to them. Chaperones are to know where their students are at all times and are never to leave students unattended.
2. Chaperones are to escort students to the restrooms and whenever possible, accompany them into restrooms. Male and female chaperones may need to assist each other at times.
3. Chaperones are to see that their students abide by the time schedule that is outlined for the field trip.
4. Chaperones must insure that all of their students follow the necessary and applicable safety rules on and off the bus.
5. If a student should become ill or injured, the chaperone is to notify the teacher immediately available. The chaperone gives the responsibility of the rest of the group to another chaperone and takes care of the child in need.
6. Chaperones are to direct their students to behave in a manner that allows them to best benefit from the trip. Students are to be respectful and courteous at all times. Any behavior problems are to be dealt with in a firm, consistent, and fair manner. The teacher should be informed of any behavior problems as soon as possible.
7. Chaperones are to assist the student in learning during the field trip. They are to help students understand displays, speakers, etc.
8. Chaperones are expected to follow all policies and guidelines. Smoking is not allowed.
9. Chaperones cannot bring other children on field trips.

Medications on Field Trips

Medications are not sent on field trips unless a specific written request is made by the parent and presented to the school 24 hours prior to the field trip. The parent must send the medication to school on the morning of the field trip and the teacher will keep it in a safe and secure place while on the field trip until such time the child requires the medication. The medications will be given

to the child to self-administer. The medication must be in the original bottle from the pharmacy along with a note stating parental request for the child to take the medication at the given time.

BOOK BAGS, HAND BAGS, AND PURSES

Book bags, hand bags, and purses are to be used to carry books and belongings to and from school. Book bags, hand bags, and purses are to be left in the student hall lockers during the school day. On a case by case basis, the Principal may approve student use of a book bag, hand bag, or purse during the school day (examples: injury, disability, or IEP).

DRESS CODE FOR GRADES K - 8

At Pawnee Schools, some sort of direction in dress is necessary so as to maintain a degree of discipline that will create the best possible learning atmosphere. With the following rules we are trying to stay consistent with the Legal Department of the Illinois Office of Education who advise that student dress code rules be restricted to "health and safety factors", and factors "that substantially and materially disrupt the educational process".

After much consideration, the Superintendent, Principal, teachers, and Board of Education have arrived at the following conclusions:

Students at Pawnee Grade School should be clean, neat and "appropriate" in their school dress. Dress is one example of an outward expression of a person's self-respect. Many boys and girls are sufficiently guided and given good examples to emulate by their families, teacher, and peer groups when it comes to choosing "appropriate" school apparel. However, for those who need rules for school attire, they appear below:

1. Students shall wear safe, adequate footwear. P.E. shoes must be tied or Velcro and not street shoes. No flip flops will be allowed at recess, PE, and Play Day.
2. Students shall not wear unclean, ragged, and/or frayed clothing. Clothing may not have any holes, rips, tears, or patches.
3. Students shall not display offensive words or advertise alcoholic beverages, tobacco products, drugs or expressions of a sexual or violent nature not conducive to education on their school attire or accessories.
4. Students shall not wear attire so long that it is apt to be hazardous on stairs, i.e. long skirts or long baggy pants. Pants, shorts, and skirts must be worn on the hips or above with undergarments fully covered.
5. Students shall be allowed to wear shorts throughout the complete school year.
6. Students in grades 3-8 shall not wear:
 - A. Any tank tops (Shirts with a minimum 3" width at top of shoulder are permitted.)
 - B. Any halter tops
 - C. Or any other tops that expose the chest, back, waist or sides below the underarm areas. Tanks can be worn over or under other acceptable clothing. Hooded garments are to be worn only with the hood down.
 - D. Shorts, skirts and dresses that do not extend 5 inches from the top of the kneecap. Leggings do not make a short skirt, dress or shorts legal.
 - E. Appropriate upper body clothing is required at all times. Shirts must be worn at all times at all athletic practices.

7. Hats, caps, scarves, bandanas, sunglasses and coats are not to be worn in school at any time except upon entering or leaving the building or on designated days. Coats or jackets may not be worn to class.
8. Athletic uniforms used for game play by Pawnee teams or co-op teams may not be worn as school attire without prior approval of the principal.
9. Chains attached to wallets, keys, or chains connecting pierced body parts, as well as neck or wrist chains suitable as weapons, are not allowed. The only pierced body parts allowed to be decorated with jewelry or adornments is the ears. No clear studs are allowed. No tape or bandages covering piercings are allowed.
10. Pajama pants/shirts and slippers are to be worn only on designated days.
11. Possession of hygiene items including aerosol sprays, nail polish, nail polish remover, nail glue, hair dye, and body glitter is banned. Application of perfume, cologne, deodorant, and hairspray is restricted to restrooms. All such items must be in non-aerosol containers.
12. Any clothing, hair dye or jewelry deemed disruptive to the educational process by the faculty and administration shall not be worn.
13. Teachers must be able to see a student's eyes; hair must be tied securely back or above the eyebrows.
14. Students must wear appropriate clothing (including coats, hats, and or gloves) when playing outside during recess to keep the student safe from harsh weather conditions. The appropriate clothing may be determined by the teacher, recess supervisors, or the principal. Students may not be allowed to go outside without appropriate clothing.

Disciplinary Action for Dress Code Infractions, Grades K-6

1st offense - A note will be sent home with the student at the end of the school day stating that the student's apparel does not conform to the school's dress code; also, an oral explanation will be given to the student. Documentation of the offense will be kept. If available, appropriate clothes will be given to the student to wear at school that day.

2nd offense - Parent will be notified, and the student must be removed from the school and returned in a reasonable length of time dressed in compliance with the dress code.

3rd offense - Detention

Disciplinary Action for Dress Code Infractions, Grades 7-8

For each violation of the dress code a classroom detention will be issued by the teacher. The student must also change the dress code item in violation. Shirts and sweat pants may be provided and must be worn for the remainder of the school day.

NOTE: FAILURE TO COMPLY WITH THE DRESS CODE DIRECTIVES WILL BE VIEWED AS INSUBORDINATION AND DEALT WITH APPROPRIATELY.

CONDUCT IN THE CAFETERIA DURING LUNCH PERIOD

Sufficient time has been provided for everyone to obtain lunch and eat without undue haste. Those bringing lunch from home will also eat in the lunchroom. The courtesy of precedence in the lines will be granted teachers and guests.

The cafeteria will be a pleasant place for everyone if each person respects the rights of others and observes the following regulations:

1. Take your time getting there and keep your place in line. Do not block the corridor; stay to the East Side. Early arrival is not allowed.
2. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
3. Eat only in the cafeteria. Food may not be taken into the corridors, into the gym, or outside of the building. Lunches from home must be eaten in the cafeteria. No gum, soda, candy, or food of any kind is permitted in any classroom or hallway except for occasional special events preapproved by the teacher and Principal.
4. Students shall not trade food.
5. Students are to eat with their class in the designated areas and may not save seats.
6. Deposit paper bags, milk cartons, sandwich wrappers, straws, etc. in refuse containers.
7. Return trays, plates, and silverware to the soiled dish counter.
8. Students are to be orderly and quiet lining up to get lunch, while eating and lining up to leave the cafeteria. Students throwing food, leaving a mess on the table, smashing milk cartons, etc., will be asked to remain in the lunchroom and clean up the room. Other disciplinary action may be taken against the student.
9. The Principal or "designated staff person" may rescind the privilege of eating in the lunchroom or may assign designated seating spots.
10. Students are not to be in the hallways during lunch period.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

SPECIAL EDUCATION PROGRAMS AND SERVICES

State and Federal legislation requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, Pawnee School District in cooperation with the Sangamon Area Special Education District provides special education programs and services.

Programs and services are designed to meet the needs of students who have disabilities which adversely affect their success in a preschool or regular classroom setting. Students need to receive a minimum of 18 weeks of intervention through RtI services prior to an IEP referral.

Referrals may be made by parents, teachers, or other concerned individuals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and service. When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step.

Special Education referral forms may be obtained from your building principal. Also available upon request are the complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE Regulations governing special education.

The following is a brief description of special education programs and services:

- * Supportive Resource Services (SRS) - Limited instruction for less than 50% of the school day.
- * Supportive Resource Classroom (SRC) - Intensive instruction for more than 50% of the school day.
- * Early Childhood Program (ECP) - for children ages 3-5.
- * Community Based Education (CBE) - Classes for children with severe and profound disabilities.
- * Behavior Needs Program - Self-contained classes and itinerant and consultative services for children

whose behavior adversely affects school success.

- * Visually Handicapped Program - Resource and consultative services.
- * Hearing Handicapped Program - Resource and consultative services.
- * Speech/Language Program

Additional services provided through Sangamon Area Special Education District include: Child Find Services, School Social Work Services, School Psychological Services, Psychiatric Diagnostic Services, Vocational Education Services, Physical and Occupational Therapy, Orientation and Mobility Training, and Audiological Services.

GUIDANCE AND COUNSELING SERVICES, GRADES 7-8

The guidance department performs a variety of services with a common objective of helping the student make the maximum use of talents and opportunities. Listed below are some of the areas in which the counselor helps students of Pawnee Junior High.

1. Vocational guidance
2. Attitude and entrance testing
3. Academic counseling
4. Personal counseling
5. Referral source to other supportive agencies

Contact the guidance office if there are questions concerning any of these areas.

TITLE 1

Title 1 money is provided through the Federal government to give individualized and small-group assistance to students who are experiencing difficulty in reading and writing. This extra help will be given to the students who have the greatest need based on reading achievement scores and teacher recommendation.

Parents are encouraged to be involved in the Title 1 program through helping plan, implement, and evaluate parent involvement activities.

RESPONSE TO INTERVENTION (RtI)

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career, both academically and behaviorally.

When a child begins to have some area of concern affecting his/her school progress the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried. Students may be taken out of "specials" classes (music, computer, art, and library) and recess to receive the RtI interventions. Parents will be notified by a letter indicating if their child is placed in RtI. It is not required that parents agree to the RtI plan. Students who failed a core class in the 6th or 7th

grade will be placed in the RtI class. This class will occur during the Junior High rotation classes. The RtI team members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The RtI team meets to discuss and monitor student concerns.

INTERVENTIONS FOR STUDENTS WITH DISABILITIES

It is the policy of Pawnee School District to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. Behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. Positive, nonadversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. We recognize that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

SCHOOL PSYCHOLOGIST/SCHOOL SOCIAL WORKER

Pawnee Grade School will share the services of a school Psychologist and a Social Worker who will visit on a regular basis to work with students in areas of testing, counseling, and problem solving. Parents may contact the school for appointments with either the school psychologist or social worker.

TESTING

An achievement test, the Illinois Standards Achievement Test (ISAT) or Illinois Alternate Assessment (IAA) will be given according to times established by the state each year. Students in grades 3-8 are given the ISAT test. Students are notified in advance when the tests will be administered. The ISAT measures individual student achievement relative to the Illinois Learning Standards.

2012 TEST DATES

March 5-16, 2012 (Grades 3, 4, 5, 6, 7, and 8)

	<u>Reading</u>	<u>Mathematics</u>	<u>Science</u>
Grade 3	•	•	
Grade 4	•	•	•
Grade 5	•	•	
Grade 6	•	•	
Grade 7	•	•	•
Grade 8	•	•	

HEALTH SERVICES

Parents should not send students to school when they are sick or hurt to ask the nurse to diagnose and/or treat a possible illness or injury. Any student becoming ill throughout the day should report the illness to his/her teacher who may then refer the student to the nurse.

A student with a temperature 100 degrees or over or who has vomited **must** go home. It is the parent's responsibility to make arrangements within an hour of being notified. The school has a responsibility to protect the health of remaining students. It is imperative that parents notify the school throughout the school year with any changes of phone numbers for home, work, or emergency contact persons. Students should remain home 24 hours after their last sign of fever and/or vomiting, in order to protect other students from illness.

Any student missing school for three consecutive days because of illness will have to show a doctor's excuse and/or release to return to class. This may be faxed within the day of the student's return from the doctor's office to the school office using fax number 217-625-2251. It is imperative that parents notify the school throughout the school year with any changes in phone numbers for home, work, or emergency contact persons. If a student will miss PE due to health issues, the parent must send in a note with the date and injury for one day only. The student must have the note on the date she/he will miss PE. A student must bring in a note from the doctor for any additional days of not participating in PE, with the dates listed for no PE participation. If a student does not participate in PE, they will not receive recess.

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- e. For further information, please contact the Building Principal.

We strongly discourage the practice of taking medication at school. However, there are exceptions for those students on long term medication for the student's health and well being. The school, with proper authorization from parents and physician, asks those students taking medications to report to the nurse's office to turn over those drugs which will be dispensed by the nurse at the appropriate times. Complete medication guidelines are cited in board policy 7:270.

Only the nurse or her designee may decide to send a sick or injured student home. A student will not be allowed to go home sick unless a parent comes to pick up the student or other arrangements are made.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable

disease.

2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

SHARING OF MEDICAL INFORMATION WITH SCHOOL STAFF

It may be necessary to share a student's medical information with school staff in order to meet their health and safety needs. Medical condition and allergy lists are given to teachers and staff on a need-to-know basis. Any objections, should be submitted your objection in writing to the school nurse.

FOOD ALLERGY MANAGEMENT PLAN

Pawnee School District has implemented a Food Allergy Management Plan in accordance with the Illinois School Code. The plan serves to provide education to school staff and promote prevention and management of life-threatening food allergic reactions. The District's Food Allergy Management Plan is available upon written request to the school.

MEDICAID REIMBURSEMENT

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Pawnee School District #11 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

PHYSICAL/IMMUNIZATION & DENTAL REQUIREMENTS

What is required?	Who is it required for?	What is the deadline for these requirements?
School physicals	All students entering: Pre-K-(1st time entrance only) Early Childhood Kindergarten 6th 9th	1st full day of school in August
Immunizations	Required to be up to date and current for all grade levels including:	1st full day of school in August

	Pre-K and Early Childhood	
Dental Exams	Students entering: Kindergarten 2nd 6th	May 15th of the school year
Vision Exams	Required for entrance of all Kindergarten	October 15th of the school year

A complete list of immunization requirements is available from the school nurse. Sport physicals are required in all sports for grades 6-12, due prior to first practice.

All records must be on file with the school nurse by the first student attendance day.

VISION SCREENING

Vision screening is done at Pawnee School District as mandated by the IL School Code including special education, new and transfer student, and teacher referrals. The screenings begin in August and continue throughout the school year as necessary. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening at school if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school.

SELF ADMINISTRATION OF MEDICATION

On August 16, 2001, Public Act 92-0402 created in the School Code a new section entitled "Self-Administration of Asthma Medication." The general requirement of the new law is that when certain conditions are met, a school must permit the self-administration of medication by a pupil with asthma.

These conditions are as follows:

- The medication must pertain to the pupil's asthma and have an individual prescription label.
- The medication must be prescribed by a physician, physician assistant, or advance practice nurse having authority to prescribe such medication.
- The parents or guardian must provide the school with written authorization for self-administration of the medication. **Self-administration means that the pupil has the discretion as to the use of his or her medication.**
- The parents or guardian must also provide the school with a written statement from the pupil's physician stating the name and purpose of the medication, prescribed dosage, and time(s) at which special circumstances under which the medication is to be administered by pupil.

There are two options available for the child who needs to use an inhaler at school:

Option #1 The child will be allowed to carry his/her own inhaler and use it without supervision. To utilize this option, the Contract for Self-administration of Medication must be signed by student, parent, and physician and returned to the school to keep on file.

Option #2 The child comes to the health office where the inhaler is kept, and uses it under supervision. To utilize this option, the Authorization for Administration of Medication at School must be signed by the parent and physician and returned to the school to keep on file.

The above requirements also apply to auto injectors for diagnosed medical conditions. Board policy governs all medication guidelines.

HEAD LICE

According to the Illinois Department of Public Health, head lice do not transmit communicable disease. Persons from all socioeconomic levels without regard to age, race, sex, or standard of personal hygiene, can become infested with head lice. The psychological, social and economical impact of head lice infestations can create a problem in the home, school, and community. Head lice as a social problem far outweighs its significance as a health concern in most situations. It becomes a social concern because of the emotional reaction to its presence. Due to the continued concern and frustration in dealing with head lice in the school, the latest national recommendations for school guidelines have been reviewed and Pawnee School District will seek to achieve a consistent approach to head lice management within the school. The following information was obtained from the American Academy of Pediatrics, Center for Disease Control, Center for Health and Health Care in Schools, and the National Association of School Nurses.

- Head lice is not a serious medical condition, but rather a nuisance.
- Adult lice are 1-2 cm in length. Head lice crawl; they do not jump or fly and they are dependent on their host for nourishment (human blood). Lice that fall off a head or either injured or dying and incapable of causing an infestation on another person. Lice are very fragile and cannot live off of their human host for more than 24 hours. Transmission occurs by direct head to head contact. Indirect spread through contact with personal belongings (combs, hats, coats) is very unlikely due to the biology of the louse.
- Nits (eggs) are tiny white/yellowish oval shaped eggs that are attached to the hair shaft at an angle. Nits found more than 1 cm from the scalp along the hair shaft are considered non-viable. These are empty egg cases from the current infestation or a past infestation.
- Routine head checks of healthy students are not recommended. Entire classrooms should only be checked when head lice is present in 2 or more students.
- Head checks should be done on symptomatic students (i.e.: itching of the scalp).
- Parents have the primary responsibility for the detection and treatment of head lice and schools should work in a cooperative and collaborative manner to assist all families.

It is the expectation of the parents/caregivers and families attending this school that:

1. Child's hair will be checked for head lice on a weekly basis at home.
2. Upon detecting head lice at home, parents will use a safe and recommended treatment for head lice and inform the school of finding head lice at home and/or treatment of such.
3. Upon detecting head lice at school, the student **must** go home. It is the parent's responsibility to arrange for this to occur within an hour of being notified. Parents will use a safe and recommended treatment for head lice and inform the school of finding head lice at home and/or treatment of such. Parents will send a note verifying the student has been treated. The student may return to school after receiving treatment.
4. Encourage children with long hair to attend school with hair tied back.
5. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
6. Maintain a sympathetic attitude and avoid stigmatism/blaming families who are experiencing difficulty with control measures.
7. Act responsibly and respectfully when dealing with members of the school and community around head lice issues. Parents are asked to respect privacy issues and not call the school with reports of names of children other than their own who have or were known to have head lice. These reports will not be accepted by school personnel, nor will those children be checked by the school nurse for head lice

under those circumstances.

It is the expectation of the school to undertake the following:

1. Distribute current and up-to-date information on the control of head lice to parents and staff at the beginning of the school year. Include updates throughout the year as needed.
2. Inform parents when there are 2 or more cases of head lice in the child's classroom.
3. Inspect the heads of children in a classroom that has 2 or more identified cases of head lice.
4. Once a child has been identified as having an active infestation of head lice at school, the parent will be notified and given information regarding standard treatment and follow-up procedures and encouraged to contact their physician/pharmacist for further questions or information. The parent must pick the child up from school to allow the school nurse to show the parent the evidence of infestation, and at the same time, provide assurance and guidance. The child will be sent home.
5. Follow-up the day after treatment by checking the child's head to assure that proper practices were used for treatment of head lice. If it is determined that the child still has an active infestation, the parent will be contacted and asked to come to the school to pick up the child. Additional instruction will be given to the parent on standard head lice management, treatment, and follow-up. Continued follow-up and assurance will be given to the family.
6. Provide privacy and confidentiality when dealing with head lice issues.

CARE OF SCHOOL PROPERTY

Students are expected to take care of the school property and building. Any marking or damage done will certainly stand out in our building. Any student guilty of damage to school property shows no consideration for the rights or feelings of others. Damages inflicted willfully by students will necessitate restitution. Teachers are expected to report incidents of marking, defacing, or damaging of any school property. Parents are responsible for the cost of any vandalism or destruction of property committed by their child.

Theft of school property and vandalism are crimes and are punishable by law. The Pre-K playground is only for children 8 years and younger, with adult supervision. Children age 9 and over should not be on the equipment.

USE OF THE TELEPHONE/CELLPHONES

Students may not use school phones without permission. Emergencies may arise where use of the office phone will be granted. Matters of school business may be transacted by club, class and organization officers and representatives if permission is granted in the office. Organizations and classes must record all long distance calls and pay for them. Parents are also reminded that, except in cases of emergency, phone calls are not an appropriate way to notify the school of changes in arrangements or schedules; written notes are accepted for this purpose.

Use of telecommunication devices is prohibited during the school day except in an emergency situation. Such items brought to school must be turned off, stored securely in lockers, and are the responsibility of the owner. Students may not use their phones between 7:40 a.m. and 3:15 p.m. Failure to follow this directive will result in confiscation of the device for return to parents and the student will receive an hour detention after school. The school is not responsible for lost or damaged cell phones.

Students using a camera phone in an inappropriate way or in private areas (e.g.: restrooms, locker rooms) may be subject to suspension for up to 10 days, a possible recommendation for expulsion, and police

may be contacted.

BOOK RENTAL

All textbooks may be rented from the school or students may purchase their books if they so desire. The purpose of rental is to make textbooks available to the student at the lowest possible cost. In certain instances, parents may request additional available textbooks for home/tutor use in which case a non-refundable book rental will be required.

Students, upon receiving their books, should write their names in the proper place inside the front cover. The student is then fully responsible for that book and its care. A charge will be made when students return books that have obviously been abused, and payment in full is required when a book is lost/ or severely damaged.

Pawnee does participate in the Illinois Textbook Loan Program (when available)in accordance with Public Act #79-961 of 1975, whereby the school receives rotating funds to assist in the purchase of texts and resources offered through the Illinois State Board of Education.

LIBRARY BOOKS

To insure the timely return of library books and materials, the following conditions will be met:

- An overdue list will be given to the grade school homeroom teachers, and to the high school office weekly at the close of each week.
- Students will be notified verbally by the grade school homeroom teachers.
- After receiving the warning, students need to locate and return the overdue book or to renew it. The student may not check out any other books from the library until the late books are returned.
- If the book is not submitted after a month of being overdue, a written letter will be mailed home requesting the book or payment of a fine (this fine will be the cost of replacing the book).

LOCKERS

Hall lockers are assigned to all students in grades 5-8 for their use during the year. The locker is the property of the school and is not the personal property of the student; therefore, they must be kept free of any signs, decals, or materials of questionable, illegal, or dangerous nature.

If students have any problems with their lockers, such as bolts coming loose etc, they should report this to the office. All 5th through 8th grade students will be issued a combination lock for their locker by their teacher. This lock is to be returned to their teacher (school) at the end of the school year. Replacement cost is \$7.00 to replace the lock and the rubber lock cover. The lock is to be secure after each time the student uses their locker. Failure to lock the locker may result in disciplinary action.

Sometimes lockers will not close because they are too full of debris. Students must not force doors closed with their body since such action may damage the paint or break the hinges. If a locker is that jammed full, it needs to be cleaned out. No food or drink should remain in lockers overnight. Students are not allowed to write on the lockers. (Replacement cost/locker is approximately \$275.)

AFTER-SCHOOL HOURS USE OF THE BUILDING

At 3:30 p.m. each day the entire school building is closed to students. This means that the gymnasiums,

auditorium, rooms, and corridors are to be clear of students at that time. The obvious exception to this will be that a student or group of students, **under the direct supervision of a teacher or staff member**, will be allowed in the building after 3:30 p.m. as long as they are actively pursuing the task which necessitates the use of after school time. A reasonable amount of time will be allowed after the practice, meeting, etc., for students to clear the building. A student may return to the building to retrieve study materials or other items until 4 p.m., at which time the doors shall be locked. Any student returning prior to 4 p.m. must check in at the office before going to a classroom or locker.

2011-2012 STUDENT FEE SCHEDULE

All school fees must be paid prior to participation in extra-curricular activities.

Registration/Book Rental:

Kindergarten through Sixth	110.00
Fees:	
Non-refundable extra-book rental	10.00/book (if available)

If a student withdraws from school during the first semester, a refund of one-half of the book rental/registration fee will be made, if he/she withdraws the second semester there will be no refund. If a student transfers to this school during the first semester, he/she will pay the full book rental/registration fee and if he/she transfers during the second semester, he/she pays one-half of the book rental/registration fee.

Athletic Fees:

Participation Fees (G.S./ J.H.)	50.00 per sport or 150.00 for 3 or more sports
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Miscellaneous Fees:

P.E. Shorts	12.00 (\$2.00 extra for 2XL and up)
Locks	7.00
Assignment Books	5.00

Hot Lunch Prices:

Breakfast - K-12	6.25 /week (\$1.25 per day)
K -12	10.75 /week (\$2.15 per day)
Adult	13.25/week (\$2.65 per day)
Extra Milk (carton)	.40/day or \$35/ per semester or \$60 per year
Lost or damaged lunch ticket	Replacement Cost

LUNCH POLICY

The system works much like a bank checking account. It is **NOT** a charge account. The lunch procedure involves a computer scanner much like those used at stores. Each student has his/her own card with his/her own bar code. These cards, for most students, will be kept by the classroom teachers and distributed at

lunchtime. Money will be deducted from each child's account as he/she eats school lunches. Each student's lunch balance will be available via Edline on our school website. Our main goal is to offer your child/children a nutritious lunch at a reasonable price. At the end of the school year any credit balance will be refunded if your child will be leaving the district or remain in his/her account for the next school year.

Persons who feel that they qualify for free or reduced lunches due to financial circumstances should complete the application located at the back of this booklet and return it to the grade school office. There is additional non-lunch aid (waiver of student fees) for those who qualify. This application must be completed and approved for a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, lock, materials, supplies and/or equipment. The federal government sets standards for qualifications.

LUNCH PROCEDURE IS AS FOLLOWS:

1. **Paying via RevTrak is preferred.** A minimum of \$38 for Grades K-8 is needed to cover one month of hot lunches. In addition, those who eat breakfast need \$20 per month. These prices do not include extra milk (\$.40 per carton) and ala carte items. The RevTrak payment system is accessible through the school website, www.pawneeschools.com. If a family pays by cash or check, enclose the check or cash in an envelope with child's name, child's teacher's name, and the amount enclosed written on the front. It is much easier for our collection procedure if a separate check/cash is sent with each child.
2. **There are overdue limits.** When account balance is running low, students will be verbally notified at check-out. When students in grades K-8 reach a zero or negative balance, a written notice will be given to the student that day. He/she will only be allowed to charge 1 day. If no money is received by 9:00 a.m. the third day, the student will receive a peanut butter sandwich and milk until the student's account has a positive balance. Checks returned for insufficient funds will be deducted from your child's account. Parental signature is required to allow the borrowing of money from sibling lunch accounts.
3. **Lost or stolen lunch cards.** Replacement fees will be charged after the third replacement card and will not exceed the cost of one paid meal.
4. **Payment is expected for all students.** Those families eligible for free or reduced meals are responsible for paying meal costs until all appropriate paperwork is completed and approval is granted. This procedure must be done annually.
5. **An accurate lunch count is important.** If a student is planning on eating a school lunch but will need to arrive late to school (ex. Dr. appointment) and will miss morning attendance/lunch count, please phone 625-2231, extension 217 to reserve a lunch.
6. Students are required to have lunch ID cards or will be required to go to the end of the line.

INSURANCE

Student accident insurance is provided for the students of District #11. Student accident insurance will pay 100% of any out of pocket expenses incurred by parents/guardians for medical expenses for any accidents that occur during a school sponsored activity. This is not health insurance; rather this is insurance coverage to pay any claims that may arise from an accident during school sponsored activities. Parents must request an accident form from the school office personnel at the time of the accident.

It is the responsibility of any student injured at any time within the limits (the limits are for that period from departure from home for school, while in school, and during the period of time while returning home from school) to notify the teacher or chaperone in charge of any injury, or suspected injury, within 24 hours.

Medical attention will be provided by the school office where possible, or the case will be turned over to a doctor.

It is the responsibility of the injured, upon return to school, to request the required insurance papers. These papers must be properly completed and filed with the insurance company by the parent. Failure to properly report the accident, or to complete the forms, may result in the loss of the claim by student and/or parent.

Any injury that results from fooling around, horseplay, or a fight, is not the responsibility of the school or its insuring agent. Bills resulting from such activity are the burden of the party guilty of starting or provoking the violation of school rules.

The district requires that all students participating in athletics be covered by insurance in case of injury. Parents of students taking part in extra-curricular activities must file an Insurance Release Form with the school. These forms are available in the school office.

NON-DISCRIMINATION STATEMENT

In accordance with Federal law, US. Department of Agriculture policy and Pursuant to Board of Education Policy Number 116.01, this school district does not discriminate against students on the basis of race, color, national origin, sex, age, or disability. Handicap as defined under the regulations of the Rehabilitation Act of 1973 as regards access to or the use of the District's programs, services, and activities. It is also this school district's policy to provide a free appropriate public education to all students with disabilities or handicaps in conformance with the provisions of the Individuals with Disabilities Education Act (hereinafter "IDEA"). Accommodations will be made available for parents/guardians with disabilities to attend school functions. Pawnee CUSD #11 does not discriminate on the basis of sex in its education programs, activities, or employment as required by Title IX. Inquiries or complaints regarding compliance with any component of this article may be directed to the superintendent.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

SEX EDUCATION INSTRUCTION

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

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

SEX OFFENDER REGISTRATION (94-994)

Parents may obtain information on registered sex offenders living within our school district through the Illinois State Police website: www:isp.stateil.us/sor/.

PUBLIC NOTIFICATION OF PESTICIDE TREATMENT

A professional pesticide control company has been contracted to treat the school on the second Tuesday of each month. The treatments will always be conducted after school hours. This serves as notice of state law 225ILCS23/10.3. To be included in a registry of people who wish to be notified prior to treatment, please contact the Unit office.

PUBLIC NOTIFICATION OF ASBESTOS MANAGEMENT

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following school buildings:

Pawnee Elementary School

Pawnee High School

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Asbestos Program Coordinator:

Superintendent

Pawnee CUSD #11

810 North Fourth Street

Pawnee, IL 62558

(217) 625-2471

HAZARDOUS TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardian(s) 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 will be paid at the current state rate per mile.

If you can answer **yes** to the following questions for the 2011-2012 school year, you may be eligible to receive reimbursements for providing such transportation.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full-time student in grade kindergarten through 12?
3. Did the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)

4. Did 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?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2012, to complete a claim application. Claim forms should be available from February 2012 through June 30, 2012.

In addition, parent(s)/guardian(s) who had pupils living **less than 1 ½ miles** from the school attended must have verified that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live except Cook. (Cook County residents must receive and submit applications from Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777 by February 1, 2012.) 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 have received verification of a safety hazard on or after the 2009-2010 school year and 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 sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state during December, 2012 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.

MANDATED REPORTERS OF CHILD ABUSE & NEGLECT

School personnel are required to report suspected child maltreatment immediately when they have "**reasonable cause to believe**" that a child known to them in their professional or official capacity may be an abused or neglected child. This is done by calling the DCFS Hotline at **1-800-252-2873** or **1-800-25ABUSE**.

EMERGENCIES

Weather: On days when school will not be in session or closed early due to weather conditions, parents/guardians will receive a phone call from the school's automated, School Reach system. **Parents/guardians need to have a current phone number in the grade school office.** The school will notify the local radio and TV stations regarding school closings.

Fire/Disaster/Evacuation: Students will follow the school's safety plan and follow their teacher's directions. Students will not be allowed to leave during a disaster.

The school will practice required drills each year for fire, tornado, and bus evacuation.

FIRE AND DISASTER PROCEDURES

Directions are posted in each room for both fire and disaster procedures. These procedures should be followed every time the fire alarm goes off or a dangerous storm announcement is made.

FIRE ALARM - A continuous blast or honk from the alarm horns.

DISASTER ALARM - An announcement will be made over the public address system informing students of the situation and the course of action to follow.

FIRE AND DISASTER DRILLS

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

During fire drill students should leave the immediate area of the building as directed by their teachers.

During severe weather drills students must be sure to stay away from openings, doors, windows, and areas where shattered glass may be flying. In storms of this nature the smaller a target the student is, the better chances are of coming through unharmed.

EXTRA-CURRICULAR ACTIVITIES: GENERAL REGULATIONS

All classes and organizations shall be governed by the following regulations:

1. Sponsors are to be appointed by the Principal directly involved with the organization.
2. All groups are expected to pay their expenses as they are incurred. All bills will require that the treasurer fill out a payment order from the activity fund, that the order be co-signed by a faculty advisor, and presented to the secretary of the school for payment by check. The organization bears any expense of mailing and any long distance phone calls.
3. Faculty advisors will not allow deficit spending unless the spending is for a moneymaking project which in the opinion of the faculty advisor will bring a return sufficient to pay all bills.
4. Treasurers should verify their balances in the activity fund monthly.
5. Meeting dates for classes and organizations shall be established by the Principal and faculty of the school involved. These dates are filed in the Principal's office.
6. All special meetings of classes or organizations, or committees thereof, shall be requested one day in advance in the Principal's office. Approval for such meetings shall be at the discretion of the Principal.
7. Organizations must submit a list of officers and members by the end of the second week in September.
8. All activities of classes and organizations must be approved by sponsor(s) and Principal and placed on the school calendar in the school office.
9. All classes and organizations shall conduct organized meetings following their Constitutions, By-Laws And/or Robert's Rules of Order.

PAWNEE INDIANS EXTRA-CURRICULAR ACTIVITIES POLICY 2011-2012

PURPOSE

This extra-curricular activities code covers both the Pawnee Junior High School. Its purpose is to provide a guideline for the students, their parents/guardians, and the school district to insure uniformity and to provide for all of those involved, the school district's extra-curricular policies in writing.

Beginning in the 6th grade, all students and a parent/guardian will sign the extra-curricular policy each year.

All students involved in extra-curricular activities will be under the guideline of the extra-curricular policy every day whether or not school is in session. The policy will be in effect 365 (366) days of the year.

Violation will be noted and recorded after the student is given notice of the charge and an opportunity to respond. The building Principal will notify parents/guardians by phone and mail of the violation and subsequent penalty.

Violations and penalties will accumulate throughout 6th, 7th, and 8th grade. Upon completion of 8th grade, the policy will start over for high school.

PHILOSOPHY

Extra-curricular activities help prepare one for life ahead in discipline, positive thinking, and cooperation and teamwork with others.

There are few, if any, substitutes for building not only a strong mind and body but a strong desire and will to succeed in extra-curricular activities and life by competing fairly and to the best of one's ability. Our extra-curricular activity programs are designed to be successful, not only through our victories in competition but also by our better preparing young people for taking their places as responsible citizens of our community state, and nation.

Extra-curricular activities, if utilized properly, serve as an educational medium through which the optimum in growth - physical, mental, emotional, social, and moral - of the participant may be fostered. It is the direct responsibility of our school district to provide the best sports and other experiences through their expertly organized and conducted programs of interscholastic athletics and other extra-curricular activities.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities covered by this handbook include: all I.E.S.A. athletics, cheerleading, music solo and ensemble contest, and scholastic bowl; band and chorus events that are not part of curricular graded performances; all Junior Beta Club activities; musical/play practices and performances. This is a framework but is not all-inclusive of extra-curricular activities covered by the handbook.

Students will NOT be allowed to attend school dances if they are serving an out-of-school suspension or are banned from attending. All events open to the public are also open to students unless they are serving an out-of-school suspension or are banned from attending.

The school disciplinary code is followed if violations occur. Portions of this policy, which are applicable to the

above groups, involve: eligibility, attendance, attitude, citizenship, dismissal, and transportation. Refer back to these sections as explained under Athletics.

In addition individual clubs/organizations such as National Junior Beta Club have individual charters/constitutions, which address these issues. In all cases, the school extra-curricular policy language, if stricter, shall prevail.

ELIGIBILITY REQUIREMENTS

1. A junior high athlete/cheerleader must meet current Illinois Elementary School Association (IESA) standards. In junior high school, no athlete/cheerleader shall be eligible if he or she is receiving any "F".
2. Eligibility checks will be made by the Athletic Director each Friday (or last school day of the week) on the athletes/cheerleaders in season. If an athlete/cheerleader does not meet the above requirements on a given Friday, he/she is ineligible to participate or cheer in games for a minimum of one week effective the following Sunday. He/She will remain ineligible until he/she is again meeting the requirements as stated above. The eligibility period runs from Sunday through Saturday.
3. If a student involved in extra-curricular activities receives more than one failing grade on his/her semester report card, he/she will be ineligible for the entire next semester. This includes all sports and other extra-curricular activities. During the summer, correspondence or summer school classes may be taken to make up a failed course, if approved by the counselor and Principal.
4. An athlete/cheerleader may participate in practice even though he/she is scholastically ineligible, but he/she may not dress in a team uniform during games while he/she is ineligible.
5. Eligibility for extra-curricular activities will be determined from the on-going nine-week grading period and will be checked every week.
6. The third time a student becomes ineligible during a sport/organization season he/she is removed from the team. A student ineligible for the third time may have limited non-participation involvement in the program (example - keeping stats, video taping, aide to coaches) if agreement is reached with coach/sponsor, athletic director, and Principal.

PHYSICAL EXAM

Before any student can participate in any practice or athletic contest, each athlete/cheerleader must have on file with the school a current physical exam. The physical exam required by law of all students entering sixth and ninth grades may be used for athletes/cheerleaders, provided it meets the appropriate criteria.

INSURANCE

All students participating in athletics/cheerleading must show proof of having health insurance and must sign a health insurance release form. Parents of students participating in extra-curricular activities must file, with the school, the data requested so that the school is assured that all participants have insurance coverage.

ATHLETIC PARTICIPATION FEES

All school fees must be paid prior to participation in extra-curricular activities. In order to participate in athletics/cheerleading, a participation fee will be charged to junior high and high school students. The participation fee is non-refundable for junior high and high school athletes/cheerleaders. Below is the schedule of fees for athletics/cheerleading:

Athletic Participation fees: \$50 per sport or \$150 for 3 or more sports

PHYSICAL EDUCATION

Any athlete/cheerleader who does not dress out and participate in the planned P.E. activity in his/her regularly scheduled P.E. class will not be allowed to participate in the contest nor will they be allowed to practice that day. It is the responsibility of the P.E. teachers to inform the coach/coaches of this situation on the day of the infraction.

MEDICAL EXCUSES

All athletes/cheerleaders must be aware of the importance of reporting all injuries to their coach/sponsor immediately. An accident involving a student covered by insurance must be filed. If there is any doubt as to the seriousness of the injury, an athlete/cheerleader should consult a doctor as soon as possible.

If an athlete/cheerleader consults a doctor for any injury or has been under a doctor's care, a written release from the doctor is required before the athlete/cheerleader will be allowed to return to participate or practice. There will be NO exceptions. The treating physician may fax the information to the school at 217-625-8213.

ATTENDANCE

If, due to an injury or illness, an athlete/cheerleader is not in attendance by 12:00 noon (11:00 a.m. on a 2:00 dismissal day) on the day of a contest or game, he/she will not be allowed to participate. Also, if an athlete/cheerleader is not in attendance on Friday, participation in a contest scheduled for a weekend or vacation period may be allowed with the consent of the Principal, or her designee. The Principal and coach will consult, if possible, to make the decision.

ATTITUDES

Character-building aspects, as they are related to the winning and losing of games, are to be stressed by all coaches/sponsors. The conduct, appearance, and general behavior of all athletes/cheerleaders, both on and off the field, will be stressed by all coaches and sponsors. This includes the athletes who participate under co-oping agreements. Coaches/sponsors are expected to carry out the policies of the school and of the athletic department in addition to those of their individual sport.

In order to promote the ideals of good sportsmanship and respect for rules and authority; in order to establish leadership, team pride, teamwork, and team discipline; in order to eliminate disruptive influences in the locker room, on the practice field, and on trips away from school; and in order to provide conditions which promote health and safety of the individual team unit and its opponents, the following principles are established:

Principle One: Training Rules - Athletes/Cheerleaders and all extra-curricular participants (includes Pawnee co-op athletes)

- 1.1 The possession, use, and/or consumption of alcoholic beverages of any kind is both prohibited and unlawful.
- 1.2 The possession, use, and/or consumption of tobacco in any form is prohibited. This includes herbal cigarettes and any other tobacco look-a-like products.
- 1.3 The possession, use, and/or consumption of unlawful drugs/inhalants of any kind is prohibited.

VERIFICATIONS

Verification of a training rule violation will be reported to school authorities in one or more of the following

ways:

1. Report from the police to the school administration of a violation.
2. Self-admitted involvement by the student of training rule violation.
3. Witnessed student involvement by sponsor, coach, or any district staff member.
4. Parent admission of their student's involvement in tobacco, drugs, or alcohol.

Penalty Options (For Athletes/Cheerleaders)

First Offense: (During Season) - Removal from team/squad. (Beginning of season will be defined as the first day of an organized practice.) If less than 45 days remain in the activity season, the suspension will carry over to the next activity season the athlete/cheerleader is participating in, provided the athlete has participated in that upcoming sport during the previous season. (A maximum of 45 days suspension in this situation.)

First Offense: (During Off-Season) - Off-season is defined as summer and anytime during the school year a student is not involved in an athletic or cheerleading activity. A student who violates a training rule in the off-season will be suspended from participating in their next activity season for three (3) weeks. The student will be allowed to practice with his/her squad or team. The suspension will start on the date of the first scheduled activity. The student athlete will miss 21 days or three full weeks. If an athlete/cheerleader is involved in more than one activity at the same time he/she will be suspended from all activities accordingly. (Example: Cheerleading/volleyball, baseball/track). The building Principal has discretion when suspending an athlete/cheerleader from participating in a sport the student has not previously participated in, for off-season and summer violations.

Second Offense - Any student who violates a training rule for a second time whether in-season or off-season will not be permitted to participate in any sport or cheerleading event for one (1) calendar year from the date of the violation.

Third Offense - Any student who violates a training rule for a third time whether in-season or off-season will not be permitted to participate for a period ranging from one (1) calendar year to the remainder of his/her attendance at Pawnee Jr. High School.

APPEAL: One (1) year after a student's third offense he/she may apply to a review committee to be reinstated as an athlete/cheerleader. The review committee will consist of: building Principal, athletic director, and one (1) faculty member to be chosen by the building Principal. The decision of the review committee may be appealed to the Board of Education.

Penalty Options: (All other Extra-Curricular Activities)

First Offense - A student involved in other extra-curricular activities (other than athletics/cheerleading) who violates a training rule will be suspended from that extra-curricular activity for a maximum of forty-five (45) calendar days or a period of time to be determined by the administration. If the violation occurs during the summer, the penalty will begin the first day of student attendance. If the violation occurs during the school year the suspension will run from the date of the infraction. If less than 45 days remain in the school year, the penalty will carry over to the next school year.

EXCEPTION: Student may be allowed to attend graduation, participate in cheerleading tryouts, class elections, and student council elections.

Second Offense - Any student involved in other extra-curricular activities who violates a training rule for a second time will be suspended from being a part of all extra-curricular activities for one (1) calendar year from the date of the violation.

Third Offense - Any student involved in other extra-curricular activities who violates a training rule for a third offense will be suspended for a period of time ranging from a minimum of one (1) calendar year up to and including the remainder of his/her attendance at Pawnee Jr. High School.

APPEAL: One (1) year after a student's third offense he/she may apply to a review committee to be reinstated

in extra-curricular activities. (The review committee will be the same as for the athletic/cheerleader.) The decision of the review committee may be appealed to the Board of Education.

NOTE: All organizational and club policies/constitutions must be followed; however, no policy/constitution pre-empts the district policy. **EXCEPTION:** On a case by case basis, the District may concede to an organization/club policy or constitution.

Principle Two: Grooming

- 2.1 Male athletes will be clean shaven. No beards, goatees, or mustaches shall be worn. Hair will not be on the collar, tops of ears, or on the eyebrows (without a hat on). Sideburns will not extend beyond the middle of the ears. Afro or afro-type hair style will be no longer than one inch in length. Athletes who do not abide by this rule will not be allowed to participate.

Principle Three: Clothing

- 3.1 When en route to and from a scheduled contest or activity, athletes/cheerleader not attired in team uniforms shall dress neatly.
- 3.2 Coaches may establish their own dress codes for their respective teams. No denim blue jeans are to be worn by team members to any athletic contest in which team members will be participating. Dress "jeans" are acceptable.
- 3.3 Athletes/Cheerleaders shall not wear their uniforms or parts of their uniforms other than at the contest in which they are participating or for related activities, which have been approved by the Principal. This includes students on co-op teams.
- 3.4 Pawnee School district-issued uniforms shall be worn at all contests unless approval has been granted by the athletic director or Principal.

CITIZENSHIP

All extra-curricular participants are expected to exemplify the highest standards of moral integrity and good citizenship not only in extra-curricular activities, but in and out of school as well. Behavior that violates the expectations of an extra-curricular participant is unacceptable and will lead to disciplinary action. Disciplinary action may range from partial or full game/activity suspension to suspension from sport(s)/activity(ies) for the remainder of the season or school year. Team members should conduct themselves in a manner that reflects credit on themselves, the team, their school, and the community of Pawnee at all times. Any violation will be addressed by a committee consisting of the head coach/sponsor, athletic director, and Principal.

In addition, all extra-curricular participants are expected to subscribe to the following requirements:

1. All extra-curricular participants are expected to arrive at every practice on time unless special permission is obtained from the coach/sponsor.
2. All extra-curricular participants will keep regular hours during their sports season. No violations of curfews set by coaches/sponsors will be tolerated.

DISMISSAL

If it becomes necessary to dismiss a student from a team/squad, the coach shall meet with both the athletic coordinator and principal and also provide details in writing. Following that step, the parents and/or guardians of the involved student(s) shall be informed by mail. The athlete has the right of administrative review.

TRANSPORTATION OF EXTRA-CURRICULAR PARTICIPANTS

All extra-curricular participants will ride to and from road games on the team bus, under the charge of the coach. If the parents of athletes/participants would like to request that their son/daughter ride home with parents/guardians, they must receive permission from the coach. The parent will sign a form provided by the

coach. In the event of an all-day contest like literary, music contest, and similar events, the coach may allow the student to leave with parents after his/her participation has concluded. If the participant misses the bus, he/she will not participate in that activity.

Cheerleaders will ride the fan bus if one is taken. If no fan bus is taken, they will ride on the players' bus or in a school-provided vehicle. If cheerleaders ride a team bus, they must sit together at the front of the bus. The advisor will be responsible for the cheerleaders. When riding a fan bus, cheerleaders must sit together at the front of the bus. Cheerleaders will not sit with athletes on a fan bus.

GRADE LEVEL TEAMS

In the junior high, athletes will participate only on teams in their grade level, if a grade level team is available and provided for that grade. (Example: eighth grade boys will participate only on the 8th grade team, seventh grade boys only on the 7th grade team, etc. In the example cited, a team and schedule is provided for each grade and/or team). When only one team is provided, (baseball, softball, etc.) then all age or grade groups may compete for that one team. In the event the number of participants in any age group or grade level is "low," an exception to this policy is permitted. The involved coach will bring a proposal to the Superintendent, Principal and Athletic Director.

ATHLETIC AWARDS

The following rules, regulations, and requirements will be used by the coaching staff and cheerleading sponsors to determine awards. The control of athletic awards shall be the responsibility of the athletic director with the approval of the building Principal. The coaching staffs of the various teams are responsible for issuing awards to team members. Athletes/Cheerleaders **MUST** complete the season in good standing to be eligible to receive any individual or team awards.

JUNIOR HIGH AWARDS

A. Major Letter

The major letter shall be a 7-inch block "P". One major letter will be awarded to any student who meets the minimum qualifications and is recommended by the coach for a letter in that sport. Inserts, emblematic of the sport(s) in which the major letter was earned, will be awarded and service bars for each subsequent year an athlete earns a letter in that sport.

B. Minor Letter

The minor letter will be 5-inch block "P". One minor letter will be awarded each year the athlete participates in sports and does not meet the requirements for a major letter. Only **ONE** minor letter is awarded each year, and no emblems or service bars are awarded minor letter winners.

C. Certificates

Certificates are awarded to those athletes who stay out for an entire season but do not meet the requirements for a major or minor letter.

CHEERLEADING Junior High School

A cheerleader who meets the requirements and is recommended by the sponsor will receive a minor letter for their first year of cheerleading. Their second year of cheerleading they will receive a major letter, megaphone insert, and service bar. (In the event a cheerleader has already received a major letter in another sport the cheerleader will receive the megaphone insert and service bar.)

REQUIREMENTS FOR AWARDS

Listed below are MINIMUM requirements. Individual coaches may require stricter regulations. In addition to the minimum requirements established, the coach of the sport MUST make a recommendation that the student is entitled to an award. The recommendation will be based primarily on the following: attendance, attitude, and participation. Meeting the minimum quarter or games requirement does NOT automatically qualify an athlete/cheerleader for an award. In the event a coach/sponsor does not recommend an athlete/cheerleader for an award the coach/sponsor will explain in writing the reason(s). A copy is to be given to the athletic director and Principal. Also in the event an athlete/cheerleader has participated in a sport for 4 years and is in good standing and still has not earned or met the minimum requirement, he/she will be awarded a varsity award. The current minimum requirements are:

A. Basketball, Baseball, and Softball

Athletes MUST participate in a minimum of 1/3 of the total quarters or innings to be eligible for a varsity or major letter.

B. Volleyball

Athletes MUST participate in a minimum of 1/3 of the total games to be eligible for a varsity or major letter.

C. Track

To earn a varsity or major letter, a track participant must meet the following minimum requirements:

1. Earn twice the number of points as there are scheduled meets or
2. Earn the same number of points as there are meets and place first in any of the County, Conference, or IESA meets.

To earn a J.V. or minor letter, a track participant must meet the following minimum requirements:

1. Earn the same number of points as there are scheduled meets or
2. Place first in any Conference, County, or IESA meets.

To determine points for members of relay teams, the points earned by the relay team shall be divided equally among the four members. All meets are counted toward the required number of points. Each student must participate in at least 3/4 of all scheduled meets for his/her age group in order to be eligible for any award, unless medically restricted.

D. Managers

All first-year managers shall receive a certificate as a minimum award. Second-year managers shall receive a J.V. or minor letter, and third-year managers shall receive a varsity or major letter with inserts of the sport and MGR insert.

E. Statisticians

Statisticians will receive a certificate as a minimum award.

CHEERLEADING

Students trying out for cheerleading have the option of trying out for just the football cheerleading squad or just the basketball cheerleading squad. They may also try out for a cheerleading position on both squads. The total number of cheerleaders for football and the total number of cheerleaders for basketball cannot exceed twelve (12). No more than twelve (12) will be allowed to cheer for football and basketball games.

Pawnee Grade School

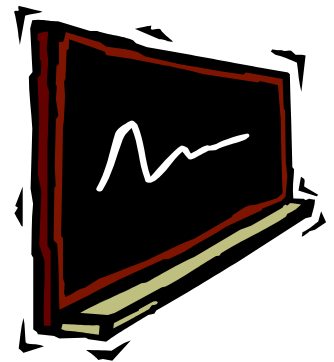
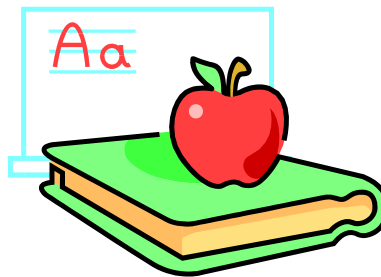
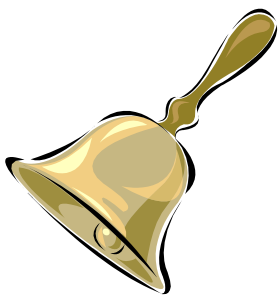
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2011 – 2012

Student Handbook & Extra

Curricular Policy

