

PAWNEE HIGH SCHOOL



**Student Handbook
2011-2012**

Dates to Remember for 2011 - 2012

PAWNEE C.U.S.D. #11

First day of student attendance is Wednesday, August 24th

NO SCHOOL ON THE FOLLOWING DATES:

Monday	September 5	Labor Day
Monday	October 10	Columbus Day
Thursday & Friday	October 27 & 28	Parent/Teacher Conferences
Friday	November 11	Veteran's Day
Thursday & Friday	November 24 & 25	Thanksgiving Break
Friday ^(23rd) -Friday ^(30th)	December 23-December 30	Winter Break
Monday	January 2	Institute (In-Service)
Monday	January 16	M. L. King's Birthday
Monday	February 20	President's Day
Monday	March 5	Casimir Pulaski Day
Monday - Monday	April 2 - 9	Spring Break
Thursday	May 24	Institute (In-Service)

12:00 Noon Dismissals

Wednesday	September 14	School improvement day
Wednesday	October 5	School improvement day
Thursday	December 22	Last day of semester
Wednesday	February 1	School improvement day
Wednesday	May 23	Last day of semester

2:00 p.m. Dismissals

Thursday – Friday	August 25, 26	Faculty meetings
Monday – Friday	August 29, 30, 31, September 1, 2	Faculty meetings
Wednesday	September 28	School Improvement
Wednesday	November 23	Day before Thanksgiving
Wednesday	December 7	School Improvement
Wednesday	February 15	School Improvement
Friday	March 30	Day before Spring break
Wednesday	April 25	School Improvement

Additional Notes:

- ① School will dismiss at **10:00 a.m.** the **first day** of student attendance—**Wednesday, August 24**
- ② School will dismiss at **9:00 a.m.** the **last day** of school—**Friday, May 25**
- ③ Five emergency days (snow days) are built into the calendar—**May 29, 30, April 2, 3, & 9**
- ④ The Teachers Institute Day will be the day before the last day of school
- ⑤ 8th Grade Promotion—Thursday, May 24
High School Graduation—Friday, May 25
- ⑥ Quarter and semester ending dates:
 - 1st quarter—Friday, October 14
 - 2nd quarter & 1st semester—Thursday, December 22
 - 3rd quarter—Friday, March 9
 - 4th quarter & 2nd semester—Wednesday, May 23

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FORWARD

The purpose of this booklet is to provide information about Pawnee High School (PHS). More information can be found on the school district Internet web site. The web address is www.pawneeschools.com.

HANDBOOK REVIEW

This handbook was reviewed by a handbook review committee. This committee was made up of students, parents, teachers, administrators, and board members. The handbook review committee recommendations were approved by the Board of Education at the June 16, 2011, school board meeting. The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current statutes of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the school district office. Board policies and the handbook may be changed during the school year without notice.

SCHOOL DISTRICT PHILOSOPHY

Pawnee School District, in active partnership with parents and community, will promote excellence in a caring environment in which all students can learn and grow. This partnership shall empower all students to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

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 High School is the secondary school of the Community Unit School District # 11.

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 high school, subordinate to the superintendent and the Board of Education.

ACCREDITING AGENCIES

Pawnee 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.

EQUAL EDUCATIONAL OPPORTUNITIES

Pawnee High School insures equal educational opportunities for all, regardless of race, gender, color, national origin, religion, age, or disability.

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

Any students or employees 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.

ALL VISITORS

The school doors will be locked after 8:15 a.m. each day and will remain locked throughout the school day. To enter the high school, visitors must buzz in at the doors located by the high school office. Visitors will be monitored on an audio/video screen and may be allowed to enter after responding to a staff member.

Any visitor to Pawnee High School should report to the office when entering the building. If permission to be in the building is granted, the visitor must sign in and a visitor pass will be completed and given to the visitor. A visitor is anyone who is not a student or an employee of the school district. Visitors may not attend classes nor visit with a student during the school day without permission from the principal.

DUTIES AND AUTHORITY OF PRINCIPAL

The principal has the responsibility for discipline in the school and for setting a proper climate for good school control for teachers and students. (School Board Policy 7:140)

The principal has the responsibility of informing students of rules and regulations applicable to them and of 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 may include the student's teachers, guidance staff, social worker, and other administrators.

The principal or designee has the authority to:

1. Deny certain privileges to 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 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 relationships 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.

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 or 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 in the child good habits of behavior 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 interest of the child.

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

PARENTS RIGHT TO KNOW

The No Child Left Behind Act 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. If there are any questions, or if additional information is needed, please feel free to contact the Pawnee Community Unit School District office at 625-2471.

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.
4. If the issue is not resolved after contacting the district 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. Students' 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.

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, teachers, staff, and school administrators.
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: PHYSICAL, BIRTH, DENTAL

All pupils NEW to Pawnee Community Unit District # 11 are required to present proof of date and place of birth (sealed, certified birth certificate), parent's or guardian's name and address, and a certificate showing medical and dental examinations have been completed by a doctor and a dentist, as required by State Law. The deadline to submit health records is the first (1st) full day of school. Failure to comply with this requirement shall require the child to be dropped from all classes until such time as requirements shall be met.

Out-of-state transfer students, even with a physical within the last year, must have an Illinois physical.

School physicals are required for all students entering 9th grade. Immunizations are required to be up-to-date and current for all grade levels. A complete list of immunization requirements is available from the school nurse. Sport physicals are required prior to participating in all sports, including practice. All records must be on file with the school nurse by the first student attendance day.

RECORDS: REGULATIONS

Pawnee High 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 school office. A copy of the Board Policy regarding access to student records may be obtained from the school office. Students' names, addresses, and telephone numbers are made available to military recruiters and institutions of higher education as mandated by The No Child Left Behind Act (NCLB). However, students and parents may opt out so that such information is not released without their prior consent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Policy Compliance Office (FPCO)

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. Parents must notify the appropriate school officials if they do not want their child's information included in directory information. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887. Or you may contact FPCO at the following address:

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

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.

Prior to consideration for special education services, the Response to Intervention (RtI) process must have been properly utilized. Parents, teachers, or other concerned individuals may make referrals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and services.

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 in the process.

Special Education referral forms may be obtained from the 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.

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.

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 elects to eat breakfast, the student may be in the cafeteria during serving hours (7:40 a.m. – 8:10 a.m.).

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).

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.

The Illinois State Board of Education mandates that the school office calculate a student's daily attendance based on the following: Full-day attendance = 300 minutes or more; Half-day absence = 69 – 218 minutes; Full-day absence = 219 minutes or more; Tardies = Unexcused for first 15 minutes of the period.

Students who report to school after an absence without a parent/guardian calling to excuse them, should bring an excused note to the office before going to their first class. If no excuse is forthcoming, the student will be "unexcused." All students unexcused will be listed on the morning

announcements. Therefore, the teacher will know that the student did not have a valid excuse for his/her absence. The excuse a student brings in to verify the reason for absence must have four (4) items on it, as follows:

1. The date
2. Student name
3. The reason for absence
4. Parent signature (parent should write entire note)

All students returning from doctor, dentist, ortho, etc. appointments must bring with them a slip provided by the doctor's office and present it to the office staff upon their return.

If a student is not in attendance by 12:00 noon (11:00 a.m. on 2:00 p.m. dismissals) 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 designee. Attendance at weekend extra-curricular activities after being absent on Friday is not allowed unless preapproved by the principal.

An unexcused tardy will be applied to students who are late to class because they did not allow enough time to take care of their office business.

Please do not expect the intended absence to be excused if it is an activity that could be done on non-school time. The principal must retain the right to make that judgment. In addition, it will be helpful if parents would make every effort possible to schedule doctor and dental appointments at a time when school is not meeting or on days when school is not in session. Students may be required to produce written confirmation from a doctor, counselor, dentist, orthodontist, etc.

Students who are absent during the school day shall not be in attendance at school-related functions on the date of non-attendance. This shall pertain to participants in and/or spectators of an extra-curricular activity. The principal will make judgment on an absence as a result of an unavoidable accident and/or emergency-type situation in regards to this matter.

ABSENCE FROM SCHOOL FOR GRADES 9-12

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 determines whether a student is excused or unexcused, not the parent.

CATEGORY I - Excused Absences

There is a school year limit of four (4) days excused absence for any trip(s).

1. Illness - Three (3) consecutive days or more will require a medical report (may be faxed) from the treating physician. A verbal or written excuse from the treating physician is required within 2 days of return to school.
2. Family member's funeral.*

3. Visits to college, job interviewing, or armed services testing when pre-arranged with the counselor (one day will be allowed as a Junior for college visits, a total of two days will be allowed as a Senior for any of the preceding reasons.)*
4. Medical, dental, or eye doctor appointments when prior notice is given to the office.*
5. Unavoidable accident or emergency.
6. Trips on school business (e.g.: sell yearbook ads, set up for testing)
7. Driver licensing exams (½ day limit); prior notice is required.*
8. Pre-arranged family trip - with written notice three (3) school days in advance of departure day.*
9. Observance of a religious holiday – with notice three (3) school days in advance.*
10. Court appearance (when a student must appear for someone else); prior notice is required.*
11. Out-of-school suspensions (Students may make up missed quizzes and tests for credit. Homework may be made up for up to 50% credit. Homework, quizzes, and tests must be made up by the time the class meets again.)
12. Additional circumstances with prior permission from principal.

* = Students must obtain homework assignments before their scheduled trip / absence or they will not be allowed to make up the work. For more details, see the Homework Completion section of the Handbook.

When returning to school from any such absence, as listed in the "Excused" statement, and with no prior notice from their 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 their parent/guardian, the absence will be considered unexcused.

CATEGORY II - Unexcused Absence (will receive a 'zero' in all classes)

1. Working
2. Overslept
3. Home studying
4. Family trip with inadequate notice
5. Shopping (e.g.: renting or returning tux)
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
14. Illness beyond three (3) consecutive days – excuse from treating physician is required.
15. Court Appearance (when student must appear for himself/herself)
16. Any routine medical, dental, eye, or other appointments taken by juniors during PSAE testing.
17. Family trips taken by juniors during PSAE testing.
18. Any absence which exceeds the 10 day allowable limit and is not excused by a doctor's note.

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.

TRUANCY

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

1. 1st offense will result in a Saturday Detention.
2. 2nd offense will result in two (2) Saturday detentions.
3. 3rd offense will result in a 3-day out-of-school suspension.
4. 4th offense will result in a 5-day out-of-school suspension.
5. 5th offense will result in a 10-day out-of-school suspension.

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

CHRONIC TRUANCY

The state board defines chronic truancy as missing 18 or more days of the previous 180 regular attendance days. The school has the right and responsibility to report such 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.

EXTENDED TRIPS OR VACATIONS WHILE SCHOOL IS IN SESSION

The Board discourages vacations while school is in progress, since it is generally felt that there can be no substitute for regular school attendance and classroom instruction. However, recognizing that by necessity some family trips will take place while school is in progress, the following guidelines must be followed. There is a school year limit of four (4) days excused absence for any trip(s).

To receive an excused absence, the following procedure will be followed:

1. The student must be with his/her parent or guardian.
2. The parent or guardian must notify the principal in writing at least three (3) school days before the date of departure.
3. The student must obtain a permission slip from the principal at the time of parent contact.

4. The "Permission Slip" must be signed by each of the student's teachers indicating that the student has made arrangements for completing all necessary assignments missed while absent from classes.
5. Prior to departure, the permission slip must be returned to the principal for final approval.

ACADEMIC SANCTIONS FOR NON-ATTENDANCE

Section 10-20.9 of the *Illinois School Code* reserves to teachers the right to determine grades of students based upon their professional judgment, albeit within the grading policies of the district. Class participation points cannot be awarded to a student not present.

1. Any absence from a class more than ten (10) times will require a medical note to be excused. An excuse from the treating physician is required within two (2) days of return to school.
2. All absences will count toward the cumulative total except the following:
 - a. approved school field trips
 - b. necessary extra-curricular activities
3. A student who is absent ten (10) consecutive school days without valid reason and without parental contact may be dropped as a student of Pawnee High School.

SIGN OUT PROCEDURE

Students who must leave the school for any reason 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. Failure to notify the office will result in disciplinary action. Students arriving at school after classes have started are to report to the office so that the office staff may verify the time of arrival.

Students who report to the office ill will be directed to the nurse's office. The nurse makes the decision on whether the student is to return to class, rest in the nurse's office, or be sent home. All students who become ill must have a signed hall pass to be admitted to the nurse's office. At no time will students be permitted to go directly to the nurse without a pass from a teacher.

HALL PASSES

All students will use their assignment book as their pass to the nurse, bathroom, office, their locker, to see another teacher, etc. Students are not to be in the hallway without their assignment book during class time. At the discretion of the administration, other passes may be used.

If a student needs to sign out of homeroom / study hall to see another faculty member, for make-up work, assignment help, etc., the student must get a special homeroom / study hall pass from the faculty member he or she wishes to see before reporting to homeroom or study hall. The homeroom / study hall teacher will have the student sign out, record the pass number, and initial the pass before sending the student to his or her destination.

In some situations, the teacher may have to use an alternative pass. In this case, the student's name, along with the date, departure time and destination should be written on the appropriate alternative pass form with the teacher's signature. Students in the hallway without their assignment book, signed alternative pass, or homeroom/study hall pass will be subject to disciplinary action.

DEFINITION OF TERMS

1. **MAINTENANCE OF DISCIPLINE** - from section 24-24 of the State of Illinois School Code. "Teachers and other certified 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. Detention may be imposed by either the administrators or teachers. Keeping bus students after school should be arranged ahead of time, to allow the students an opportunity to make arrangements for staying. The student should report to the teacher's room, or assigned detention room as soon as possible after school.
6. **SATURDAY DETENTION** - is a disciplinary measure assigned by administrators only and is served from 8:00 a.m. – 1:00 p.m. on the assigned

Saturday.

7. **TRUANCY** - refers to any absence without the consent or knowledge of the parents or not approved by the school.
8. **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.
9. **INSUBORDINATION**- an act of being disobedient and/or refusing to obey a school employee. A school employee is anyone hired or approved by the Board of Education to work at Pawnee C.U.S.D. # 11. An act of insubordination will lead to disciplinary action by the teacher or administrator.

CLASSROOM DETENTIONS

Minor misbehavior that is not serious enough to warrant office behavior referral is considered a classroom detention issued by a teacher and served with a teacher in that teacher's classroom. Classroom detentions are to be at least 15 minutes and no more than one hour in length.

Detentions shall be served in detention hall on the designated day(s) of the week. Detentions will be 30 minutes in length (3:20 – 3:50) and will be supervised by teachers on a rotating basis. Alternative detention time must be approved by the assigning teacher and administrator. A student who is late or fails to show for detention hall will be issued an additional classroom detention and will then have two (2) detentions to serve. The teacher will assign two dates for the student in detention hall. If a student fails to serve one of these dates, the teacher will complete a disciplinary referral form for the principal.

Every two (2) skipped detentions will result in a Saturday detention issued by the principal. It is the responsibility of the student to check the date of his/her detention.

A disciplinary referral will be reported in the detention log book to be added as a cumulative detention.

Each teacher will report classroom detentions in the detention log book within one school day of the infraction. After three (3) detentions with the same teacher, a meeting may take place with the teacher, student, and principal. The following classroom detentions accumulate for all teachers the entire year:

- 1st detention or disciplinary referral – The teacher will notify the parent/guardian by phone.
- 2nd detention or disciplinary referral – The teacher will notify the parent/guardian by phone.
- 3rd detention or disciplinary referral – The teacher will notify the parent/guardian by phone. At any point after the 3rd detention, the principal has the option to implement a behavior plan.
- 4th detention or disciplinary referral – The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the principal. (minimum one Saturday detention plus serving of 4th detention)

5th detention or disciplinary referral – The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the principal. (minimum two Saturday detentions plus serving of 5th detention)

6th detention or disciplinary referral – The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the principal. (minimum all extra privileges taken away for rest of the year, such as reward field trips and attending after school events, plus serving of 6th detention)

7th detention or disciplinary referral – The teacher will notify the parent/guardian by phone. The teacher will write a behavior referral to the principal (minimum one day in-school or out-of school suspension and serving of 7th detention)

Each detention or disciplinary referral after this will result in a minimum of the same consequence as the seventh detention or disciplinary referral.

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 ensure the following:

1. The District's definition of disruptive behavior.
2. The teacher's expectations for student behavior are fair, reasonable, within 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 him/herself, 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.

DISCIPLINARY CODE

Ideally, discipline is handled in the classroom; however, when the 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 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 at 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.

CORRECTIVE MEASURES FOR MISCONDUCT

The Pawnee Board of Education indicates that suspension and expulsion may be utilized 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 / parent / student, teacher / administrator, and student / 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 her 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 three groups as follows:

Group 1

- 1-1 Disruptive Behavior (Conduct and/or behavior which distracts from the normal educational procedure at school; i.e.: note passing, talking, paper throwing, 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 Classroom disturbance
- 1-6 Public display of affection

- 1-7 Possession or use of food, soda, candy, or gum outside the cafeteria without permission.

Group 2

- 2-1 Careless Driving
- 2-2 Skipping class, even though remaining in the building or on the school grounds
- 2-3 Willful insubordination/defiance of authority, rules and regulations
- 2-4 False alarm
- 2-5 Vulgar language or gestures to any others
- 2-6 Unauthorized use of tobacco
- 2-7 Cheating
- 2-8 Possession of beepers, pagers, iPods, Discman (or other personal music device), Gameboys, any handheld electronic device, laser pointers and other electronic devices. **Items will be confiscated and appropriate discipline will be warranted.** The parent/guardian may claim the confiscated item in the office at the end of the day. The 1st offense will result in a 30 minute detention. The 2nd offense will result in a one day in-school suspension. The 3rd offense will result in a Saturday detention. The 4th and any subsequent offenses will result in one or more out-of-school suspensions. Cell phones must be stored in students' lockers between 8:15 a.m. and 3:15 p.m. Cell phones may not be used at any time between 8:15 a.m. and 3:15 p.m. Possession of electronic items may be allowed on field trips with the permission of the field trip sponsor.
- 2-9 Gang Activity (Board Policy 7:190)

Group 3

- 3-1 Reckless driving
- 3-2 Aggressive physical contact (such as striking another student), provoked or unprovoked
- 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 and paraphernalia (drug, alcohol, inhalants, look-a-likes)
- 3-8 Furnishing or selling unauthorized substances and paraphernalia (drug, alcohol, inhalants, look-a-likes)
- 3-9 Possession of a firearm or other harmful weapon (including pepper spray) or object that constitutes bodily harm
- 3-10 Arson
- 3-11 Violent and/or extreme behavior (aggressive behavior)
- 3-12 Bomb threat
- 3-13 Sexual harassment/Student to Student harassment (Board Policy 500.30)
- 3-14 Possession of explicit pornographic material
- 3-15 Threats
- 3-16 Breaking and entry of school or district property
- 3-17 Bullying

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

The following actions are options available to teachers and administrators:

1. Verbal reprimands
2. Detention (including Saturdays)
3. Special assignment
4. Counseling
5. Withdrawal of privileges
6. Parent conference
7. Behavioral contract/plan
8. Removal from classroom (extended)
9. Suspension
 - a. In-school
 - b. Out-of-school
10. Confiscation
11. Notification of law enforcement officials
12. Recommend Expulsion

Group 1 Acts of Misconduct are subject to the most appropriate action from #s 1-7 unless the conduct is repeated and/or habitual, in which case, any one or more of the above-described discipline options, including out-of-school suspension or expulsion may be warranted.

Group 2 Acts of Misconduct are subject to the most appropriate action from #s 1-11. 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.

Group 3 Acts of Misconduct are subject to all of the above listed options, including out-of-school suspension and 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.

Specific procedural safeguards are in place for the following actions taken by administrators and/or teachers (removal from classroom, suspension & expulsion).

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 or tobacco products. 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 extra-curricular events, such as home and away contests or events, and any other school-sponsored activity with students in attendance. Failure to observe this rule may result in the following:

1st Offense – One (1) - Three (3) day suspension

2nd Offense - Five (5) day suspension

3rd Offense - Ten (10) day 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. By state law, this is in effect for twenty-four (24) hours a day.

SEARCH and SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. (See Board Policy 7:140 for more information)

ACCEPTABLE USE OF TECHNOLOGY

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 & Technology 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 disciplinary action. It is the user's responsibility to log off so that other students may not have access to and through the user's ID and password.

A user who becomes aware of any security risk or misuse must immediately notify a teacher, administrator, or other staff member.

Vandalism of computer hardware or software

Vandalism or attempted vandalism is prohibited and will result in discipline as set forth in these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

Consequences for Violations of Technology Policies

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of computer privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her privileges have been wrongfully limited may request a meeting with the principal to review the limitation. The decision of the principal shall be final.

(Before school begins each August, students and parents must sign the AUTHORIZATION FOR ACCESS TO DISTRICT TECHNOLOGY SYSTEM BY STUDENTS form. This form is to be signed and returned to the high school office)

AGGRESSIVE BEHAVIOR

Aggressive behavior is defined as using any form of aggression 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.

BULLYING

All students have the right to an educational atmosphere that is free from verbal and/or nonverbal, physical, emotional, and social abuse. Bullying is a desire to hurt and/or control another person. Bullying is a continual hurtful action that can threaten another person's well being. Physical bullying can be taunting, pushing, threatening harm, initiating fights, tripping, extortion, biting, etc. Emotional bullying can be calling names, insulting intelligence, defacing personal property or clothing, etc. Social bullying or harassment can be initiating or spreading gossip and rumors, public teasing, group exclusion, public humiliation, etc. Bullying may also include cyber bullying and cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, self harm, or suicide.

Students are educated on the importance of preventing bullying and our staff is committed to enforcing our anti-bullying and anti-harassment policy. Parents and/or students who are aware of bullying/harassment behaviors should report concerns immediately to school staff. Parents of students who are reported to have engaged in aggressive behavior will receive a notification. Proven allegations of bullying or harassment have serious consequences, including detention, in-school suspension, and/or out-of-school suspension.

HAZING

Initiation or hazing of students is prohibited by an act of the State Legislature (Chapter 720, Act 120, Section 5 of Illinois Compiled Statute) and is punishable as a Class A misdemeanor or possibly a Class 4 felony if hazing results in great bodily harm or death. "Hazing" is defined as that treatment which tends to set a student apart from his/her school mates, requires performance of an act for the purpose of induction or admission to any group, or an act which results in bodily harm.

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)

SEXUAL HARASSMENT/ STUDENT TO STUDENT HARASSMENT

Students who feel 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.

CRISIS PREVENTION

It is extremely important for students to report anyone who intends or may intend to do harm to fellow student or staff. Report any information to your teacher, the counselor, or the principal. Students can also call the school violence tip line at 1-800-477-0024. If a crisis does occur, please follow the directions of your teacher or principal.

DETENTION SYSTEM

Two types of detentions will be issued: after-school detention and Saturday detention.

In all cases, a 24-hour notice will be given to the student and/or parents. 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 principal prior to the scheduled detention. A detention which is skipped will be doubled.

SATURDAY DETENTION

The guidelines for Saturday detentions are as follows:

1. The detention will be served in a school classroom on the date indicated. Students are to enter and exit the building through one of the main school entrances.
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 given a break for a drink and/or restroom. Half a detention period is from 8:00 a.m. until 10:30 a.m.
3. The student will conduct himself/herself in an appropriate fashion during the entire detention. No food or drinks are allowed. 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 a.m. shall result in further disciplinary action. Total failure to report may result in a three (3) day out-of-school suspension. (A Saturday detention that is skipped will

be doubled and will be required to be served, in addition to the 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.

NOTE: Saturday detention is a disciplinary measure assigned by the administrative staff only.

SUSPENSION

The 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/her 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 is 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, and the Board may take such action as it finds appropriate.

ALTERNATE EDUCATIONAL SETTING

An alternate educational setting may be assigned during the school day when a student's conduct requires removal from the classroom. The student is able to receive credit for work completed but is not able to participate in lunch with classmates and similar privileges. In-school suspension is one example of an alternate educational setting.

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/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her 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.

TARDINESS

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; or for seniors, the first period after lunch; is considered tardy to school and the student must sign in on the sign in/out sheet in the office. Students who are tardy the other periods of the day are counted as tardy by the classroom teacher. All tardies (regardless of the period) will be counted toward a cumulative yearly total.

Consequences for cumulative tardies:

- 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 consequence as determined by the administration which may include in-school and/or out-of-school suspensions

Detentions shall be assigned with a 24-hour notice. Failure to serve detentions shall lead to a Saturday detention and/or suspension from school.

LEAVING THE CAMPUS

Students are restricted to school grounds from the time they arrive until the time school is dismissed. No student is allowed in the student parking lot during the school day without administrative approval. Students in grade 12 are permitted to leave campus for lunch. One of the first levels of discipline

will be to take away this privilege, if the need exists. Students must follow the sign-out procedure for appointments, emergencies, etc., as outlined in this handbook.

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. 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 district will be unable to refund the cost of the ticket if your child is absent or unable to participate in the trip.

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 medication 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 your request for your 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 (e.g.: injury or disability)

DRESS CODE FOR GRADES 9 – 12

Appropriate dress is necessary to maintain a degree of discipline that will create the best possible learning atmosphere. The Illinois State Board of Education advises that student dress be restricted to "health and safety factors", and factors "that substantially and materially disrupt the educational process".

Students at Pawnee Schools should be clean, neat and "appropriate" in their school dress. Dress is one example of an outward expression of a person's self-respect.

Upon entering the building on a school day or to participate in a school activity, the rules for school attire are as follows:

1. Students shall wear safe and adequate footwear.
2. The "six inch" rule will be used to judge the length of shorts, dresses, and skirts. The length of shorts, dresses, or skirts should be no shorter than six inches

above the top of the knee, when standing. If the clothing is shorter than that mark, then it is in violation of the dress code. When leggings are worn, the skirt or shorts still must meet the "six inch" rule.

3. Students shall not wear unclean, ragged, or frayed clothing. Clothing may not have any holes, rips, tears, or patches.
4. 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.
5. Students shall not wear attire so long that it is apt to be hazardous on stairs, i.e.: long skirts or long baggy pants, or so short that it obstructs the educational process. Pants, shorts, and skirts must be worn on the hips with the undergarments fully covered.
6. Students in grades 9-12 shall not wear: A) any tank tops; B) any halter tops; C) or any other tops that expose the chest, back, waist, or sides below the underarm areas (No body cracks should be visible.) Tanks can be worn over or under other acceptable clothing. Sleeveless shirts with a minimum 3 inch width at top of shoulder are permitted. Appropriate upper body clothing is required at all times. (eg: Shirts must be worn at all athletic practices.)
7. Hats, caps, scarves, sweatbands, bandanas, and sunglasses are not to be worn in school **at any time**. Headwear is only allowed on designated days. Hooded garments are only to be worn with the hood down. Coats or jackets may not be worn to class.
8. Clothing shall be worn appropriately with shorts/jeans at the hips or above and bib overalls buckled.
9. 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.
10. 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 are the ears. No clear studs are allowed. No tape or bandages covering piercing(s) are allowed.
11. Any clothing deemed disruptive to the educational process by the faculty and administration shall not be worn.
12. The display of undergarments is never acceptable. Female students should wear bras at all times while at school.
13. Flannel pants, pajama pants, lounge wear, or surgical clothing shall not be worn during school.
14. Writing on body parts is not appropriate and therefore is subject to disciplinary action.

The interpretation of the dress code is left to the discretion of the faculty and administration. If any one faculty member or administrator rules that clothing is inappropriate or hazardous, then it is a dress code violation.

Dress Code Disciplinary Action

For each violation of the dress code a classroom detention will be issued by the teacher, with a detention report recorded in the detention log book. The teacher will notify the parents by phone. The student also must 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.

CONDUCT IN THE CAFETERIA DURING LUNCH PERIOD

Sufficient time has been provided for everyone to obtain lunch and eat without undue haste. All students who eat lunch at school must eat in the cafeteria, including those who bring lunch from home.

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; early arrival is not allowed.
2. Eat only in the cafeteria. Food must not be taken into the corridors, into the gym, or outside of the building. If you bring your lunch from home, it 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 pre-approved by the teacher and principal.
3. Deposit paper bags, milk cartons, sandwich wrappers, straws, etc. in refuse containers.
4. Return your trays, plates, and silverware to the soiled dish counter.
5. Avoid undue noise, confusion, and movement.
6. Help to keep the dining room clean.
7. Anyone guilty of 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, plus other disciplinary action may be taken.
8. There will be no stealing or tampering with food belonging to others. Any one in violation will receive a detention. In addition, table cleanup is the student's responsibility.
9. The principal or designee may rescind the privilege of eating in the lunchroom or may assign designated seating spots.
10. Exceptions may be granted for special events with the prior approval of the principal.

HOMEWORK COMPLETION

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 for the nine-week grades. Failure to turn in completed designated work, within the designated time limit set by the teacher, will result in a "zero" for the absence(s). Homebound instruction is available via Board Policy 6:150.

When a student is given an assignment prior to his/her absence, that assignment is due by the next class session. All unexcused late homework will earn a zero.

Long-term assignments such as research papers or projects, are due on the deadline established by the teacher unless other arrangements are made between teacher and student. Students who earn an out-of-school suspension must turn in any homework (for up to 50% credit) the day they return to school. Homework must be made up by the time the class meets again. They must also make up quizzes and tests the day they return to school unless the teacher specifies a later date.

For a pre-approved absence, students must complete any homework, quizzes, and tests by the end of the second school day after they return. In other words, if a student returns on a Monday, all work must be completed and turned in by the end of the day on Tuesday.

COLLEGE/CAREER DAYS/JOB SHADOWING

Pawnee High School juniors may request one (1) college/career day, and seniors may request two (2) college/career days. Final consideration/approval on each request will be made by the administration. The following rules must be followed in requesting college/career days:

1. Permission forms must be obtained through the guidance counselor.
2. Permissions forms, signed by both student and parent, must be submitted to the administration at least three (3) school days in advance of the proposed college/career day.
3. No college/career day for juniors or seniors will be approved after April 30th of each school year.

To be eligible to participate in college days, career days, or job shadowing, a student cannot have accrued 6 detentions or more and must not have earned an in-school suspension or out-of-school suspension. Also, a student must have less than 10 days of absence for the school year.

SKIP DAY

The school does not sanction or approve of skip days at any level of the program. Any student known to be participating in any unauthorized mass absence will receive an unexcused absence and a minimum of one (1) day in-school suspension. All students absent on skip days may be asked to verify illness or reason for absence.

ADMISSION

Students will be admitted to Pawnee High School under the following conditions:

1. Upon presentation of a certificate of graduation/promotion from any eight or nine year grade school of good standing or upon presentation of a certificate of transfer from a recognized high school.
2. Upon presentation of a health card signed by a physician.
3. He or she can prove residence within the district. Legal residence shall generally be defined as residence with a parent or guardian who resides within the school district.
4. A student must attend PHS as a full-time student at least one semester prior to graduation. (Administrative discretion may be used in unusual situations.)

5. No students who are currently out of school due to a suspension or expulsion shall be permitted to enroll and attend classes until the student has served the entire period of the suspension or expulsion imposed by the school from which the student is transferring.
6. Admission or re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his/her 21st birthday. (See board policy 7:50)
7. Any incoming secondary student from a non-graded, non-recognized, or non-accredited school begins high school as a freshman, regardless of age or proficiency. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.
8. Proficiency tests approved by the board of education may be administered if an incoming student seeks to be placed above 9th grade.

DROPPING OF SUBJECTS

After the first two (2) class sessions of any given course, a student will not be allowed to change that course until the end of the semester. The 10:00 a.m. dismissal day does not count as a class session for this purpose. For the second semester, class changes of semester classes only, may be made during the first two (2) class sessions of the semester.

Changing a course requires the consent of the parent, teacher, and counselor and is arranged through the counselor's office.

DRIVER EDUCATION

To enroll in driver education a student must be at least a freshman and must have passed eight (8) semester courses the previous two (2) semesters as required by state law.

The order of driving is determined by age (oldest to youngest). This will only change if a student is doing poorly in classroom Driver Education (D or F). Students' behavior can also effect their regularly scheduled driving time.

REQUIREMENTS FOR GRADUATION

4 credits English	3½ credits Soc. Studies
½ credit Speech	½ credit Cons Ed.
½ credit Writing Comp.	1 credit Fine Arts
3 credits Math	4 credits PE
3 credits Science	½ credit Health

All 9th graders are required to complete two semesters each of English I, Math, Science, World History, Physical Education, and one semester of Health Education. It is recommended students complete one semester of Driver Ed.

All 10th graders are required to complete two semesters each of English II, Math, Science, World Geography, and Physical Education.

All 11th graders are required to complete two semesters each of English III, Math, Science, American History, and Physical Education. Juniors are required to complete one semester of Composition and one semester of Speech.

All 12th graders are required to complete two semesters of English IV and Physical Education. Seniors are required to complete one semester of Constitution and one semester of Consumer Education. Passing the United States Constitution test is required.

CREDIT REQUIREMENTS

The number of total credits needed for graduation is thirty (30). Twenty and one half (20½) must be earned from the list of graduation requirements. Transfer students may have their credits evaluated and total credit requirement adjusted by the principal so that a student who transfers late in high school may still graduate in 4 years. Classes successfully passed may not be retaken.

In order to meet these requirements, a student should pass 7½ credits of work per year. Generally, a course that meets one period every day for a year receives one (1) credit. A class that meets every day for a semester would generate ½ credit.

CLASS STANDING

Class standing will be determined once a year during the summer. Student may not "move-up" a class during the school year. Class standing will be determined as follows:

Freshman – under 7 credits
Sophomore – 7 to 14.5 credits
Junior – 15 to 21.5 credits
Senior – 22 or more

CLASS RANK & WEIGHTED GRADING SYSTEM

Rank in class is determined by a weighted grading system. Grades for all subjects for which whole or fractional credit is given are computed in the final class rank. Class rank and GPA for home-schooled students will be based on the 4-point scale.

Designated 5-point classes (if offered) as approved by the Board are:

CP English I	CP Biology
CP English II Chemistry	
CP English III	Physics
CP English IV	Botany/Zoology
CP Geometry Anatomy	
CP Algebra II Spanish I	
Pre-Calculus	Spanish II
Calculus	Spanish III
	Spanish IV

GRADES

The Board of Education has adopted a nine-week grading period for Pawnee students. In each semester there are two nine-week grading periods.

The numerical pattern for letter grades for all teachers and for all courses in grades 9-12, is as follows:

A	= 93 - 100	Excellent or Superior
B	= 86 - 92	Good/Above Average Work
C	= 78 - 85	Average/Adequate

D = 70 - 77 Poor but Passing
F = Below 70 Failure

HIGH SCHOOL HONOR ROLLS

There will be two (2) honor rolls:

High Honor Roll
Honor Roll

To qualify for the **High Honor Roll**, a student must earn all grades of **A**.

To qualify for the **Honor Roll**, a student must earn all grades of **A and/or B**.

A "C", "D", or "F" will omit a student from either honor roll.

HIGH SCHOOL GRADE POINT DETERMINATES

The following scale will determine GPA based on a percentage grade:

		<u>Regular 4.0</u>	<u>Weighted 5.0</u>
100 %	A	4.0000	5.0000
99 %	A	3.9285	4.9285
98 %	A	3.8570	4.8570
97 %	A	3.7855	4.7855
96 %	A	3.7140	4.7140
95 %	A	3.6425	4.6425
94 %	A-	3.5710	4.5710
93 %	A-	3.5000	4.5000
92 %	B+	3.3500	4.3500
91 %	B+	3.2075	4.2075
90 %	B	3.0650	4.0650
89 %	B	2.9225	3.9225
88 %	B	2.7800	3.7800
87 %	B-	2.6375	3.6375
86 %	B-	2.5000	3.5000
85 %	C+	2.3750	3.3750
84 %	C+	2.2500	3.2500
83 %	C	2.1250	3.1250
82 %	C	2.0000	3.0000
81 %	C	1.8750	2.8750
80 %	C	1.7500	2.7500
79 %	C-	1.6250	2.6250
78 %	C-	1.5000	2.5000
77 %	D+	1.3750	2.3750
76 %	D+	1.2500	2.2500
75 %	D	1.1250	2.1250
74 %	D	1.0000	2.0000
73 %	D	0.8750	1.8750
72 %	D	0.7500	1.7500
71 %	D-	0.6250	1.6250
70 %	D-	0.5000	1.5000
69 and below		0.0000	0.0000

EARLY GRADUATION

Pawnee High School does not allow a student to graduate prior to completing eight semesters of attendance.

CAPITAL AREA CAREER CENTER

Junior and Seniors may be allowed to take classes at the Capital Area Career Center (CACC) in Springfield. The cost for tuition and transportation is solely the responsibility of the parent and/or student. Pawnee students may attend CACC classes each day for half a day and will receive two credits each semester for successful completion of a CACC course.

All PHS graduation requirements still must be met. Students are not allowed to enroll at CACC if they are not on track to graduate.

CORRESPONDENCE (EXTENSION), EVENING, and ALTERNATIVE COURSES

All correspondence, evening, and summer school courses must be approved by the counselor and principal before signing up. For their high school career, students may earn up to a total of 3 credits via correspondence courses, evening courses, and/or alternative school (above and beyond the normal 8 credits per year).

Correspondence Courses - Students are not to enroll in evening, summer, or correspondence courses that are the same or similar to courses offered at PHS unless they have failed that course. (Exemption: Summer Driver Ed.) All costs are the responsibility of the parent and/or student.

Evening Courses - Pawnee Community Unit District #11 accepts for credit, high school courses taken by District seniors through the Springfield District #186 Adult and Continuing Education Program. These "night school" courses are granted credit equivalent to credit courses offered at Pawnee High School when approved by the counselor and principal. These courses may be taken only after having failed the course at PHS. All costs are the responsibility of the parent and/or student.

PRAIRIE STATE ACHIEVEMENT EXAM

Public Act 93-857 requires students to take the Prairie State Achievement Examination (PSAE) as a condition of receiving a regular high school diploma, unless a student is exempted because:

- the student's Individualized Education Program (IEP) developed under Article 14 of the School Code identifies the PSAE as inappropriate, even with accommodations, and the student is eligible to take the Illinois Alternate Assessment (IAA) instead.
- The student is exempt due to his/her lack of English language proficiency-and the student is eligible to take the Illinois Measure of Annual Growth in English (IMAGE) instead.
- The student is enrolled in an Adult and Continuing Education program as defined in the Adult Education Act-and the student is not dually enrolled in his/her local school district.

The PSAE dates for the 2011-2012 school year are April 24-25, 2012. ACT scores will be listed on student transcripts unless notified by parents not to.

SEMESTER EXAMS

Semester exams are required in all high school subject areas. Students must be present at the beginning of the scheduled exam period to receive any credit. Students will be denied admittance to the exam room and will not be allowed to take the exam if they are not present when the exam class session begins. The administration reserves the right to waive or amend this rule as circumstances warrant.

Seniors are excused from the 8th semester final exams if they meet the following criteria:

- A. 95% attendance for the year.
- B. No suspensions from school during the year.
- C. "B" or better semester average in present class
- D. Cumulative grade point average of 3.00 for all course work through 7 semesters.

Juniors are excused from the 6th semester final exams if they meet the following criteria:

- A. 97% attendance for the year.
- B. No suspensions from school during the year.
- C. "A" semester average in present class
- D. Cumulative grade point average of 3.50 for all course

course

ACADEMIC INTEGRITY

Pawnee High School students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with integrity and fairness.

To act dishonestly is inexcusable. Students who engage in academic dishonesty should expect serious consequences. At the minimum, students involved in breaches of academic integrity will receive an automatic zero as a grade for the assignment with the possibility of a lower or failing course grade. In addition, incidents of academic dishonesty may be subject to detention and/or referral to the administration for further disciplinary action. Cheating, plagiarism, and inappropriate collaboration are examples of a breach of academic integrity. The teacher will exercise professional judgment in determining breaches of academic integrity including the use of electronic plagiarism protection.

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; acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage (examples of unfair advantage include reading other sources in place of the assigned work, e.g. using English version of foreign language texts), use of notes, a cheat sheet, or cards on a test, getting exam questions from an earlier test taker, programming a calculator, PDA, or cell phone for use accessing answers; verbally or in written form aiding yourself or another student on a quiz or a test with materials disallowed by a teacher; and aiding or abetting another student in cheating.

Plagiarism is to make it appear in one's writing as if another's writing, including text, stories or narratives, thoughts, or discovered facts are one's own, or to represent the artistic creation or graphic or tabular presentation of others as one's 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 and will be disciplined accordingly.

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 the teacher has instructed a student not to collaborate and the student does so, it is cheating. Unless otherwise instructed by teachers, the conclusions you draw and work you create or the paper you write are to be a product of your own thinking, creativity, and work.

NATIONAL HONOR SOCIETY

To be considered for membership in National Honor Society, the student must be a sophomore, junior, or senior and have a grade point average of 3.7 or better.

Early in the 2nd semester, the selection process for membership in National Honor Society will take place. Each scholastically eligible student will be rated by the entire high school faculty on the basis of Leadership, Service and Character.

The faculty council, a committee of 5 teachers, will then review the ratings of the entire faculty and determine new members for NHS.

All students who are scholastically eligible for NHS will be informed in person or by mail whether they have been selected for NHS.

VALEDICTORIAN, SALUTATORIAN & HIGH HONOR AWARDS

The valedictorian and salutatorian honors may be awarded to any senior who enrolls as a full-time student for the beginning semester of his/her junior year and completes the required number of credits by the end of his/her senior year and who meets the necessary criteria academically. Consideration for salutatorian award may be given to students who move into the district their senior year. The determination for these awards will be made at the end of the eighth (8th) semester. The valedictorian award will go to the #1 ranked student by grade point average in the senior class. The salutatorian award will go to the #2 ranked student by GPA in the senior class. Co-honors will be given only if there is an exact tie.

CONFERENCES

Parents are encouraged to visit the school or request a conference with a teacher at any time. Parent-teacher conferences are planned to follow the end of the first nine weeks grading period of first semester.

PROGRESS REPORTS

Grades will be posted by teachers weekly via SDS. Students will receive a mid-term progress report that will be mailed to parents. The reports are designed to show the student and parent current course status.

STUDENT SERVICES

Guidance and Counseling Service

The guidance department performs a variety of services with a common objective of helping the student make the maximum use of talents and opportunities.

The counselor will see each student during the school year. There are many different aspects to the guidance department's work. Listed below are some of the areas in which the counselor helps the students of Pawnee High School:

1. College selection counseling
2. Scholarships
3. Financial aid
4. Vocational guidance
5. Aptitude and entrance testing
6. Academic counseling
7. Personal counseling
8. Referral source to other supportive agencies

Whether you are a parent or a student, please contact the guidance office if you have any questions concerning any of these areas.

Health Service

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. Students may not return for 24 hours after fever ends. It is the parent's responsibility to arrange transportation within an hour of being notified. The school has a responsibility to protect the health of remaining students.

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. Doctor's notes can be faxed to the school at 625-8213. 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.

The school, with proper authorization from parents and physician, asks those students taking prescribed drugs to report to the nurse's office to turn over those drugs which will be dispensed by the nurse at the appropriate times. Over-the-counter medication, such as cold, sinus, or cough medication, must be delivered to the nurse for administering. Any other pills and powders should not be brought to school, and doing so will be considered an act of misconduct.

It may be necessary to share students' 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. If you have any objection to this, please submit your objection in writing to the school nurse.

It may be necessary to contact the student's physician in order to properly meet the student's health and safety needs. If you have any objection to this, please submit your objection in writing to the school nurse.

A student will not be allowed to go home sick unless a parent comes to pick up the student or other arrangements are made.

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 have no impact on your ability to receive Medicaid funding either now or any time in the future.

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 non-core classes (i.e.: band, chorus, computers, art, and physical education) to receive the RtI interventions.

VISION SCREENING

Every year, vision screening is done at Pawnee School District, as mandated by the School Code, for students, including special education, new and transfer students, 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 ASTHMA 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 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:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician assistant, or advanced practice nurse having authority to prescribe such medication.
3. 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.
4. 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) and 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.

Medication Guidelines: See current board policy.

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 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 are 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 generally occurs by direct head to head contact.

- 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.
- 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 or school, 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. Encourage children with long hair to attend school with hair tied back.
4. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
5. Maintain a sympathetic attitude and avoid stigmatism/blaming families who are experiencing difficulty with control measures.
6. 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, parents 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 will 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.
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 must 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.

FOOD ALLERGY MANAGEMENT

The district's Food Allergy Management Plan is available upon written request to the school office.

TRANSPORTATION

The Pawnee School District will provide transportation for all students who live one and one-half miles or more from the school.

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, as well as via *School Reach*, 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.

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

1. Do not leave books, lunches, or other articles on the bus.
2. Keep books, packages, coats, and all other objects out of the aisles.
3. Help look after the safety and comfort of smaller children.
4. Be on time at the designated school bus stop.
5. Stay off the road at all times while waiting for the bus.
6. Wait until the bus comes to a complete stop before attempting to enter the bus.
7. Be careful in approaching the place where the bus stops.
8. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
9. Keep hands and head inside the bus at all times after entering and until leaving the bus.
10. Assist in keeping the bus safe and sanitary at all times.
11. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
12. Treat bus equipment with respect.
13. Never tamper with the bus or any of its equipment.
14. Do not throw anything out of bus windows.
15. Do not leave your seat while the bus is in motion.
16. Be courteous to fellow pupils, the bus driver, the bus monitor, and the crossing guard.
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. Be alert to a danger signal from the driver.
21. Do not ask the driver to stop at places other than the regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
22. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
23. On other trips, respect the wishes of the chaperone appointed by the school.
24. Eating and drinking is not allowed on the bus.

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

Appropriate disciplinary action will be administered as determined by the administration. Consequences range from a verbal warning up to and including a recommendation to the Board for expulsion for repeated or egregious behavior / actions. Students may also be suspended from school-provided transportation as is deemed necessary and appropriate.

USE OF MOTOR VEHICLES

Students may drive motor vehicles to school. All student vehicles will be parked in the south parking lot. No sidewalk, building entrance, shop entrance, or bus door may be blocked. No vehicle is to be moved during the school day, except during the noon hour by seniors, unless requested to do so by school personnel. The exit for this parking area is the south drive. Students are not allowed to drive through the school grounds during the school day due to the danger factor with so many children around. Students should not drive north on Fourth Street in front of the grade school during school dismissal times.

In the south parking lot, cars are not to be parked in the entrance or on the blacktop drive south of the school. Students must park appropriately and not block other cars or they may lose their parking privilege.

Only the vehicle used by the Student of the Month for transportation to/from school may be parked in the Student of the Month parking space.

Seniors who drive off the grounds during the noon hour are urged to exercise extreme caution as many little children are

walking or riding bicycles at that time in the school neighborhood. This is considered a privilege and students are expected to fully assume all the responsibility of operating a motor vehicle properly. Students are not allowed to sit or lounge in vehicles during the school day.

Local police may enforce all traffic laws on the school grounds and in the school neighborhood. Fourth Street and the streets running off of it in this area are in a school zone where speed has no place and attention and caution are absolute necessities. Obey the speed sign and drive carefully and cautiously on the south drive or anywhere on school property.

CARE OF SCHOOL PROPERTY

Students are expected to take care of the school property and building. Damages inflicted willfully by students will necessitate restitution. Teachers are expected to report incidents of marking, defacing, or damaging of any school property.

Theft of school property and vandalism are crimes punishable by law. Parents are responsible for the cost of any vandalism or destruction of property committed by their child.

USE OF THE TELEPHONE / CELL PHONE

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 high school office. Organizations and classes must record all long distance calls and pay for them.

Use of **cellular telephones** is prohibited during any time in the school day that the student is in class, the hallways, the bathrooms, etc. Such items brought to school **must be turned off** and stored securely in lockers so they are the responsibility of the owner. Students may not use their phones between 8:15 a.m. and 3:15 p.m. Failure to follow this directive may result in confiscation of the cell phone for return to parent/guardian. See the misconduct section of this handbook for a list of consequences for inappropriate use of a cell phone. Use of telecommunication devices for cheating (text messages), harassment (picture phones), or any other inappropriate use will result in confiscation of the telecommunication devices and disciplinary action taken.

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

PERSONAL CONDUCT BETWEEN SEXES

High School students shall observe commonly accepted standards of decency in their attitudes towards, and association with, other students. We have one rule – **HANDS OFF**. If the hands-off policy is not followed, the consequences will follow from warnings and parent notification to detention to suspension.

GRADE SCHOOL BUILDING/PLAYGROUND

High School students are not to be in the grade school building or on the playground during the school day, unless they are supervised by a member of the faculty or administration. The teachers or students in the grade school may not be contacted without prior approval of the grade school office.

The blacktop in back of the school is reserved for grade school use during the school day. High school students should not be in that area at any time. Students are not allowed to drive their cars behind the school during school time hours.

PHYSICAL EDUCATION CLASSES

Physical education is required of all students. All students in physical education classes are to wear the uniform approved by the instructor. This will consist of the school PE shorts and the student-provided white or gray tee shirt. The tee shirt must be acceptable to the PE instructor. PE clothes may not be worn to classes other than PE. Classroom teachers will enforce this rule.

A PE padlock must be purchased at a fee of \$7.00. Each student will have his or her own locker that must remain locked when the student is not in PE class. The PE instructors are in charge of PE locks and locker assignments.

EXEMPTION FROM PHYSICAL ACTIVITY

A student may be excused from some or all physical activities when the appropriate excuses are submitted and the principal grants approval. Alternative activities and/or units of instruction will be provided for pupils whose condition prevents their participation in the physical education courses. (See Board Policy 7:260)

USE OF THE GYM

During play activities only soft-soled shoes are allowed on the main playing floor in the physical education gym to avoid marking and damaging the surface. Students walking through the gym should remain on the fringe area outside the marked-off play area.

AFTER SCHOOL HOURS USE OF THE BUILDING

At 4:00 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 4:00 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 4:00 p.m., at which time the doors shall be locked. Any student returning to school must check in at the office before going elsewhere in the building.

BOOK RENTAL

All textbooks may be rented from the school, or students may purchase their books if they so desire.

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

Pawnee does participate in the loan of secular textbooks in accordance with Public Act #79-961 of 1975. Student request forms are kept on file.

LOCKS AND LOCKERS

Combination locks are sold to all students for use in P.E. class at a cost of \$7.00. That lock stays with the student until graduating from high school or moving from the district.

Hall lockers are assigned to all students for their use during the year. The locker is the property of the school and is not the personal property of the student. Lockers may be searched by the administration at any time. Lockers must be kept free of any permanent signs, decals, or materials of questionable, illegal, or dangerous nature. If, through negligence, the hall lock is lost, the student will pay \$7.00 for the replacement lock.

If students have any problems with their lockers, such as bolts coming loose or combinations that are sticky, the high school office should be contacted for help.

All school lock combinations must first be cleared by turning the combination two complete turns to the right (clockwise) before stopping at the first number. Then turn back to the left (counterclockwise) going by the first number one time and stopping at the 2nd number. Finally turn back right (clockwise) to the final number and the lock should open.

Sometimes lockers will not close because they are too full of debris. Students must not force doors closed with their feet because it damages the paint and the contents inside the locker. If a locker is that jammed full, it needs to be cleaned out. Students are not allowed to write on the lockers.

2011-2012 STUDENT FEE SCHEDULE

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

Registration / Book Rental	\$110.00
Course Fees:	
Art	\$ 10.00
Creative Arts	\$ 10.00
Band	\$ 10.00
Chorus	\$ 10.00
Foods & Nutrition	\$ 10.00
Clothing & Textiles	project cost
Woodworking	project cost
Driver Education	\$50 + \$20 state fee

Course fees are non-refundable. 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.

There is a non-refundable book rental fee of \$10 per book if it is determined it is educationally necessary and if textbooks are available.

High School Athletic Fees:

Participation Fees	\$ 50.00 per sport or \$ 150.00 for 3 or more sports
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Miscellaneous Fees:

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

Hot Meal Prices:

Breakfast 7 th – 12 th	\$ 6.25/week
Lunch 9 th – 12 th	\$ 10.75/week
Lunch Adult	\$ 13.25/week
Lost or damaged lunch card	\$ 5.00

LUNCH POLICY

The system works much like a bank checking account. It is NOT a charge account. This lunch procedure involves a computer scanner much like those used at the grocery stores. Each student has his/her own card with his/her own bar code. Money will be deducted from each child's account as he/she eats school lunches. Each student's lunch balance will be available on the school website. At the end of the year, the credit balance will remain in his/her account for the next school year or refunded if the child will be leaving the district.

Persons who may qualify for free or reduced lunches due to their financial circumstances, should contact the school offices for forms. There is additional non-lunch aid for those who qualify. Standards for qualifications are set by the federal government.

LUNCH PROCEDURE IS AS FOLLOWS:

1. Pay through RevTrak or send a check or cash in an envelope with your child's name and the amount written on the envelope.
2. Paying monthly is preferred.
3. There are overdue limits. When their account balance is running low, students will be verbally notified as they check-out. Students in grades 9-12 are allowed to charge only 1 day, after which time they will not be allowed to eat a school breakfast/lunch. 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.
4. Payment is expected for all students. Those families eligible for free or reduced meals are responsible for paying meal costs until they complete all appropriate

paperwork and approval is granted. This procedure must be done annually.

5. An accurate lunch count is important. If your student is planning to eat a school lunch but will need to arrive late to school (i.e.: Dr. appointment) and will miss morning attendance/lunch count, please phone 625-2471, extension 217 to reserve a lunch.
6. Students are required to have lunch ID cards or they 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 set above to notify the teacher or chaperone in charge of any injury, or suspected injury, immediately.

It is the responsibility of the injured, upon return to school, to request the insurance papers. These papers must be properly filled out and signed by the parent. Failure to properly report the accident, or to complete the forms, may result in the loss of the claim by the 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.

PASSING TIME

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.

ASSEMBLIES

School assemblies are held at various intervals during the year. These may include pep meetings, assemblies presented by our own students, assemblies by outside talent, and video presentations. Special assemblies are held for the presentation of information to the student body. Disruptive behavior has no place at these gatherings. Students may be removed for misbehavior and banned from further assemblies. Detentions and/or suspensions may also apply.

FUND RAISING PROJECTS

All fundraising for the Pawnee School District should be approved by the principal and placed on the master calendar located in the high school office.

No student is to attempt a fundraiser without coach/sponsor and administrative approval. All money collected should be turned in by established deadlines. Coaches/sponsors should deposit money in the school safe daily. Fundraising money should never be kept in classrooms or lockers.

SENIOR PICTURES

Each member of the senior class will have his/her picture taken by the photographer meeting the criteria established by the yearbook staff in order to have a uniform appearance of seniors in the yearbook, school composite, and releases for the newspaper. Any students who do not follow this policy or fail to have pictures taken by the required time will not have their picture in the yearbook or in senior composites. The yearbook staff will provide information to juniors near the end of the school year on implementation of this policy.

ADVERTISEMENTS, NOTES & BULLETIN BOARD USE

No advertisements or notices shall be read, distributed, or posted in the school, or on the school premises, without the consent of the superintendent or principal. All student signs, crepe paper, etc. are to be placed only on the bulletin boards, glazed tile, or metal areas. They must not be attached to ceiling tile or plastered surfaces. Students who post signs throughout the school bear the responsibility of removing them after the event is over.

HAZARDOUS TRANSPORTATION REIMBURSEMENTS

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. More information may be obtained in the unit office.

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.

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

For emergency drills, students must be sure to stay away from openings, doors, windows, and areas where shattered glass may be flying.

MANDATED REPORTERS OF CHILD ABUSE & NEGLECT

School personnel are required to report suspected 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.

PUBLIC NOTIFICATION OF PESTICIDE TREATMENT

A professional pesticide control company has been contracted to treat the school on the first Tuesday of each month. The treatments will always be conducted after school hours. This serves as notice of state law 225ILCS23/10.3.

If you would like to be notified prior to any spraying on school grounds, please complete the notification form found in the unit office. We will notify those who request it at least two days prior to any application.

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 Junior High School, and 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 / Pawnee C.U.S.D. # 11 Superintendent, 810 Fourth Street, Pawnee, IL 62558, (217) 625-2471.

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 master calendar in the high school office.
9. All class and organizations shall conduct organized meetings following their Constitutions, By-Laws, and/or Robert's Rules of Order.
10. Sponsors must be in attendance at all meetings and activities.



PAWNEE INDIANS EXTRA-CURRICULAR ACTIVITIES POLICY

2011-2012

PURPOSE

This extra-curricular activities code covers both the Pawnee Junior High and 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 who participate in extra-curricular activities 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. 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.

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

Extra-curricular activities covered by this handbook include: all I.E.S.A. and I.H.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 National Honor Society and Junior Beta Club activities; all Student Council activities; all yearbook club activities; musical/play practices and performances; Youth in Government weekend and planning meetings. 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.

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 Student Council, National Honor Society and 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.

The senior class trip is school sanctioned but not school sponsored. Rules and policies are established, explained, and signed off on before the trip. The school disciplinary code is followed if violations occur.

ELIGIBILITY REQUIREMENTS

1. A high school athlete/cheerleader must meet current Illinois High School Association (IHSA) standards for eligibility. Per Pawnee High School policy, no athlete/cheerleader shall be eligible if he or she is receiving more than one "F" (failing grade). 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" (failing grade).
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.

IHSA DRUG POLICIES

Each high school student athlete/cheerleader must sign an agreement not to use any drugs on the IHSA's most current banned drug classes list and the student athlete/cheerleader and his/her parent/guardian must sign an agreement to take part in random testing for these substances.

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

PHYSICAL EDUCATION

Students in eleventh or twelfth grade may be excused from participating in Physical Education for the following reasons:

(1) for ongoing participation in an interscholastic athletic program; (2) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice; or (3) to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

The intent of this policy is not to allow students to be excused from P.E. solely on the basis of participation in extra-curricular activities. Students shall submit a written request for exemption from physical education to the Building Principal.

Approved exemptions shall be on the basis of one semester. An extension of the exemption for additional semesters may be approved if circumstances warrant. In each case, a student who is exempted from a physical education class shall be required to fulfill a class schedule which meets the minimum standards for school attendance.

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 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 or Pawnee High School.

APPEAL: One (1) year after a student's third offense he/she may apply to a review committee to be re-instated 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 or Pawnee 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 director 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 or other students on a fan or team 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, Junior High 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.

HIGH SCHOOL AWARDS

A. Varsity Letter

The varsity letter shall be a 7-inch block-type "P". One varsity 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 and one service bar will be awarded with the first varsity letter, and service bars for each subsequent year an athlete earns a letter in that sport. A Captain's Star will be awarded to the Captain(s) in each sport.

1. Interpretation: Students shall be awarded only ONE varsity letter. After the letter award, service bars will be awarded annually.
2. Exception: In the event a student earns a letter in each of four years in only ONE sport and the letter becomes worn or damaged, he/she may exchange it for a new letter providing such is requested during the student's senior year.

B. J.V. Letter

The J.V. letter shall be a 5-inch block "P". One J.V. letter shall be awarded to athletes who qualify in football, basketball, baseball, track, volleyball, or softball. NO inserts or service bars shall be awarded with J.V. letters. A J.V. letter is awarded each year in each sport to an athlete who qualifies.

C. Numerals

Numerals, signifying the year the athlete will graduate from high school, will be awarded to all high school athletes the first time they complete an entire season of a sport and are recommended by the coach for such numerals. Only ONE set of numerals shall be awarded to any high school athlete. A varsity or J.V. letter may also be awarded the first year if the athlete meets the requirements for such an award.

D. Certificates

Certificates shall be awarded to those athletes who stay out for an entire season but do not meet the requirements for a varsity or J.V. letter.

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

A. High School:

If the twelve cheerleaders compete as two squads (JV and Varsity) the freshmen/sophomores will receive numerals and/or JV letter. (If cheerleaders have already received numerals, they will receive a JV letter. If cheerleaders have already received JV letters, they will receive numerals. If cheerleaders have received both numerals and a JV letter, they will receive a certificate indicating they have earned a JV letter. The juniors/seniors will receive a varsity letter along with the appropriate inserts and bars. (If juniors/seniors have not received numerals, they will also receive them with their first varsity letter.)

If the twelve cheerleaders compete as one squad they will be considered as a varsity squad. They will receive a varsity letter along with the appropriate inserts and bars. (If the cheerleader is a first year cheerleader and has not yet received their appropriate numerals, they will also receive those numerals.)

After receiving their first varsity letter, the cheerleaders will receive a megaphone insert and a service bar for each year of cheerleading. In the event a student is a cheerleader for two sports, he/she will receive only one letter per year, NOT per sport. Cheerleaders must meet the requirements and be recommended by the sponsor to receive their awards.

B. Junior High School

Cheerleaders who meet the requirements and are 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 building 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. Football, 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/IHSA 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 IHSA/IESA meet.

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.

