

# PAWNEE



## **7th-12th Grade Student Handbook 2024-2025**

**PAWNEE COMMUNITY  
UNIT SCHOOL DISTRICT #11  
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.

## ACADEMICS

Academic Integrity.....	7
Accelerated Placement Policy.....	8
Capital Area Career Center.....	13
Care of Chromebooks.....	14
Class Rank and Weighted Grading System.....	15
Class Standing.....	15
College Days and Career Days/Military Testing.....	15
Conferences.....	15
Credit for Proficiency, Non-District Experiences, Course Substitutions & Accelerated Placement..	15
Credit Recovery Courses.....	16
Credit Requirements for Graduation.....	16
Driver Education.....	21
Dropping of Subjects.....	21
Early Graduation.....	22
Education of Children with Disabilities.....	22
E-Learning.....	22
Eligibility.....	23
Exemption from Physical Education Requirement..	23
Family, Life, and Sex Education Classes.....	25
Google Classroom.....	28
Grades.....	28
Grade Point Average.....	28
Graduation.....	28
Guidance Counselor.....	29
Home and Hospital Instruction.....	31
Homerooms.....	32
Homework Completion.....	32
Honor Rolls.....	32
Instructional Material.....	33
Junior High Class Placement.....	34
Junior High Promotion.....	34
Lincoln Land Community College.....	35
Multi Tiered System of Support (MTSS).....	37
Parent Notices Required by the Every Student Succeeds Act.....	41
Passing Time.....	41
Physical Education Classes.....	41
Progress Reports.....	41
Records: Regulations.....	42
Semester Exams.....	46
Special Education Programs and Services.....	49
Standardized Testing.....	50
State Mandated Graduation Requirements.....	50
S.T.E.P.....	51
Student Records.....	52
TeacherEase.....	56
Unsafe School Choice Option.....	59
Usher/Marshaling.....	60

## ACADEMIC COUNSELOR

Academic Counselor.....	6
Accommodating Breastfeeding Students.....	8
Bullying, Intimidation, & Harassment.....	12
College Days and Career Days/ Military Testing.....	15
Conferences.....	15
Credit for Proficiency, Non-District Experiences, Course Substitutions & Accelerated Placement....	15

Credit Recovery Courses.....	16
Crisis Prevention.....	16
Dropping of Subjects.....	21
Family, Life, & Sex Education Classes.....	25
Homeless Policy.....	32
Mandated Reporters of Child Abuse & Neglect.....	36
Parent Notices Required by the Every Student Succeeds Act.....	41
Re-Engagement of Returning Students.....	42
Sexual Harassment & Teen Dating Violence Prohibited.....	47
Standardized Testing.....	50
State Mandated Graduation Requirements.....	50
Student Biometric Information.....	51
Student Records.....	52
Suicide & Depression Awareness & Prevention.....	54
Work Readiness Program.....	60

## ACTIVITIES

Assemblies.....	10
School Dances.....	43
Senior Trip.....	47

## ATTENDANCE

Absences Grades 7-12.....	5
Absence Medical Excuse.....	6
Absence Pre-Planned.....	6
Admission.....	8
Attendance.....	10
Extended Trips or Vacations during School.....	25
Leaving Campus.....	35
Off-Campus Lunch.....	40
Sign Out Procedure.....	48
Skip Day.....	49
Tardiness.....	55
Truancy.....	59

## AWARDS AND ORGANIZATIONS

Abe Lincoln IPA Breakfast.....	5
ACES Academic Awards.....	8
Athletic Awards.....	70
Junior Beta Club.....	34
JH Leadership Conference.....	35
Lions Club Academic Banquet.....	35
National Honor Society.....	38
Students of the Month.....	52
Valedictorian/Salutatorian Awards.....	60

## CAFETERIA

Cafeteria Conduct.....	13
Meal Payments and Procedures.....	36
Meal Policy.....	37
Off-Campus Lunch.....	40

## EXTRA-CURRICULAR ACTIVITIES

Athletic Awards.....	70
Extra-Curricular Activities General Regulations.....	36
Extra-Curricular Policy/Conduct Code.....	61
I.H.S.A. Policy.....	66

**GUIDANCE COUNSELOR**

Accommodating Breastfeeding Students.....	8
Awareness & Prevention of Child Sexual Abuse...	10
Bullying, Intimidation, and Harassment.....	12
Crisis Prevention.....	16
Guidance Counselor .....	29
Homeless Policy.....	32
Mandated Reporters of Child Abuse & Neglect.....	36
Re-Engagement of Returning Students.....	42
Sexual Harassment & Teen Dating Violence Prohibited.....	47
Student Biometric Information.....	51
Student Records.....	52
Suicide & Depression Awareness & Prevention.....	54

**MEDICAL**

Accommodating Breastfeeding Students.....	8
Food Allergy and Diabetic Management.....	27
Head Lice.....	30
Health Service.....	31
Home and Hospital Instruction.....	31
Immunization, Dental & Physical Requirements ...	33
Medicaid Reimbursement.....	37
Medication on Field Trips.....	37
Records: Physical, Birth, Dental.....	42
Self-Administration of Medication.....	46
Student Medication .....	51
Suicide & Depression Awareness & Prevention.....	54
Vision Screening.....	60

**SCHOOL GOVERNANCE**

Accommodating Breastfeeding Students.....	8
Advertisements, Notes, Bulletin Board Use.....	8
Annual Notice to Parent about Educational Technology Vendors under the Student Online Personal Protection Act.....	9
Book Bags, Hand Bags, Purses.....	11
Book Rental.....	11
Care of Chromebooks.....	14
Care of School Property.....	14
Chain of Command.....	14
Conferences.....	15
Crisis Prevention.....	16
Duties and Authority of the Principal.....	21
Duties and Authority of the Teachers.....	22
Education of Children with Disabilities.....	22
E-Learning.....	22
Electronic Devices.....	22
English Language Learners.....	23
Exemption From Physical Requirement.....	23
Facility Use.....	25
Faith' Law Notification.....	25
Family, Life, and Sex Education Classes.....	25
Field Trips.....	25
Fines, Fee, and Charges, Waiver of Student Fees....	26
Fire and Disaster Drills and Procedures.....	27
Fundraising Projects.....	28
Grade School Building/Playground.....	28
Guidelines for Student Distribution Non-School Sponsored Publications.....	29

Hall Passes.....	30
Homeless Policy.....	32
Instruction-School Day.....	33
Insurance.....	34
Leaving Campus.....	35
Library Books.....	35
Lincoln's Birthday.....	35
Lockers.....	36
Mandated Reporters of Child Abuse & Neglect.....	36
Medicaid Reimbursement.....	37
Non-Discrimination Statement.....	39
Non-Discrimination & Harassment on the Basis of Race, Color & National Origin.....	39
Parent Guidelines for Addressing Concerns.....	40
Parent Notices Required by the Every Student Succeeds Act.....	41
Public Notification of Asbestos Management.....	41
Public Notification of Pesticide Treatment.....	42
Records: Physical, Birth, Dental.....	42
Records: Regulations.....	42
Related Service Logs.....	42
Responsibilities of Parents.....	43
Rights and Responsibilities of Students.....	43
School Operations During a Pandemic or Other Health Emergencies.....	44
School Telephone Use.....	44
School Visitors.....	44
School Visitation Rights.....	45
Search and Seizure.....	45
Senior Pictures.....	46
Sexual Harassment & Teen Dating Violence Prohibited.....	47
Sex Offender and Violent Offender Community Notification Laws.....	48
Sign Out Procedure.....	48
Skip Day.....	49
Standardized Testing.....	50
Student Biometric Information.....	51
Student Records.....	52
Surveys Requesting Personal Information.....	54
Targeted School Violence Prevention Program .....	55
Title I.....	57
Transportation.....	58
Transportation Reimbursement.....	59
Unsafe School Choice Option.....	59
Video and Audio Monitoring Systems.....	60
Weapons Prohibition.....	60

**SPECIAL EDUCATION**

Discipline of Students with Disabilities.....	17
Education of Children with Disabilities.....	22
PUNS Database Info. for Student & Guardians.....	49
Special Education Programs and Services.....	49
S.T.E.P.....	51

**STUDENT BEHAVIOR**

Aggressive Behavior.....	9
Alternate Educational Room(AER) .....	9
Behavioral Interventions for Students with Disabilities.....	11

Bullying, Intimidation, and Harassment.....	12
Classroom Detentions.....	14
Corporal Punishment.....	15
Cumulative Referrals.....	17
Detention Hall.....	17
Discipline of Students with Disabilities.....	17
Disciplinary Policy.....	17
Disciplinary Policy Measures.....	19
Dress Code for Grades 7-12.....	20
Dress Code Disciplinary Action.....	21
Electronic Devices.....	22
Expulsion.....	24
Gang and Gang Activity Prohibited.....	28
Hazing.....	30
Isolated Time Out, Time Out, & Physical Restraint.....	34
Re-Engagement of Returning Students.....	42
Removal from Classroom.....	42
Search and Seizure.....	45
Sexual Harassment & Teen Dating Violence Prohibited.....	47
Suspension.....	55
Tardiness.....	55
Targeted School Violence Prevention Program .....	55
Truancy.....	59
Weapons Prohibition.....	60

#### **STUDENT FEES**

Fines, Fees, & Charges, Waiver of Student Fees....	26
Meal Payments and Procedures.....	36
Student Fee Schedule.....	51

#### **TECHNOLOGY**

Access to Student Social Networking Passwords and Websites.....	8
Care of Chromebooks.....	14
E-Learning.....	22
Electronic Devices.....	22
Google Classroom.....	28
Security and Technology User Reporting.....	46
TeacherEase.....	56
Technology Privileges.....	56
Technology Uses Prohibited.....	57
Technology Use Violation Consequences.....	57

#### **TRANSPORTATION**

Transportation.....	58
Transportation Reimbursement.....	59
Use of Motor Vehicles.....	59

## **FORWARD**

The purpose of this booklet is to provide information about Pawnee Junior High and High School. More information can be found on the school district internet website. The web address is [www.pawneeschools.com](http://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 2024 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.

## **ORGANIZATION**

The Board of Education is the governing body elected by the people of CUSD #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 junior high and high school, subordinate to the Superintendent and the Board of Education.

## **EQUAL EDUCATIONAL OPPORTUNITIES AND GENDER EQUITY**

Pawnee CUSD #11 ensures 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.

## **ACCREDITING AGENCIES**

Pawnee CUSD #11 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.

## **ABE LINCOLN IPA BREAKFAST**

Each year, the Illinois Principal's Association hosts an awards breakfast for students exiting the district's schools. One student exiting the 8th grade and one student exiting the 12th grade may receive this award. Those students will be selected out of a roster provided and voted upon by majority vote by the teachers and by final consideration by the principal. Students selected will be notified by an email from the principal.

## **ABSENCES GRADES 7-12**

### **\*see also ATTENDANCE**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student (as determined by the school board), circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety (to include 5 mental health days per year), attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. JH & HS students are eligible for one excused day to attend a civic event when evidence of attendance is provided to the office.

**TEN TOTAL EXCUSED ABSENCES ARE ALLOWED, 5 CAN BE CONSIDERED EXCUSED ABSENCES AS ABOVE DESCRIBED AND 5 CAN BE CONSIDERED MENTAL**

## **HEALTH DAYS. ANYTHING OVER 10 TOTAL DAYS REQUIRES A PHYSICIAN NOTE FOR AN EXCUSED ABSENCE.**

The following guidelines clarify how various types of absences will be marked in the office upon a student's return. The principal determines whether a student is excused or unexcused, not the parent. Daily attendance records will be maintained by the school district. Verification of a student's absence is the responsibility of the parent/guardian.

**NOTE:** Parents need to call the school office between 7:30 a.m. and 9:30 a.m. to inform the school if their child will not be in attendance that day. Phone messages may be left via voicemail before 7:30 a.m. When parents/guardians call, they are to provide the following information:

- The name of the person calling and relationship to the student
- The student's name
- The reason for the absence

If a student is absent and no telephone or personal contact is made between the school and parent/guardian during the student's absence, the student must bring a written excuse from a parent/guardian stating the reason for the absence before class admission status is determined. A student who receives an

## **UNEXCUSED ABSENCE BECAUSE OF NO PHONE CALL OR NOTE HAS THREE SCHOOL DAYS TO CLEAR THE UNEXCUSED ABSENCE OR TRUANCY WILL BE ASSIGNED.**

**Unexcused Absence**-If a student has an unexcused absence on the day an assignment is due, that student will be given no more than 50% credit. If the absence occurs on the day an assignment is due, all work is due the first day the student is back in the class missed.

If a student is absent and the school is not notified by 9:30 a.m. the day of the absence, a representative of the school will make a reasonable effort to contact the parent/guardian by **email** to verify the absence of the student. To have an absence excused, a parent/guardian needs to call or send a note to school to verify the absence. A parent has three school days to clear an absence. Automatic Unexcused Absences are any absences for which the parent does not contact the school to verify the whereabouts of their child or any absence which exceeds the ten days per school year allowable limit and that is not excused by a doctor's note.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has

immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

## **ABSENCE MEDICAL EXCUSE**

An excused medical absence will be limited to an absence for all or part of the school day verified in writing by a representative of the medical office providing the medical care for the student. It should be noted that a medical excuse should be received in writing within three days of the medical absence. **A medical note for ongoing conditions must be renewed each school year.**

**NOTE:** Medical absences with a doctor's note will count toward the cumulative absences but will not count towards the ten day excused absence allowance and be indicated as excused.

## **ABSENCE PRE-PLANNED**

If a parent/guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent/guardian is expected to inform the office of such absences in advance in writing and the student must fill out a pre-planned absence form 3 days prior to the intended absence..

Note: If a student is leaving on a pre-arranged trip the student may request assignments from teachers prior to leaving. However, teachers are not required to provide the homework prior to the trip. If a student requests homework before leaving on a pre-arranged trip, the student must turn in all assignments and take missed quizzes or tests upon returning to school.

## **ACADEMIC COUNSELOR**

The academic counselor office performs a variety of services with a common objective of helping the student make the maximum use of talents and opportunities.

The academic counselor will see each student during the school year. There are many different aspects to the Counselor's work. Listed below are some of the areas in which the director helps the students of Pawnee CUSD #11:

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

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

### **Transcripts**

On August 18, 2017, the Illinois General Assembly unanimously passed Senate Bill 0757 which amends the school code by removing the mandate that a student's standardized test scores, including the school-administered SAT/ACT or ACT, be recorded on the high school transcript.

This law removes the *requirement* that high schools *must* include state mandated standardized testing on the high school transcript. Students and their families may now decide whether or not to include test data on the high school transcript. State mandated testing will remain part of a student's permanent school record.

Any students who wish to have test scores **on** their transcripts are asked to contact the academic counselor. **Any student or parent that is requesting a transcript needs to contact the academic counselor.**

### **ACADEMIC INTEGRITY**

Pawnee Junior High and 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, internet plagiarism, use of Artificial Intelligence (AI), photo math, Chat GPT and inappropriate collaboration or inappropriate Google document sharing are some 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; **utilizing the internet or apps to create or compute for you**, 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.

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include Chat GPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

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 students draw, and the work they create or the papers they write are to be a product of their thinking, creativity, and work.



### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be asked to share the content that is reported in order to allow school officials to make a factual determination. Parents/guardians will be consulted in these instances. The school will ask for the parent/guardian's permission to access student social networking passwords and websites, if the information would be helpful in the school's investigation.

### **ACE (HS) ACADEMIC CHALLENGE:**

The HS ACES academic challenge will consist of a team of up to 14 students to take a competitive test in two areas that likely includes: Math, computer science, engineering graphics, chemistry, physics, biology or English.

The supervising teacher will ask teachers of the testing areas for their recommendations of top students in each area. The supervising teacher will then meet with a committee to determine placement of students for the team. Usually junior and senior students are asked to participate, but it may be open to any grade level.

### **ACCELERATED PLACEMENT POLICY**

In accordance with the Accelerated Placement Act (Public Act 100-0421) and the Pawnee Board of Education #11 an accelerated placement policy has been adopted by the district. The entirety of the policy can be provided in writing upon written request from a member of the administration.

### **ACCOMMODATING BREASTFEEDING STUDENTS**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk

safely.

5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

### **ADMISSION**

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

1. For High School: 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. For JH & HS: Upon presentation of a health card signed by a physician.
3. For JH & HS: Upon proof of student residence within the district. Legal residence shall generally be defined as residence with a parent or guardian who resides within the school district and must be provided in two categories.
4. For HS: 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. For JH & HS: 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. For HS: 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 21<sup>st</sup> birthday. (See board policy 7:50)
7. For any student from a non-graded, non-recognized, or non-accredited school, the district's Accelerated Placement Policy and testing for placement may be placed into effect.

### **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, painted surfaces or plastered surfaces. Students who post signs throughout the school bear the responsibility of removing them after the event is over.

## 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.

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). This early notification is intended to help all of us work together to avoid repetition of the behavior.

## ALTERNATE EDUCATIONAL ROOM/ IN SCHOOL SUSPENSION

An alternative educational setting (AER) or in school suspension 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, which **may** include extra-curricular performances/games. All school work is to be completed and handed in at the end of the day in which the student is in AER. If a student is removed for cause out of AER, or is not working on school work during the AER, they will not receive credit for that day's school work.

**If a student is given an Alternative Education Room or In School Suspension, the student may be allowed to attend practice, but NOT attend a game/performance or event; if this day falls on a last day of attendance prior to a weekend or break, the student may attend a game/performance or event.**

**However, if the student is given an Out of School Suspension, the student may NOT be allowed to attend practice, game/performance or an event; if this day falls on a last day of attendance prior to a weekend or break, the student may NOT attend a game/performance or event until the next attendance day.**

Rules for an Office Referral and AER/ISS include:

- Student must turn phone into front desk
- Student must turn chromebook into front desk
- Students must be working on homework first and foremost
- If you need the chromebook for homework, you must request the chromebook from the front desk. Students must NOT be on video sites such as you-tube or gaming sites. Student must use headphones
- If the student needs a restroom/drink break, the student may take one AFTER the regular

student passing period

- If the student has completed ALL homework, the student must remain effectively busy reading, drawing, writing. The student may not sleep.
- The student may not have conversations with others that are passing through the office.

## ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule

- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:
  - Instruction in the classroom or at home (including remote learning)
  - Administrative activities
  - Collaboration between students, school personnel, and/or parents/guardians
  - Other activities that are for the use and benefit of the school district

### **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.

### **ATTENDANCE**

#### **\*See also ABSENCES GRADES 7-12**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have

a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

If it is necessary to be absent from school, a parent must call the school between 7:30 a.m. and 9:30 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
- Tardy = approximately half-way through first period or up to 9:00 a.m.

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". The excuse a student brings in to verify the reason for absence must have four (4) items on it, as follows:

1. Date
2. Student name
3. Reason for absence
4. Parent signature (parent should write entire note)

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

All students returning from doctor, dentists, orthodontist, etc. appointments must bring with them a slip provided by the medical professional and present it to the office staff upon their return. On the day of a school-related function, and the student has a medical appointment, the student must deliver the provider's note in order to participate and/or be a spectator of an extracurricular activity that day. Additionally, should a student utilize a mental health day, the parent will communicate with administration or designee to determine participation prior to 11:00 am CST. In case of family emergencies, funerals, etc., participation may be allowed with consent of the principal or his/her designee. Students must be in school on a 12:00 dismissal at 10:09, 2:00 dismissal at 10:45 and full day at 11:50 in order to be able to participate and/or be a spectator of an extracurricular activity that day.

### **AWARENESS & PREVENTION OF CHILD SEXUAL ABUSE, GROOMING & BOUNDARY VIOLATIONS**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to

learn.

## 1. Warning Signs of Child Sexual Abuse

- a. Physical signs:
  - Sexually transmitted infections (STIs) or other genital infections, Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing, Unusual weight gain or loss
- b. Behavioral signs:
  - Excessive talk about or knowledge of sexual topics, Keeping secrets, Not talking as much as usual, Not wanting to be left alone with certain people or being afraid to be away from primary caregivers, Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting, Overly compliant behavior, Sexual behavior that is inappropriate for the child's age, Spending an unusual amount of time alone, Trying to avoid removing clothing to change or bathe
- c. Emotional signs:
  - Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating, Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down", Change in mood or personality, such as increased aggression, Decrease in confidence or self-image, Anxiety, excessive worry, or fearfulness, Increase in unexplained health problems such as stomach aches and headaches, Loss or decrease in interest in school, activities, and friends, Nightmares or fear of being alone at night, Self-harming behaviors or expressing thoughts of suicide or suicidal behavior, Failing grades, Drug or alcohol use,

## 2. Warning Signs of Grooming Behaviors

- School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.
- Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:
  - Sexual or romantic invitations to a student, Dating or soliciting a date

from a student, Engaging in sexualized or romantic dialog with a student, Making sexually suggestive comments that are directed toward or with a student, Self-disclosure or physical exposure of a sexual, romantic, or erotic nature, Sexual, indecent, romantic, or erotic contact with a student, Failing to respect boundaries or listening when a student says "no", Engaging in touching that a student or student's parents/guardians have indicated as unwanted, Trying to be a student's friend rather than filling an adult role in the student's life, Failing to maintain age-appropriate relationships with students, Talking with students about personal problems or relationships

## BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

It is the policy of Pawnee CUSD #11 to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities.

Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## 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, but to be then placed within lockers throughout the school day. Students are not able to carry book bags, hand bags, and purses to and from classes and must remain within the student's assigned locker with the exception of sports equipment bags as those will be placed in an available classroom with the teacher's permission. Band instruments must be kept in the band room.

## BOOK RENTAL

All textbooks are provided free of charge to students each year. Students may purchase their books if they

so desire. Upon receiving their books, students 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.

## **BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Nondiscrimination Coordinator:**

Angie Hyde, Academic Counselor  
810 Fourth Street, Pawnee, IL 62558  
ahyde@pawneeschools.org  
(217) 625-2471 extension 209

### **Complaint Managers:**

Nicole Goodall, JH/HS Principal  
810 Fourth Street, Pawnee, IL 62558

ngoodall@pawneeschools.org  
(217) 625-2471 extension 206

Chris Hennemann, Grade School Principal  
810 Fourth Street, Pawnee, IL 62558  
chennemann@pawneeschools.org  
(217) 625-2471 extension 201

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### CAFETERIA CONDUCT

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 or recycling containers, as appropriate.
4. Return your trays, plates, and silverware to the soiled dish counter.
5. Avoid undue noise, confusion, and movement.
6. Help keep the cafeteria 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. Anyone 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.

### CAPITAL AREA CAREER CENTER

**\*could also include the**

#### **MC3 Program & Sangamon CEO Program**

High school junior and senior students may be allowed to take classes at the Capital Area Career Center (CACC) in Springfield at no cost. Pawnee students may attend CACC classes each day for half of a day and will receive 2 credits each semester for successful completion of a CACC course. Students will be utilizing the district's transportation to and from CACC unless special permission is granted by the principal (or designee) for special circumstances. All PHS graduation requirements still must be met. Students are not allowed to enroll in CACC if they are not on track to graduate.

Application to the CACC is made in the spring of the sophomore, or junior year. In order for students to be eligible to attend CACC, they must meet the following guidelines:

- Achievement of junior status in high school; (14 total credits)
- Successful completion of all required courses and an emphasis on attendance through their sophomore year or with permission from Building Principal prior to attendance
- Willingness to follow rules and procedures as measured by the student's discipline record, The administration reserves the right to implement a behavior contract in lieu of any dismissal from the program. In order to continue enrollment at CACC.

In order to continue enrollment at CACC each semester, students must meet specific criteria. Whenever any of these criteria are violated, the student will not be allowed to continue enrollment at the CACC. The student will be reassigned to classes at Pawnee High School. To continue enrollment, students' must

- Maintain consistent daily PHS & CCC attendance, administration discretion will be applied to continued enrollment in CACC should attendance be limited
- Maintain academic performance at Pawnee High School, not failing more than one core class each semester at PHS
- Maintain a "C" average in his/her CACC program each semester

Appeal: The decision to terminate or to deny admission is made by administration. The decision by the administration to terminate may be appealed to the Superintendent by the student or a parent of the student. Such appeal should be made by stating all pertinent information in a letter to the Superintendent. The Superintendent shall investigate the situation and conduct a Hearing if so requested by the parent or the

student. The parents and/or student may then appeal the Superintendent's decision to the Board of Education.

**Suspension or Expulsion of a CACC Student:** Generally, students who are suspended from CACC are also suspended from PHS. If a student/parent wishes to appeal the decision, such appeal should be made to the director of CACC. Students who are suspended from PHS are also suspended from CACC. If a student is expelled from CACC by a majority vote by the Executive Council, the student may also be expelled from PHS. The student or parent may appeal this decision by following the appeals process described above.

### **CARE OF CHROMEBOOKS**

A student who damages **or loses** the Chromebook issued to him or her will be financially responsible for repairing the damages to the device. In addition, the student will also lose the opportunity to check out a "loaner" for a period of time to be determined by administrators on a case-by-case basis. No device will be re-issued until restitution for the repair or replacement of the initial device has been paid in full. Alternate assignments not requiring the use of a Chromebook will be given to students by staff for the duration of the restriction. Additionally, students are responsible for returning their chromebooks to the assigned classroom cart and plugging them in at the student's scheduled PHS day. Should a student fail to consistently do this, disciplinary consequences may be applied including a removal of technology privilege.

### **Chromebook Information**

- Students NOT be allowed to use a personal device which includes laptops, Surface, IPAD, etc., in place of a Chromebook.
- Students are NOT permitted to bring a personal Chromebook to school. The school will provide Chromebooks for daily use at school.
- If a student needs a Chromebook for home use, one will be provided. Students will be required to check one out.
- Each parent must sign the District Acceptable Use Policy AND the Chromebook Agreement.
- Both documents must be on file before a student can receive a Chromebook.
- Students are NOT allowed to personalize the Chromebook or carrying case in any way. (stickers, labels, wallpapers, screensavers, etc.)
- Students are to use Chromebooks for EDUCATIONAL PURPOSES ONLY.
- Students should expect NO PRIVACY when using Chromebooks. ANY AND ALL student activity may be logged, supervised, accessed, viewed, monitored, or recorded at any time. This includes Chromebook use OUTSIDE OF SCHOOL.
- Student use of Chromebooks in class will be monitored by teachers and access may be

restricted during instructional time.

- Attempts to bypass or work around monitoring software will result in disciplinary action.

### **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.

### **CHAIN OF COMMAND**

Parents should communicate any concerns in a timely manner. Parents should follow the District's Chain of Command when seeking to address concerns:

1. Contact the teacher/coach to discuss the issue. If parents feel that extenuating circumstances exist, they may contact the building administrator for further assistance.
2. If the issue is not resolved after contacting the teacher/coach, the parents may appeal by contacting the Athletic Director/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 Superintendent, the parents may bring the issue to the School Board (in closed session). Parents must inform the Superintendent of their request to meet with the School Board at least 48 hours before the next scheduled board meeting.

### **CLASSROOM DETENTIONS**

Minor misbehavior that is not serious enough to warrant office behavior referral is subject to what 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 45 minutes in length. Any skipped classroom detention will result in a discipline referral to the principal. Teachers have the option at any time to write a discipline referral to the principal which then may result in a before/after school or lunch detention or an additional disciplinary action.

Reasons for classroom detentions include, but are not limited to the following:

- a. Classroom disturbance
- b. Abusive, bad language
- c. Failure to have assignments and needed materials
- d. Cell phone or electronics misuse
- e. Littering
- f. Public display of affection
- g. Tardiness

h. Computer misuse

### **CLASS RANK AND WEIGHTED GRADING SYSTEM**

Rank in class is determined by a weighted grading system for high school. 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 American History
CP English II	CP Biology
CP English III	CP Geometry
CP English IV	CP Bio II
Pre-Calculus	CP Algebra II
CP Calculus	CP Statistics
Physics	CP College Algebra
Chemistry	Spanish III
Anatomy	Spanish IV
CP Spanish I-IV	
Chemistry II	
Zoology	

### **CLASS STANDING**

Class standing will be determined by the number of credits earned. Credits may be assessed and a new class standing assigned each semester. Class standing will be determined as follows:

Freshman – under 7 credits
Sophomore – 7 to 13 credits
Junior – 14 to 20 credits
Senior – 21 or more credits

### **COLLEGE DAYS AND CAREER DAYS (INCLUDES MILITARY TESTING)**

**Pawnee High School juniors may request two college/career days, and seniors may request three college/career days.** Final consideration and 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 HS office.
2. Permissions forms, signed by both student and parent, must be submitted to the administration prior to the proposed college/career day as a pre-planned absence day form. College/Career Day forms must be returned to the attendance secretary WITH a signature from the College or Career Supervisor to validate the visit.
3. Additional days may be requested if there is evidence provided to the office. If a student doesn't give evidence on previous used days, another day will not be issued.

To be eligible to participate in college days or career days, a student cannot have accrued 6 detentions or

more and must not have earned an out-of-school suspension during the current school year. Also, a student must have less than 10 days of absence for the school year.

### **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 near the end of the first nine week grading period of first semester.

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS AND ACCELERATED PLACEMENT**

A student may receive high school credit for successfully completing any of the listed courses or experiences when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal to receive credit for any non-District course or experience. The building principal will determine the amount of credit. Credit can be based on what the school district awards for LLCC College Now courses and CACC courses. The principal will also determine whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested.



All Core academic courses must be taken at PHS. Students must present their schedule to the principal prior to the first day of classes each semester at PHS. Final grades must be turned in to the academic counselor office within two weeks after receiving them in order to receive high school credit. These courses will not be counted towards a student's G.P.A.

Please see the district's Accelerated Placement Policy in a separate section entitled "Accelerated Placement Policy".

### CREDIT RECOVERY COURSES

Pawnee CUSD #11 accepts credit recovery courses for high school courses taken by students through pre-approved school programs. These courses may be taken only after the student has failed the course at PHS. Should a student fail only the second semester of a year-long course, they may opt to repeat the first semester for non-credit. This needs to be done at principal discretion. All costs may be the responsibility of the parent and/or student. The principal reserves the right to review this policy for second semester seniors. The principal reserves the right for students taking more than one credit recovery course to host those online courses on campus during the month of June with attendance being required.

### CREDIT REQUIREMENTS FOR GRADUATION

4 credits English	½ credit Consumer Ed.
2 credits Science	½ credit Health
3 credits Math	4 credits PE
2½ credits Social Studies	
1 Credit Computer Literacy(Class or 2025)	
1 credit Foreign Language(Class of 2025)	

**9<sup>th</sup> graders** are required to complete two semesters each of English, Physical Education, and one semester of Health Education. It is recommended students complete one semester of Driver Ed. In addition, students are to complete six semesters of an Math elective, six semesters of an English elective, two semesters of a Science elective, and two and a half semesters of Social Studies elective by the time they graduate.

**10<sup>th</sup> graders** are required to complete two semesters each of English, American History, Physical Education, one semester of Speech and one semester of Composition. In addition, students are to complete six semesters of a Math elective, four semesters of a Science elective, and two semesters of a Social Studies elective by the time they graduate.

**11<sup>th</sup> graders** are required to complete two semesters Physical Education. In addition, students are to complete six semesters of an Math elective, six semesters of an English elective, four semesters of a Science elective, and two ½ semesters of Social Studies elective by the time they graduate. Juniors

may take a semester of Constitution and a semester of Consumer Education.

**12<sup>th</sup> graders** are required to complete two semesters of Physical Education. Seniors are required to complete one semester of Constitution and one semester of Consumer Education. If seniors did not take/successfully complete Constitution and Consumer Education as a junior, they are required to take these classes as a senior. If a student did not take speech as sophomores or juniors, they are required to take speech as a senior. Passing the United States Constitution test is required. In addition, students are to complete six semesters of an Math elective, four semesters of a Science elective, and two semesters of Social Studies elective by the time they graduate.

**The number of total credits needed for graduation is twenty-eight 28.** Starting with the Class of 2025, nineteen and one-half credits must be earned from the list of graduation requirements. For all current classes eighteen and one-half credits are still required. 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 7 credits of work per year. Generally, a course that meets for a year receives one (1) credit. A class that meets only for a semester generates ½ credit.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.
5. Completion of FAFSA or the FAFSA waiver.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### CRISIS PREVENTION

It is extremely important for students to report anyone who intends or may intend to do harm to fellow students or staff. Report any information to your teacher, coach, school counselor, SRO, nurse 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.

### **CUMULATIVE REFERRALS**

Only disciplinary referrals issued by the principal will be reported in Teacherease to be added as a cumulative disciplinary referral. On any referral from the junior or senior high school office, if the student is under the age of 18, the principal will notify the parent/guardian.

**For juniors or seniors, after the 5<sup>th</sup> disciplinary referral, off-campus lunch privileges and homeroom exemption privileges will be revoked for the semester.** On the 6<sup>th</sup> disciplinary referral or more, not counting tardies, all extra privileges will be taken away for the remainder of the semester, such as reward field trips and attending after school events. If privileges are reinstated after school events, 2 additional disciplinary privileges would again be revoked for the second semester.

### **DETENTION HALL**

A goal of communication will be a 24-hour notice given to the student and/or parents if a detention is assigned. Transportation to school on time or 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.

Detentions shall be served in the detention hall assigned or high school office on the designated day(s) of the week. Detentions will be 30 minutes in length unless it is a lunch detention. Morning detentions will be served from 7:40 a.m.-8:10 a.m. Lunch detentions will be served during a student's lunch time in the designated lunch detention room or office. After school detentions will be served from 3:20 p.m.-3:50 p.m. Detention halls will be supervised by teachers or principal on a rotating basis. A student who is late or fails to report for detention hall will be issued an additional detention and will then have two detentions to serve.

Rules for an Office Referral and Detention:

- Student must turn phone into front desk
- Student must turn chromebook into front desk
- Students must be working on homework first and foremost
- If student needs the chromebook for homework, the student must request the chromebook from the front desk. Students must NOT be on video (such as as you-tube) or gaming sites. Student must use headphones
- If the student needs a restroom/drink break, you may take one AFTER the regular student passing period.
- If you have completed ALL homework, you must remain effectively busy reading, drawing, writing. You may not sleep.

- Students may not have conversations with others that are passing through the office.

A skipped detention may result in an additional discipline consequence or one day in AER issued by the principal. It is the responsibility of the student to check the date of his/her detention.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Isolated Time Out, Time Out, and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **DISCIPLINE POLICY**

Copies of all School District policies on student behavior are available online through the School District's website or in the unit office.

#### **Prohibited Student Conduct-**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- 1. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 2. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or

- cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioners' prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- G. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- j. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
3. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section.
  4. Using or possessing an electronic paging device.
  5. Using a cellular telephone, smartphone, smart watch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smart watches, smartphones and other electronic devices must be kept powered-off and in the student's locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  6. Using or possessing a laser pointer or fidget spinner unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network

- or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  11. Engaging in teen dating violence.
  12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  15. Being absent without a recognized excuse.
  16. Being involved with any public school fraternity, sorority, or secret society.
  17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  21. Operating an armed or unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a

school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that 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 interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning

### **DISCIPLINARY POLICY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Morning, lunch or after-school detention hall
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. Alternative Education Room (AER) Placement / In School Suspension
8. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure

will be assigned to the student.)

9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. A suspended student is allowed to make up all work for full credit, and will be given 1 day per 1 day out to submit.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

If a student is given an Alternative Education Room or In School Suspension, the student may be allowed to attend practice, but NOT attend a game/performance or event; if this day falls on a last day of attendance prior to a weekend or break, the student may attend a game/performance or event.

If the student is given an Out of School Suspension, the student may NOT be allowed to attend practice, game/performance or an event; if this day falls on a last day of attendance prior to a weekend or break, the student may NOT attend a game/performance or event until the next attendance day.

#### **Isolated Time Out, Time Out and Physical Restraint/ Corporal Punishment**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or

punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited. Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### **DRESS CODE FOR GRADES 7 – 12**

Dress code violations should be addressed by the first block period teacher. If a student is in violation of the dress code, the teacher should send the student to the office with a referral. The rules for school attire are as follows:

1. The longest-finger tip with arms at-side in a relaxed state will be used to judge the length of shorts, dresses, and skirts. The length of shorts, dresses, or skirts should be no shorter than the finger-tip length when standing. If the clothing is shorter than that mark, then it is in violation of the dress code.
2. If clothing has holes or rips, the holes or rips must be below the longest finger-tip.
3. Students shall not display offensive words, symbols or advertise/promote alcoholic beverages, tobacco products, drugs, or expressions of a sexual or violent nature not conducive to education on their school attire or accessories.
4. Students shall not wear attire so long that it is apt to be hazardous on stairs, i.e.: long skirts or long baggy pants. Pants, shorts, and skirts must be worn on the hips with the undergarments fully covered. Female students should wear bras at all times while at school. Heely/Wheeled shoes cannot be worn inside the school.
5. Students in grades 7-12 shall not wear any top less than two inches in width at top of shoulder or that expose the chest, back, waist, or sides below the underarm areas. A tank top of the minimum 2 inches must be worn under any shirt if it is an off the shoulder style. (No body cracks should be visible.) NO crop top or boy cut on the sides are allowed as this exposes the midriff/torso. Lingerie type wear, shall not be worn during school
6. Hats, caps, bandanas, and sunglasses are not to be worn in school at any time. Headwear and/or costumes are 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.

7. 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.
8. Chains attached to wallets, keys, or chains connecting pierced body parts, as well as neck or wrist chains suitable as weapons, are not allowed.
9. The dress code must be followed at extracurricular banquets, band and choral concerts and on field trips. If students do not adhere to this code at these events, they will be sent home to change.
10. Students are expected to practice proper hygiene.
11. Students can be subject to certain curricular area dress code rules, especially classes with a lab.

\*The interpretation of the dress code is left to the discretion of the faculty and administration. If any 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, behavior log will be issued and recorded in Teacherease **so that the parent may be notified.** The student also may be forced to change the dress code item in violation. Shirts and sweatpants may be provided and must be worn for the remainder of the school day.

### **DRIVER EDUCATION**

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

**A student must be physically present in the class for a minimum of 30 hours. Attendance is a state mandated requirement. If a student does not meet the minimum requirement they will fail the course. Behind-the-wheel driving is scheduled by age (oldest to youngest).**

### **DROPPING OF SUBJECTS**

After 3 exposures/experiences of the classes, or as communicated by the guidance counselor, for first or second semester of any given course, a student will not be allowed to change that course until the end of the semester.

Changing a course requires the consent of the parent, teacher, academic counselor, and principal (**as needed**) and is arranged through the academic counselor's office.

### **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. 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 students.

### **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.

### EARLY GRADUATION

The Pawnee school district discourages early graduation. However, if a hardship case exists or extenuating circumstances exist, a student may apply **to the principal and superintendent** for approval of early graduation at the end of either 5 or 6 semesters of attendance.

The following procedures or requirements must be met:

- A request must be received by the principal's office prior to May 31<sup>st</sup> of the student's Junior year unless extenuating circumstances exist. This request must be in the form of a letter, giving full explanation of the early-graduation reasoning. The student and parents/guardians must sign the letter.
- Any clarifications or further explanations concerning the contents of the letter that are requested by the principal's office must be provided within one week of the request.
- The student must have filled all requirements for graduation as set forth in the board policy except for the eighth semester of attendance.
- Early graduates will sever all relations with the high school and will be considered as an alumnus. This means, among other things, that the student will not participate in activities such as athletics, class and organization trips, including senior trip, dances etc. with the exception of graduation.
- Students who graduate at the end of the first semester of their senior year may receive their diploma at the end of the first semester or at the conclusion of the regular school year, and may participate in commencement exercises at the

end of the school year. The graduation date of Dec. or May will be determined on a case-by-case basis, depending on the needs of the student and the Pawnee district.

- Class rank and GPA will freeze at the conclusion of earning Pawnee credits. Valedictorian or Salutatorian status is only granted to those who complete 8 semesters within the Pawnee district.

### EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Angie Hyde, Academic Counselor  
217-625-2471 x209

### E-LEARNING DAYS

Pawnee CUSD #11 will use E-learning days in replace of emergency days. A copy of the district E-learning plan is posted on the school website.

### ELECTRONIC DEVICES

Use of cellular telephones is **prohibited during instructional time** from 8:15 a.m. to 3:15 p.m. Cell phones are to be turned off and stored in lockers during instructional time with the following exception: student may use their phones during lunch time and may view phones in their lockers during passing periods. After lunch and passing periods, cell phones

are to be turned off and stored in lockers until 3:15pm. The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices. An electronic device includes, but is not limited to, the following: personal Chromebook, cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, and so forth or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. AirPods, headphones, earbuds can be utilized under teacher supervision and up to teacher discretion.

Electronic devices which include Chromebooks may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms, lunchrooms, bathrooms or anywhere on school grounds; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

- a. **First & Second offense** – The device will be confiscated by school personnel and either placed on the instructor's desk or taken to the office for the student to pick up at day's end. A behavior log will be written.
- b. **Third Offense**- The device will be confiscated by school personnel and either kept on the instructor's desk or taken to the office for the student to pick up at day's end. Additionally, the student will turn the phone into the office the following day prior to classes starting. The student is able to retrieve the phone at day's end, but not have it for lunch. Should the student fail to bring the phone to the office, a lunch detention will be assigned.
- c. **Fourth and subsequent offense** – The device will be confiscated and taken to the office. The student will be assigned a detention. Additionally, the student will turn the phone into the office the following day prior to classes starting. The student is able to retrieve the phone at day's end, but not have it for lunch. These days will correspond to the number of offenses. Should the student fail to bring the phone to the office, a lunch detention will be assigned.

### ELIGIBILITY

Students must be academically eligible to participate in any extracurricular activities. 7<sup>th</sup>- 12<sup>th</sup> grade students

involved in sports or any extra-curricular activity must follow the school or sport's requirements set forth in IHSA, IESA, the extra-curricular handbook or individual coach's rules if more stringent than previously set forth. Students involved in speech, band, chorus, show choir, and other extra-curricular activities must follow the eligibility requirements set forth in the "extra-curricular" handbook or the sponsor's rules.

### ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the Academic Counselor Office at (217) 625-2471 extension 209.

### EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

All students at Pawnee High School must be enrolled in PE for every year enrolled in high school (up to four years) with the exceptions of students who qualify for a waiver. See procedures and provisions below. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 11-12 may submit a written request ("PE Waiver Request Form") to the Building Principal or designee requesting to be excused from physical education courses for the reasons stated below or students whose individual learning plan deems otherwise. Waiver requests should be completed and turned in to the academic counselor prior to the first day of the semester. Each request for exemption will be verified and approved based on enrollment projections and teacher availability. The physical-education graduation requirement of qualifying students shall be reduced for each approved waiver. This does not lessen the total required credits



of 28 needed for graduation.

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic, extracurricular athletic program, or **school sponsored athletic program**;
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.
- Students who have been excused from physical education shall return to the course as soon as practical.
- Waivers are determined by semester.
- Unless all courses in a qualifying student's schedule are year-long and/or required, a PE waiver will only be valid for the semester that his/her extracurricular activity is in season.
- The following considerations will be used to determine when a student shall return to a physical education course:
  - The time of year when the student's participation ceases;
  - The student's class schedule; and
  - The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.
- Students with this waiver must complete a full season as a team member (or complete a partial season due to injury) in at least one sport during the semester that the waiver is in effect
- Whenever a student on waiver is cut or quits the team, or is dismissed by the coach for violation of Pawnee athletic policy or team rules, **that student must inform the Academic Counselor and** shall lose his/her physical education waiver and shall be given the option of dropping an academic class to be placed immediately into a physical education class, or be enrolled in two physical education classes the following semester.
- If the student fails to report his/her decision NOT TO PARTICIPATE in the sport or other approved activity to the Guidance Office and remains out of a PE class, the student WILL be required to take two PE classes the next semester unless a new waiver is in effect.
- If a student meets the PE waiver requirements and is granted a waiver, but then chooses not to participate in the sport or other approved activity, the student must report his/her decision to the Guidance Office immediately and shall be given the option of dropping an academic class in order to be placed immediately into a PE class.

- Students with an Individualized Education Program (IEP) may also be excused from physical education courses if the IEP Team determines it to be necessary.
- Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

### **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.

### **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 procedures must be followed.

Prior to the date of the trip:

1. The parent or guardian must notify the principal in writing prior to the date of departure.
2. The student must obtain a pre-planned absence form from the principal at the time of parent contact.
3. The pre-planned absence form must be signed by each of the student's teachers.
4. 3 days prior to departure, the pre-planned absence form must be returned to the principal for final approval.

### **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 money making 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. All activities of classes and organizations must be approved by sponsor(s) and principal and placed on the master calendar.
8. All classes and organizations shall conduct organized meetings following their Constitutions, By-Laws, and/or Robert's Rules of Order.
9. Sponsors must be in attendance at all meetings and activities.

### **FACILITY USE**

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.

### **FAITH'S LAW NOTIFICATION**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### **FAMILY LIFE & SEX EDUCATION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 7-12, instruction if his or her parent or guardian submits a written objection (found at registration posted as the "Class Instruction Waiver". The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, a waiver will be provided to you per your request. It must be returned to the high school office within 5 school days.

### **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.

**Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips (including reward trips) for any of the following reasons:**

- 1. Failure to receive appropriate permission from parent/guardian or teacher;**
- 2. Failure to complete appropriate coursework;**
- 3. Behavioral or safety concerns;**
- 4. Denial of permission from administration;**
- 5. Other reasons as determined by the school.**

**All students will be transported by bus. Alternate activities will be available at school for those who cannot attend.**

In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. If the trip involves advance purchase of tickets, the school district will be unable to refund the cost of the ticket if a child is absent or unable to participate in the trip. Prior to any trip, student belongings may be searched before boarding school transportation.

### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extra curricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal will give additional

consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### **Free and Reduced-Price Food Services; Meal Charge Notifications**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

### **Free and Reduced-Price Food Services Eligibility**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### **FIRE AND DISASTER DRILLS AND PROCEDURES**

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

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.

For a fire drill, a continuous blast or honk from the alarm horns will be sounded. Teachers should search the hallway in their immediate area. If the area is clear students should leave the immediate area of the building as directed by their teachers.

For a disaster alarm, an announcement will be made over the public address system informing students of the situation and the course of action to follow.

Students must be sure to stay away from openings, doors, windows, and areas where shattered glass may be flying.

### **FOOD ALLERGY AND DIABETIC MANAGEMENT MEDICAL ACTION/MANAGEMENT PLAN**

Pawnee School District has implemented a Food Allergy Management Plan in accordance with the Illinois School Code. The plan serves to provide education to school staff and promote prevention and management of life-threatening food allergic reactions. Pawnee #11 classrooms are peanut and nut allergy aware. The district's food allergy management plan is available upon written request to the school.

A child who has diabetes or a food allergy must submit to the school principal a Diabetes Care Plan or a Food Allergy Action Plan. Parents/guardians are responsible for and must:

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

- Asthma Action Plans and Seizure Action Plans should also be communicated to the school nurse for implementation.
- Prevention of Anaphylaxis: While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on

anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### FUNDRAISING PROJECTS

All fundraising for Pawnee CUSD #11 must be approved by the athletic director and principal and placed on the master calendar. 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.

### GANG AND GANG ACTIVITY

"Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia, or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass, or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### GOOGLE CLASSROOM

Google Classroom is an education and technology platform offering communication, collaborations, and coaching tools to K-12 schools and teachers. Google Classroom enables teachers to share content, distribute quizzes, assignments, and manage communication with colleagues, students, and parents.

In the Pawnee CUSD #11, teachers are expected to post assignments and materials weekly for student and parent reference. Teachers are expected to set up a Google Classroom for each of their classes and students are expected to join each classroom.

### 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.

<b>A+ = 100</b>	<b>Superior</b>
<b>A = 90 - 99</b>	<b>Excellent</b>
<b>B = 80 - 89</b>	<b>Good</b>
<b>C = 70 - 79</b>	<b>Average</b>
<b>D = 60 - 69</b>	<b>Poor</b>
<b>F = Below 60</b>	<b>Failure</b>

### GRADE POINT AVERAGE

The junior high and high school will use the following scale to determine GPA based on a percentage grade:

Regular Weighted

100%	A+	4.1000	5.1000
90%-99%	A	4.0000	5.0000
88%-89%	B+	3.5000	4.5000
80 %-87%	B	3.0000	4.0000
78 %-79%	C+	2.5000	3.5000
70 %-77%	C	2.0000	3.0000
68 %-69%	D+	1.5000	2.5000
60 %-67%	D	1.0000	2.0000
Below 60%	F	0.0000	0.0000

### GRADE SCHOOL BUILDING/PLAYGROUND

Junior high and high school students are not to be in the grade school building or on the elementary 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 when on the playground without prior approval of the grade school principal.

The north 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 and junior high students should only be there if approved by the administration. Students are not allowed to drive their cars behind the school during school time hours.

### GRADUATION

Any senior with credit or course deficiencies will not participate in graduation exercises. Participation in the graduation ceremony may be denied, on an individual basis, at the discretion of the school administration. Students must pay all dues and fees owed to the school and return all uniforms, equipment, or other school items before they will be allowed to practice for or participate in graduation. Students are required to practice for graduation unless they have a valid and prearranged permission from the principal to be absent.

Professional attire is expected for participation in graduation ceremonies. The following are not recommended: shorts, T-shirts, jeans, tennis shoes, flip flops. Shirts with collars are preferred. Students may decorate the top of their hats with no items hanging off the sides. Any hats that are decorated must be pre

approved by the principal. Hats that are not approved will not be worn during the ceremony

Any type of celebratory objects such as silly string, celebration poppers, or noise makers are prohibited in the gym. Students who are caught with any of these items will be removed from the graduation line-up and not allowed to participate in the graduation ceremony.

### **GUIDANCE COUNSELOR**

Students are encouraged to talk over their concerns or issues with the counselor before they negatively affect the student's everyday living. The counselor can provide support, understanding and an emotional outlet for students needing assistance. When students seek counseling services with school personnel and share thoughts of harm to self or others, student-counselor confidentiality will be broken to ensure safety.

Group sessions may be held for students who need an opportunity to openly discuss and clarify their personal values and feelings about a number of topics. Sessions would be aimed at helping students more accurately perceive and adjust to the world and the people with whom they must live. Information pertaining to social service agencies is available in the Guidance Office.

The counselor will also provide information on suicide and depression awareness prevention. Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the guidance office.

**Students or parents may report concerns to a teacher, coach, school counselor, district SRO, or administration. Additionally, the following resources may be used depending on circumstance:**  
**Suicide Prevention Lifeline 1-800-273- TALK (8255)/ [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)**  
**National Suicide Lifeline 1-800-273-8255**  
**Crisis Text Line- text HELLO to 741741 to speak anonymously with a crisis counselor/ [crisistextline.org](http://crisistextline.org)**  
**Safe-2-Help app: 1-844-4-SAFEIL (723345)**  
**For Emergencies dial 988**

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS**

Creating, distributing, and/or accessing non-school

sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District. A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as before the beginning or after the ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook.
  - d. Is reasonably viewed as promoting illegal drug use;
  - e. Is distributed in kindergarten through 8th grade and is primary prepared by non-students, unless it is being used for school purposes.
  - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.
9. Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing

forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

10. Non-School Sponsored Publications Accessed or Distributed *off-Campus*: A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### HALL PASSES

All students will use their assignment book as their pass to the nurse, bathroom, office, to see another teacher, etc. If a student wants to see the nurse, a pass must be secured from their classroom teacher first, except in the case of an emergency. **Students are not to be in the hallway without their assignment book during class time.** Students in the hallway without their assignment book, signed alternative pass, or homeroom pass will be subject to disciplinary action.

Students can be limited to a set amount of bathroom breaks per class as defined by the classroom teacher. In case of an emergency, additional bathroom breaks may be allowed at the discretion of the teacher.

If a student needs to sign out of homeroom to see another faculty member for make-up work, assignment help, etc., the student must get a special homeroom pass from the faculty member he or she wishes to see before reporting to homeroom. The homeroom teacher shall call the requested teacher to ensure permission and alert that teacher of the student's impending arrival.

### 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 or excessive psychological harm.

### 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 are 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. Children'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. Upon detecting active head lice at school, the student must go home. It is the parent's responsibility to arrange for this to occur within an hour of being notified. Parents will use a safe and recommended treatment for head lice and inform the school of finding head lice at home and/or treatment of such. Parents will send a note verifying the student has been treated. The student may return to school after receiving treatment.
4. Active lice are defined as live nymphs or adult lice. The presence of nits does not necessarily mean there is an active lice infestation.
5. Encourage children with long hair to attend school with hair tied back.
6. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
7. Maintain a sympathetic attitude and avoid 28 stigmatism/blaming families who are experiencing difficulty with control measures.
8. 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 1 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.

**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 100.4 degrees or over or who has vomited must go home. Students may return once fever free (without fever reducing medication) and vomit free for 24 hours. Only the nurse or her designee may decide to send a sick or injured student home. A student will not be allowed to go home sick unless a parent comes to pick up the student or other arrangements are made. Students may return to school after showing no signs of fever and/or vomiting. 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 (217) 625-2251. A medical note for ongoing conditions must be renewed each school year. 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 does not provide or administer over the counter medication or prescription medication without written authorization from the physician and the parent.

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.

**NOTE:** If a student is sent home because it has been determined by the staff it is medically indicated, that student's absence for that day and any consecutive days will be counted as a medically excused absence up to **three days**. After three consecutive days a doctor's note may be requested.

**Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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 does not provide or administer over the counter medication or prescription medication without written authorization from the physician and the parent.**

**HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after



receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Angie Hyde, Academic Counselor.

## HOMELESS POLICY

### Mckinney Vento

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

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

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

## HOMEROOMS

Study hall time, class meetings, extra-curricular meetings, and MTSS are the purposes of homeroom time. Students are expected to bring school work to homerooms at all times. Homeroom is also the time in which students can ask teachers academic questions. **Students are to secure a pass from the teacher that they need help from prior to the homeroom period. If a student does not have a pass prior to the beginning of homeroom, that student is not to be allowed to leave his/her homeroom.** Additionally, the homeroom teacher shall call the requested teacher to ensure permission and alert that teacher of the student's impending arrival. All 7<sup>th</sup> grade through 10<sup>th</sup> grade students are expected to attend homeroom. **Juniors and Seniors are exempt from homeroom**

**except if they are on the ineligibility list (have 3 F's or are failing a graduation required class).. If a student is on the ineligibility list, they will be put in a homeroom until they are eligible. Additionally, for juniors and seniors, after the 5<sup>th</sup> disciplinary referrals or 5<sup>th</sup> unexcused absences, homeroom attendance will be mandatory for the remainder of the semester.**

## HOMEWORK COMPLETION

Students should make every effort to be present for tests and semester examinations. 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. If a student misses a test or examination, teachers may choose to give an alternative form of the original test. All semester exams must be made up before leaving for a break or with permission from the principal to take at another time. If a first semester exam is missed, the expectation is the exam will be taken the first day back in January.

For an excused absence, the student must make arrangements to make up all work if he/she is to receive credit for work missed. Special help and time will be given by the teacher at the teacher's convenience if such help is desired. Students are given one day to make up work for each day they are absent excused.

\*For example if a student is gone on a Monday but returns on Tuesday, that student is expected to get all of their work missed from Monday and turn it in on Wednesday. Failure to turn in completed designated work within this time frame will result in a zero (0) for the assignments.

**Unexcused Absence-If a student has an unexcused absence on the day an assignment is given or due, that student will be given no more than 50% credit**

**Suspension-**If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A suspended student is allowed 1 day per 1 day out to submit.

## HONOR ROLLS

There will be 2 honor rolls used for the junior high and high school. They are High Honor Roll and Honor Roll. To qualify for any honor roll, the student must be a full time PHS student. **High School** Honor rolls will be run by the semester. **Junior High Honor** rolls will be run by the quarter. We do not run a cumulative yearly honor roll.

- To qualify for the High Honor Roll, a student must earn a g.p.a. of 4.00 or

better in all classes. Additionally, a junior high student must have all A's.

- To qualify for the Honor Roll, a student must earn a g.p.a. of 3.00 or better in all classes. Additionally, a junior high student must have all A's and B's.
- Honor roll will not be run until the time frame for incomplete grades has passed, usually one week.
- A student who fails to clear up any incomplete grades in the time allotted will not be included on the honor roll.
- A "D" or "F" in any class will omit a student from either honor roll.
- A "C" in a non-weighted class will omit that student from the honor roll

### **INSTRUCTIONAL MATERIAL**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **IMMUNIZATION, DENTAL AND PHYSICAL REQUIREMENTS**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades, twelfth; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded

from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **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 the bell has finished ringing. 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.: CACC, Work/Learn Program, field trip).
3. Qualifying Junior/Senior for lunch or homeroom.

### **INSURANCE**

Student accident insurance is provided for the students of Pawnee CUSD #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 insurance agent. Bills resulting from such activity are the burden of the party guilty of starting or provoking the violation of school rules.

### **ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the

student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **JUNIOR BETA CLUB**

Junior high students may be considered for membership in the Junior Beta Club in the fall of the seventh or eighth grades based on attaining a B+ average in all subjects. Teachers will be asked to rate the eligible candidates on their leadership, character, and service traits. All students who are eligible for selection will be informed and given the opportunity to submit information about themselves as to activities and organizations they are involved in outside of the school.

The sponsor will tally the responses. The highest score and lowest score will be dropped. A member contract explaining expectations and obligations for membership will be offered for selected students to sign prior to initiation. All students who are scholastically eligible will be informed of their selection status in person or by mail.

A student can be placed on probation for accumulating 4 office referral school detentions in a single quarter. An additional detention of any type would result in dismissal from Junior Beta Club. If a student is given an ISS, that student would be placed on probation for the remainder of the quarter. Any additional disciplinary actions would result in dismissal from Junior Beta Club. A student receiving an OSS, that student would be removed from Junior Beta Club.

### **JUNIOR HIGH CLASS PLACEMENT**

Assignment of students to classes shall be the responsibility of the building principal. Placement in classes shall be based upon consideration of the best interest of the individual student and also the effect on the instructional setting.

In the case of transferred students, it is within the principal's authority to assign a student to a learning setting other than that recommended by the transferring school. A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the district will be assigned to a grade level appropriate to demonstrated academic proficiency.

### **JUNIOR HIGH PROMOTION**

According to the Illinois School Code (105ILCS 5/10-20.9a), schools cannot promote students to the next higher grade level based upon age or any other

social reasons not related to the academic performance of the students. Decisions to promote or retain students in any classes must be based on successful completion of the curriculum. Students must pass both reading (which is literature in the 7<sup>th</sup> & 8<sup>th</sup> grade) and math. Any student who fails reading (literature) or math will be retained. Students may fail only one of the other academic core courses (social studies, science, or English/grammar). Students who fail two or more of the other academic core courses (social studies, science, or English/grammar) will be subject to retention.

### **JH LEADERSHIP CONFERENCE**

The Sangamon County Junior High School Masters host an annual leadership conference in May for junior high students. The conference is centered around Academic, Co-curricular, and Citizenship Excellence. The participants will consist of a determined number of students via the JH Schoolmasters each year. Those students will be selected out of a roster provided and voted upon by majority vote by the teachers and by final consideration by the principal. Students selected will be notified by an email from the principal.

### **LEAVING 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 (8:00am-3:15pm) without administrative approval. Students in grades 11-12 are permitted to leave campus for lunch if eligible to leave. 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.

### **LIBRARY BOOKS**

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

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

### **LINCOLN LAND COMMUNITY COLLEGE**

Junior and seniors are allowed to take courses at Lincoln Land Community College in Springfield or Taylorville with the approval of the high school principal. Typically, classes are held Monday through Friday. Different classes will be offered each semester

in the areas of an Associate's degree in Science or Arts and Computer Administration. Students earn both college credit and high school credit.

The cost for tuition and transportation is solely the responsibility of the parent and/or student. Pawnee students may attend LLCC courses each day for half a day and will receive credits each semester based on the credit hours. Students earn up to 2 credits each semester. If more than one course is taken the higher grade of the two is used for the credit. Remember that the student is earning LLCC credit and will have a LLCC transcript that is separate from the PHS transcript. When applying to colleges for admission, it is the student's responsibility to request the LLCC transcript be sent to prospective universities. The PHS Academic Counselor does not have access to your LLCC transcript.

All PHS graduation requirements must be met. Students are not allowed to enroll at LLCC if they are not on track to graduate. All course work must be approved by the high school administration. Courses at LLCC will take the place of student elective courses at PHS.

All Core academic courses must be taken at PHS. Students must get a screenshot or printout of the LoggerCentral account to verify their enrollment to PHS. Final grades must be turned in to the academic counselor office within two weeks after receiving them from LLCC in order to receive high school credit.

### **LINCOLN'S BIRTHDAY**

The Board of Education has conducted a public hearing to seek a waiver of Lincoln's Birthday, as required under Public Act 96-640. Specifically, the district is seeking a waiver to allow student attendance on Abraham Lincoln's Birthday. This waiver is being sought in order to allow the district to meet the intent of the mandate in a more effective and efficient manner by scheduling special activities and programs on this day.

A Public Hearing was held at 7:30 p.m., on April 19<sup>th</sup>, 2012, and the Board of Education adopted the waiver of Lincoln's Birthday. The person or persons honored by the holiday are recognized through instructional activities conducted on that day or, if the day is not used for student attendance, on the first day preceding or following that day.

### **LIONS CLUB ACADEMIC MEAL**

The Pawnee Lions Club annually sponsors a meal to recognize high school students for their academic accomplishments during the current school year. In order to qualify a student must have a grade point average of 4.00 for the first, second, and third quarters of the current school year.

The Annual Lions Club Academic Meal is held in the

school cafeteria usually the first week of May. Academic honor students are guests free of charge courtesy of the Pawnee Lions Club. Parents, other family members, and friends may also attend by signing up. However, there may be an additional cost per guest.

### **LOCKERS**

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. Students are not allowed to write on the lockers. 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.

### **MANDATED REPORTERS OF CHILD ABUSE AND NEGLECT**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.

### **MEAL PAYMENTS AND PROCEDURES**

1. Pay through Teacherease 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 7-12 are not allowed to charge. Junior high school and high school students with a balance exceeding negative (-) \$10.00 will not be allowed to order a-la-carte items until their balance is back in the positive. Checks returned for insufficient funds will be deducted from the child's account. Parental signature is required to allow the borrowing of money from sibling

meal 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 meal count is important. If your student is planning to eat a school meal but will need to arrive late to school (i.e.: Dr. appointment) and will miss morning attendance/meal count, please phone 625-2471, extension 217 to reserve a meal.

Students are required to have meal ID cards or they will be required to go to the end of the line.

### **Free and Reduced-Price Food Services; Meal Charge Notifications**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

### **Free and Reduced-Price Food Services Eligibility**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and

the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### MEAL POLICY

The system works much like a bank checking/debit account. It is NOT a charge account. This meal procedure involves a computer scanner much like those used at grocery stores. Each student has his/her own card with his/her own barcode. Money will be deducted from each child's account as he/she eats school meals. Each student's meal 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 meals due to their financial circumstances should contact the school offices for forms. There is additional non-meal aid for those who qualify. Standards for qualifications are set by the federal government.

### 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 CUSD #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.

### MEDICATION ON FIELD TRIPS

Medications are not sent on field trips unless a specific written request (school form) 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 as 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.

### MULTI TIERED SYSTEMS of SUPPORT (MTSS)

MTSS 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 MTSS 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 MTSS interventions.

All 7<sup>th</sup> and 8<sup>th</sup> grade students that are receiving a "D" or "F" in a core course will be put into an MTSS homeroom. 9<sup>th</sup> and 10<sup>th</sup> graders who are receiving a D/F in math course will be put into MTSS Homeroom. An 11/12<sup>th</sup> graders who are failing a core course or a credit required for graduation will be put into MTSS homeroom for the week. **In both instances, when the student raises their grade so that they are no longer receiving a "D" or "F", they will then be allowed to return to their normal homeroom.**

## NATIONAL HONOR SOCIETY

### Selection Process

1. **Academic eligibility.** To be considered for membership in the National Honor Society, the student must be a sophomore, junior, or senior and have a grade point average of 3.7 or better. This standard will be applied fairly and consistently to all candidates including any candidates with disabilities. Early in the 2<sup>nd</sup> semester, the selection process for membership in the National Honor Society will take place.
2. **Candidate notification and forms.** Students who are eligible scholastically will be notified and informed that for further consideration for selection to the chapter, they are to complete the candidate information form. This form outlines the candidate's accomplishments in the areas of service and leadership. Both students and parents will sign a letter indicating that the content is both complete and accurate. The application process as well as all documents given to the students shall be made available on the school website.
3. **Faculty input.** All faculty members will be invited to make comments on candidates on a faculty input form. The actual selection of members will be made by the five appointed members of the faculty council. All teachers will be given a copy of each student's application packet in order to help them make an educated decision on rating each student. Consequently, point totals or averages of the faculty ratings are not to be considered as "votes" or the sole determinants of membership, but will, instead, be reported to the faculty council to add to their information when considering selections. Faculty members will consider their evaluative input in the most professional manner and be able to substantiate claims with professional actions—particularly for low ratings. Paper input from faculty would be signed, but Pawnee will use an electronic version of the form which will include a space for the faculty member's name. Any forms without a teacher name will be discarded. Students who receive an average of 3 or higher will be given higher priority as to induction.
4. **Faculty Council.** The faculty council be made up of three high school teachers, one junior high teacher, and one elementary teacher.
5. **Review, deliberate, and vote.** The leadership, service, and character of all candidates will be reviewed carefully by the members of the faculty council. Student's names will be kept on each student application. The average score of the teachers will be calculated for the faculty council. Members of the faculty council will review each applicant's materials individually.

Each member of the faculty council will then vote on their own whom he or she would elect to NHS. The individual vote will be given to the NHS sponsor to tally the votes. Those candidates receiving a majority vote of the faculty council, a minimum 3 yes votes out of 5 will be invited to be inducted into the chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the faculty council) will also be notified.

6. **Report results to the principal.** Prior to notification of any candidates, the adviser will report to the principal the results of the faculty council's deliberations for approval. Lists of selected and non-selected students as well as reasons for non-selection will be incorporated into this report.
7. **Notification.** Chapters will initiate formal notification by letter of all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony. Detailed constructive feedback will be given to each student not chosen to be selected for induction into the NHS upon request. Said information will include their average scores for Character, Leadership, and Service, along with faculty comments, both positive and negative.

### Appeals Process

When a student is not selected for membership, it is very common for both them and their parents to be upset. Students and parents should understand that all decisions of the kind involved in the selection process have some subjective aspects, but all decisions are derived in a fair manner and based on sound professional judgment.

1. An unselected student's first course of action should be to meet with the faculty adviser. If they are not satisfied after this meeting, they may make an appeal to the principal.
2. A student has one week to make an appeal. After this time period, all records will be destroyed to protect student confidentiality.
3. Any appeal must be based on the belief that a technical or procedural error has occurred, and *not* simply on the belief the student deserved to be chosen. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the chapter's failure to follow prescribed procedures. Disagreement with the faculty council's decision is not a basis for an appeal. The appeal must be made in writing to the principal, including the perceived technical or procedural error in question.
4. The principal will determine if an appeal is justified.
5. If the principal agrees that the appeal should go forward, the faculty council will meet again to

reconsider the student's application, taking into account the letter of appeal. The faculty council will then give a recommendation to the principal. The principal has the final say regarding appeals for nonelection at the school level.

### **NON-DISCRIMINATION STATEMENT**

In accordance with Federal law, U.S. Department of Agriculture policy and Pursuant to Board of Education Policy Number 116.01, this school district does not discriminate against students on the basis of race, color, national origin, sex, age, or disability.

Handicap is defined under the regulations of the Rehabilitation Act of 1973 in regards access to or the use of the District's programs, services, and activities. It is also this school district's policy to provide a free appropriate public education to all students with disabilities or handicaps in conformance with the provisions of the Individuals with Disabilities Education Act (hereinafter "IDEA").

Accommodations will be made available for parents/guardians with disabilities to attend school functions. Pawnee CUSD #11 does not discriminate on the basis of sex in its education programs, activities, or employment as required by Title IX. Inquiries or complaints regarding compliance with any component of this article may be directed to the superintendent.

### **NON-DISCRIMINATION & HARASSMENT ON THE BASIS OF RACE, COLOR AND NATIONAL ORIGIN PROHIBITED**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

#### **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning

students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

#### **Making a Report or Complaint; Investigation Process**

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

#### **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

#### **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to



complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **OFF-CAMPUS LUNCH**

Off-Campus lunch is allowed for all **ELIGIBLE** students who are at junior or senior class standing. This is a privilege for all students. It is imperative that students who leave campus do so in a safe manner and return on time for their next class. Any misuse of this privilege can lead to the suspension of off-campus lunch.

#### **Off-Campus lunch privileges will be tied to school discipline, attendance, and grades.**

1. If a junior or senior is on the ineligibility list, they will lose off campus lunch privilege for the week. This includes 3 F's or failing grades in any graduation required class.
2. For juniors and seniors, any combination of five office referrals will result in the loss of off-campus lunch for the remainder of the semester. 2 additional office referrals second semester would again revoke the semester privilege.
3. Any juniors or seniors who have five or more unexcused absences will lose off-campus lunch for the semester. 2 additional unexcused absences second semester would again revoke the semester privilege.

The principal reserves the right to suspend off-campus lunch at any time. Any 18 year old student that loses off-campus lunch who subsequently signs themselves out so that they still get off campus lunch will be subject to discipline.

### **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 in closed session. 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).

## **PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**

### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website. For further information, please contact the building principal.

## **PASSING TIME**

There is a 4-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 has finished ringing. Consequences for cumulative tardies:

- 1st-3rd unexcused tardy – verbal warning/behavior log
- 4th unexcused tardy – 1 lunch detention
- 5th unexcused tardy – 3 days of lunch detention

- 6th and above unexcused tardy – 1 detention after school

Detentions shall be assigned with a 24-hour notice. Failure to serve detentions shall lead to an additional disciplinary consequence and/or in-school or out-of-school suspension.

## **PHYSICAL EDUCATION CLASSES**

Physical education is required of all students. Physical education uniforms will not be required. Students are expected to wear clothing that will allow them to participate in physical education classes including proper footwear per teacher discretion. A non-altered shirt must be worn properly as part of the dress. Students will be allowed to change and dress into physical education clothing if they choose. Failure to wear clothing and footwear that allows for participating in physical education classes can result in participation academic consequences. Physical education lockers will not be issued.

## **PROGRESS REPORTS**

Grades will be posted by teachers weekly via Teacherease. Parents of students who are receiving a D or F will receive a mid-term progress report via email. The reports are designed to show the student and parent current course status.

## **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 CUSD #11 Superintendent, 810 Fourth Street, Pawnee, IL 62558, (217) 625-2471.

## **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.

### **RECORDS: PHYSICAL, BIRTH, DENTAL**

All pupils NEW to Pawnee CUSD #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 (1<sup>st</sup>) 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 9<sup>th</sup> 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 Junior High and 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. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is

collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

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. However, students and parents may opt out so that such information is not released without their prior consent.

### **RE-ENGAGEMENT OF RETURNING STUDENT**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **RELATED SERVICE LOGS**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **REMOVAL FROM CLASSROOM**

Standards and procedures which provide for 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.

### **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.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

#### **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.

### **SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. No guest 21 years of age or older may attend a high school dance. A student must be in 7<sup>th</sup> or 8<sup>th</sup> grade for a junior high dance. A junior high student may not attend a high school dance.

If a student is not in attendance by 12:00 noon (10:00 a.m. on a 12:00 p.m. dismissal day, 11:00 a.m. on a 2:00 p.m. dismissal day) on the day of a school sponsored dance, he/she will not be allowed to attend. Also, if a student is not in attendance on Friday, participation in a school sponsored dance or event scheduled for a weekend or vacation period will not be allowed unless a doctor's note is presented or with the consent of the principal or his/her designee.

Students will have the option to opt out of being on court for school dances. Prior to the Homecoming, Winter Carnival and Prom court voting, the sponsor will put a notice in the morning bulletin requesting the names of any students requesting to be removed from the ballot. Once a student is removed from the ballot, he/she will be removed from ballots for any court nominations for the remainder of the school year.

The school's discipline code is in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all

students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **SCHOOL TELEPHONE USE**

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.

### **SCHOOL VISITORS**

The school doors will be locked after 8:15 a.m. each day and remain locked throughout the school day. To enter the building, visitors must buzz in at the doors located outside the office. Visitors will be monitored on an audio/video screen and may be allowed to enter after responding to a staff member. All visitors should report first to the Junior High/High School office immediately upon entrance to the building to receive a visitor's badge and sign the "sign-in sheet". Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an

appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or

extracurricular events for up to one calendar year.

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. request.

### **SEARCH AND SEIZURE**

In order to maintain order safety 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. "School authorities" includes school liaison police officers.

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

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

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

#### **Students Searches**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or

her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **SECURITY AND 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.

### **SELF ADMINISTRATION OF MEDICATION**

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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **SEMESTER EXAMS**

Semester exams are required in all high school and junior high subject areas and may be a cumulative test, a chapter test or a project (with the permission of the principal). In junior high, this final exam does not carry any more weight than a normal test during the school year.

High school semester exams count as follows:

Q1/Q3 = 40%

Q2/Q4 = 40%

Final Exam = 20%

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.

**All semester exams must be made up before leaving for a break or with permission from the principal to take at another time.** If a first semester exam is missed, the expectation is the exam will be taken the first day back in January.

**High school seniors are excused from the 8th semester final exams if they meet the following criteria:**

- A. Miss ten days of school or less counting ALL absences including medical days.
- B. Have one or less discipline referrals from school during the year.
- C. "B" or better semester average in present class.

### **SENIOR PICTURES**

Each member of the senior class will have his/her

picture taken by the photographer who meets 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.

### SENIOR TRIP

Seniors attending the senior trip and seniors who are not in attendance for the trip are excused from school for the days communicated by the office. During this time, seniors are excused from classwork. However, if the student desires to make up the work to better their grade, the senior does have the option to do this with communication and agreement of the classroom teacher. The work that is covered during this excused absence time is not to appear on a senior's final examination.

In order for a student to be eligible to go on the Senior Trip, the student must:

1. Be a senior by the start of the second semester of the school year. Students who will become seniors during the second semester of their senior year in school must decide by the second week of October if they will participate in Senior Trip.
2. Must be enrolled at Pawnee High School during their senior year and not have attended any alternative school their junior or sophomore year.

After the student has committed to go on the Senior Trip and paid the initial deposit, a student must adhere to the following requirement. A student must adhere to the following requirements:

1. All fees, balances due, library fines, uniforms turned in, etc. must be paid or turned in to the respective party before leaving on the Senior Trip.
2. Cannot accumulate 6 office referrals during the school year.
3. Must not have a Saturday detention scheduled the weekends of the trip.
4. Must not have a school suspension during the trip.
5. Must not have committed any of the following prior to the departure date as reported by proper authorities:

Examples:

- a. Possession or consumption of alcoholic beverages
- b. Possession, use, and/or consumption of tobacco in any form under the age of 18.
- c. Possession, use, and/or consumption of unlawful drugs/inhalants of any kind are prohibited.
- d. Theft of any kind.
- e. Committing a federal and/or state criminal

offense.

- f. Illegal use or possession of weapons.

## SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

**Harassment Prohibited:** No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment Prohibited:** The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

**Teen Dating Violence Prohibited:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

### Making a Report or Complaint



Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

**Nondiscrimination Coordinator:**

Angie Hyde, Academic Counselor  
810 Fourth Street, Pawnee, IL 62558  
ahyde@pawneeschools.org  
(217) 625-2471 extension 209

**Complaint Managers:**

Nikki Goodall, JH/HS Principal  
810 Fourth Street, Pawnee, IL 62558  
ngoodall@pawneeschools.org  
(217) 625-2471 extension 206

Chris Hennemann, Grade School Principal 810 Fourth Street, Pawnee, IL 62558  
(217) 625-2471 extension 201

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

**Enforcement:** Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

**Retaliation Prohibited:** Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about

discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

**SEX OFFENDER NOTIFICATION LAWS**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry,  
<https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

**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 sick 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.

### **SKIP DAY**

Pawnee CUSD #11 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 1 day in-school suspension. All students absent on skip days may be asked to verify illness or reason for absence.

### **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 CUSD #11, 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 Multi Tiered Systems of Support (MTSS) 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.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational service, and the education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school.

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.

### **PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at

<https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance: SASSED SEA, Erin Snodgrass

### STANDARDIZED TESTING

Students and parents/guardians should be aware that all students in seventh and eighth grade will take the IAR test in March or April. 9th & 10th graders will take the SAT in April. All 8th graders and 11th graders will take the Science assessment in April. Parents are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their student's ability to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### STATE MANDATED GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.
5. Completion of the FAFSA or a waiver.

#### State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other

graduation requirements.

- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- (d) Two years of science
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- (f) 1 credit Computer Literacy(Class of 2025)
- (g) 1 credit Foreign Language(Class of 2025)
- (h) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (i) One semester of health education.
- (j) Physical education classes.
- (k) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (l) Nine weeks of personal finance education.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

#### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) **File a FAFSA with the United States Department** of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other

graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

**S.T.E.P.**

Students in the eleventh and twelfth grades who are eligible for Special Education Services can enroll in the S.T.E.P. Work Program as an elective course. Students and parents must understand that many jobs and vocations are subject to restrictions by the U.S. Department of Labor, Illinois State Board of Education, Illinois Department of Vocational Education, and Department of Human Services and are not eligible for the S.T.E.P. Work Program. All S.T.E.P. work job sites must be inspected and approved by the S.T.E.P. coordinator and representative of the Department of Human Services. Work sites will be given to students whose grades, attendance, behavior, interests, and schedule permit them to participate in the S.T.E.P. work program. Students can earn up to two credits each semester for successful completion.

The S.T.E.P. work program takes the place of electives at PHS. Students must be on track to graduate, and be passing all Core Classes, in order to participate in the program. S.T.E.P. is treated as an elective and jobs must be in place by the second day of class each semester. Verification of employment will be done through the S.T.E.P. coordinator. Students are required to work a minimum of 10 hours a week.

**STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characteristics, such as a fingerprint, voice recognition, or retinal scan.

**STUDENT FEE SCHEDULE**

<b>Registration / Book Rental:</b>	\$130.00
<b>Miscellaneous Fees:</b>	
Driver Education	\$75 + \$20 state fee
Clothing & Textiles	project cost
Woodworking	project cost
Show Choir	costume cost
Graduation/Promotion Fee	\$20.00
Assignment Books	\$8.00
PE Uniform(optional)	\$15.00
PE Shirts (If just needed)	\$6.00
PE Shorts (If just needed)	\$9.00
<b>*PE Uniform is not required for all junior high and high school students</b>	

**Junior High/High School Athletic Fees:**  
\$ 50.00 per sport or \$100.00 for 2 or more sports

(\$75.00 to run cross-country)  
There will be a per family maximum of \$200.

**Hot Meal Prices:**

<u>Breakfast:</u>	<u>Lunch:</u>
7 <sup>th</sup> –12 <sup>th</sup> <b>\$1.80/day</b>	7 <sup>th</sup> –12 <sup>th</sup> <b>\$2.75/day</b>
Reduced tray: \$0.30	Reduced tray: \$0.40
Employee tray: \$1.80	Employee tray: \$3.20

\*Lost or damaged lunch card - \$5.00

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.

**STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. However, naran will be available for use by trained professionals in the district.No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if

authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s)

#### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **STUDENTS OF THE MONTH**

The junior high school teachers select one 7<sup>th</sup> grade student and one 8<sup>th</sup> grade student as Students of the

Month at the end of each month. In order to be selected for Student of the Month, teachers nominate students each month who they feel have achieved at a high level in academics, extra-curricular activities, behavioral conduct or a combination of several factors. Teachers submit the nominations and the reason why they are nominated to the Junior Beta Club sponsor. The Junior Beta Club sponsor then sends the nominees to the teachers. The 8<sup>th</sup> grade student and the 7<sup>th</sup> grade student with the most teacher votes will be selected that month's Student of the Month.

The high school teachers select one junior or senior student as the Student Council Student of the Month at the end of each month. In order to be selected for Student of the Month, teachers nominate students each month who they feel have achieved at a high level in academics, extra-curricular activities, behavioral conduct or a combination of several factors. Teachers submit the nominations and the reason why they are nominated to the Student Council sponsors. The Student Council sponsors then send the nominees to the teachers. The junior or senior student with the most teacher votes will be selected that month's Student of the Month.

### **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

#### **1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies

the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an

institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
49

Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the academic counselor office.

Students or parents may report concerns to a teacher, coach, school counselor, district SRO, or administration.

Additionally, the following resources may be used depending on circumstance:

**Suicide Prevention Lifeline 1-800-273- TALK (8255)/ [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)**

**National Suicide Lifeline 1-800-273-8255**

**Crisis Text Line- text HELLO to 741741 to speak anonymously with a crisis counselor/  
[crisistextline.org](http://crisistextline.org)**

**Safe-2-Help app: 1-844-4-SAFEIL (723345)**

**For Emergencies dial 988**

## **SURVEYS REQUESTING PERSONAL INFORMATION**

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

All surveys that do request personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

1. Third Party Surveys

Surveys by Third Parties Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created

by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

2. Surveys Requesting Personal Information  
School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: a. Political affiliations or beliefs of the student or the student's parent/guardian. b. Mental or psychological problems of the student or the student's family. c. Behavior or attitudes about sex. d. Illegal, anti-social, self-incriminating, or demeaning behavior. e. Critical appraisals of other individuals with whom students have close family relationships. f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. g. Religious practices, affiliations, or beliefs of the student or the student's parent/ guardian. h. Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

### 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 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.

**If a student is given an Alternative Education Room or In School Suspension, the student may be allowed to attend practice, but NOT attend a game/performance or event; if this day falls on a last day of attendance prior to a weekend or break, the student may attend a game/performance or event on that weekend or break.**

**If the student is given an Out of School Suspension, the student may NOT be allowed to attend practice, game/performance or an event; if this day falls on a last day of attendance prior to a weekend or break, the student may NOT attend a game/performance or event until the next attendance day. A suspended student is allowed to make up all work for full credit, and will be given 1 day per 1 day out to submit.**

### TARDINESS

All students are to be in their proper classroom when the tardy bell finishes ringing. A student who is tardy for the first period of the day; or for juniors and 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 and reported to the office. All tardies (regardless of the period) will be counted toward a cumulative yearly total.

A student missing first period or coming back from lunch is considered tardy up to the half-way point of a class period. Any time after the half-way point, a student will be considered absent unexcused unless a parent has called the office. For first period, that is approximately 9:00am. (add)

Consequences for cumulative tardies:

**1st-3rd unexcused tardy** – verbal warning/behavior log

**4th unexcused tardy** – 1 lunch detention

**5th unexcused tardy** – 3 days of lunch detention

**6th and above unexcused tardy** – 1 detention after school

Detentions shall be assigned with a 24-hour notice. Failure to serve detentions shall lead to an additional disciplinary consequence and/or in-school or out-of-school suspension

### TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM



Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all. For further information, please contact the Building Principal

### TEACHEREASE

Pawnee CUSD #11 2 uses TeacherEase for its online gradebook. The TeacherEase Parent Portal will allow you to view your child's performance on his/her classroom assessments and view previous progress reports and report cards as well as any behavioral data. This can be done anytime on any Internet-connected device (e.g., computer, smartphone, tablet).

Login information for the TeacherEase Parent Portal is emailed to parents with email addresses on file with the District. The email includes a link to set up your account and set your own password.

If you do not yet have an email address on file with your school, please contact your school's main office to get it added and to request login credentials for the TeacherEase Parent Portal.

### TECHNOLOGY PRIVILEGES

Access to the System is provided as a privilege by the District and may be revoked at any time. All users of the Pawnee CUSD #11 Technology System must comply with the District Acceptable Use Guidelines.

All use of electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The system administrator or building principal will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **TECHNOLOGY USES PROHIBITED**

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.

### **TECHNOLOGY USE VIOLATION CONSEQUENCES**

A student who engages in any of the prohibited acts listed 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.

### **TITLE I**

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

recommendation.

Parents are encouraged to be involved in the Title I program through helping plan, implement, and evaluate parent involvement activities, along with actively participating in their student's intervention plan. Title I requires schools to allow parents to ask for information regarding the professional qualifications of any teacher instructing their child. Information available includes the following: State certification requirements, degree(s) earned, subject areas of certification, and use of paraprofessionals along with their qualifications. Our school district is dedicated to meeting the educational needs of all students and is working to ensure that every child receives the best possible education. If you have any questions or need additional information, please feel free to contact the Pawnee School District office at (217) 625-2471.

### TRANSPORTATION

Pawnee CUSD #11 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 *Teacherease*, 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. Use of a cellular telephone, smart phone, video recording device, iPod (or other musical device) laser pointer, and/or similar electronic device that disrupts the safety of others or violates the rights of others is prohibited. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
4. Help look after the safety and comfort of smaller children.
5. Be on time at the designated school bus stop.
6. Stay off the road at all times while waiting for the bus.
7. Wait until the bus comes to a complete stop before attempting to enter the bus.
8. Be careful in approaching the place where the bus stops.
9. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
10. Keep hands and head inside the bus at all times after entering and until leaving the bus. 11. Assist in keeping the bus safe and sanitary at all

times.

12. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident. No shouting or creating loud noises that may distract the driver.
13. Treat bus equipment with respect.
14. Never tamper with the bus or any of its equipment.
15. Do not throw anything out of bus windows.
16. Do not leave your seat while the bus is in motion.
17. Be courteous to fellow pupils, the bus driver, the bus monitor, and the crossing guard. Always listen to the driver's and bus monitor's instructions.
18. Be absolutely quiet when approaching a railroad crossing stop.
19. In case of road emergency, remain in the bus until instructions are given by the driver.
20. 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.
21. Be alert to a danger signal from the driver. 22. Do not ask the driver to stop at places other than the regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
23. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
24. On other trips, respect the wishes of the chaperone appointed by the school.
25. Eating and drinking is not allowed on the bus.

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.

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

**Disciplinary Action** – Verbal warning is given to

student by bus driver to cease the unacceptable behavior. Upon written bus driver referral the following action is taken:

- 1<sup>st</sup> offense – parents notified of student’s disruption/student given written warning or school disciplinary action**
- 2<sup>nd</sup> offense – parents notified with 1-3 days suspension off the bus.**
- 3<sup>rd</sup> offense – parents notified with 3-55 days suspension off the bus.**
- 4<sup>th</sup> offense – The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.**

### **TRANSPORTATION REIMBURSEMENT**

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the State to help offset some of the cost. More information may be obtained in the unit office.

### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

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.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause

(a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

### **UNSAFE SCHOOL CHOICE OPTION**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

### **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 and juniors, 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 are not to drive north on Fourth Street in front of the grade school during school dismissal times or during the off-campus lunch time. Students are to turn left out of the parking lot and proceed to Route 104.
- Seniors and juniors who drive off the grounds during the noon hour are urged to exercise extreme caution. This is considered a privilege and students are expected to fully assume all the responsibility of operating a motor vehicle properly.
- Students are also not to use the alleys during school hours. Students are not allowed to sit or lounge in vehicles during the school day, which runs from 8:00 a.m.-3:15 p.m.
- 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.

### **USHER/MARSHAL**

- 7th grade Usher/Marshal will be determined based on the student's cumulative grade point average by the end of the 3rd quarter. The student must be a Pawnee student for the entirety of their 7th grade year to qualify.
- Junior Usher/Marshal will be determined based on a weighted cumulative grade point average at the end of the **fall 6th semester** and the student must be a Pawnee student for the entirety of their 9th through 11th grade year.

### **VALEDICTORIAN AND SALUTATORIAN 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. The determination for these awards will be made at the end of the eighth (8th) semester. The valedictorian award will go to the number one ranked student by weighted, cumulative grade point average in the senior class. The salutatorian award will go to the number two ranked student by weighted, cumulative grade point average in the senior class. If there is an exact tie, co-honors will be given. If the exact tie is for valedictorian, no salutatorian will be named.

### **VIDEO AND AUDIO MONITORING SYSTEMS**

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

### **VISION SCREENING**

Every year, vision screening is done at Pawnee CUSD #11, 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.

### **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than two calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **WORK READINESS/ WORK-LEARN PROGRAM**

This program is open to Juniors and Seniors. The Work Study Program allows students to earn high school credit while being employed by a company/employer. The opportunity also has a classroom component to it and students will attend class at PHS on Monday and potentially one other day of the week. Students planning to participate in the Workplace Readiness Program must have a job already lined up. Jobs must be in place by the second week of the semester. Students are required to work a minimum of 10 hours per week. If for some reason a student becomes unemployed, the student must immediately alert the teacher in charge of his/her program. A loss of employment will require the student to be enrolled with a full course load on PHS campus. Students must be actively employed and have a supervisor agree to provide a contract and 1-3 evaluations per semester.

Additionally, the student must provide biweekly timesheets to the Work Readiness Coordinator. Attendance is important in the work study program and the district attendance policy will be enforced. Grades will reflect compliance with these expectations. The student can be made ineligible if they fail a class. Students can earn 2 credits per semester.ester/4 credits per year.

## **Pawnee CUSD #11 Extra-Curricular Policy**

### **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. The school district's extra-curricular policies are provided in writing to ensure uniformity and to provide for all of those involved.

Beginning in the 6<sup>th</sup> grade, all students who participate in extra-curricular activities as well as 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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Upon completion of 8<sup>th</sup> 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 also 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 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, chorus events, and show choir 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; bass fishing meets, musical/play practices and performances. This is a framework but is not all-inclusive of extra-curricular activities covered by the handbook.

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

Portions of this policy, which are applicable to the above groups, involve: eligibility, attendance, attitude, citizenship, dismissal, and transportation. 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.

### **ATHLETIC PARTICIPATION FEES**

**All school fees must be paid prior to participation in extracurricular 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 \$100 for 2 more sports. There will be a per family maximum of \$200.

### **ATTENDANCE**

All students returning from doctor, dentists, orthodontist, etc. appointments must bring with them a slip provided by the medical professional and present it to the office staff upon their return. On the day of a school-related function, and the student has a medical appointment, the student must deliver the provider's note in order to participate and/or be a spectator of an extracurricular activity that day. Additionally, should a student utilize a mental health day, the parent will communicate with administration or designee to determine participation prior to 11:00 am CST. In case

of family emergencies, funerals, etc., participation may be allowed with consent of the principal or his/her designee. Students must be in school on a 12:00 dismissal at 10:09, 2:00 dismissal at 10:45 and full day at 11:50 in order to be able to participate and/or be a spectator of an extracurricular activity that day.

### **DUAL SPORT /ACTIVITY STUDENT ATTENDANCE:**

**At the season's start, a student who is participating in two or more extra-curricular activities, the student must declare with the athletic director their primary, secondary, and tertiary activity. However, a game/meet/performance, etc. does take precedence over a practice.**

### **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 56 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: Grooming**

1. Facial hair and haircuts are left to the discretion of the coaches and each individual team rules. Athletes who do not abide by the team rules will not be allowed to participate.

#### **Principle Two: Clothing**

1. When in route to and from a scheduled contest or activity, athletes/cheerleaders not attired in team uniforms shall dress neatly. Coaches may establish their own dress codes for travel to and from contests/activities. 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.
2. Student athletes must dress appropriately for all practices and activities. This includes: a shirt consistently worn properly and appropriate footwear.

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.
4. Pawnee School district-issued uniforms shall be worn at all contests unless approval has been granted by the athletic director or principal.
5. The school dress code will be followed at all extra-curricular banquets.

### **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 12. No more than 12 will be allowed to cheer for football and basketball games.

Exception: The team will not cut just one person who tries out. As a result, a team may have more than 12.

### **CODE OF CONDUCT**

This Code of Conduct applies to all extra-curricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be as defined in this Code. A student may be excluded from extra-curricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the guidance office for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form, unless employment requires;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look

alike weapon. This prohibition does not prohibit legal use of weapons;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being possessed, used, consumed, offered for sale or purchase, sold or purchased, or distributed by minors. Students who are in the presence of their parent and/or guardian and are not in the immediate presence of minors possessing, using, consuming, offering for sale or purchase, selling or purchasing, or distributing alcoholic beverages and/or controlled substances shall not be subject to this provision.
7. Act in an unsportsmanlike manner at any school activity or event;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extra-curricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extra-curricular or athletic activity.

*Hazing* "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 or excessive psychological harm.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing

physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student and Parent or Guardian shall be advised of the disciplinary infraction with which he or she is being accused.
2. The student shall be entitled to a hearing before an appropriate administrator
3. The student and Parent or Guardian will be able to respond to any accusations leveled against him or her.
4. The student and Parent or Guardian may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense; may consider the number of offenses and prior offenses; and may include suspension from all extra-curricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of events, performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

#### **Self-Reporting**

1. If the student self-reports the offense within 2 school days following the alleged offense, the student's punishment will be cut in half and the student still may attend practice. If less than said amount of contests remain, the punishment will carry over to the next extra-curricular season that student participates in. If the student does not self-report the offense, the penalty will stay as is.

#### **First Violation**

1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of



performances, activities, or competitions. In the event less than one third of the total number of performances, activities, or competitions remain in the season, the remaining suspension period shall carry over to the next season's performances, activities or competitions.

2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being possessed, consumed, offered for sale or purchase, sold or purchased, or distributed by minors: A suspension of one sixth of the total number of performances, activities or competitions. In the event less than one sixth of the total number of performances, activities, or competitions remain in the season, the remaining suspension period shall carry over to the next season's performances, activities or competitions.
3. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
4. The student must complete the season or activity of which they were participating in to fulfill the terms of their suspension.

#### **Second violation**

1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks, from all performances, activities, or competitions during this period. In the event that less than twelve weeks of the total number of performances, activities, or competitions remain in the season, the remaining suspension period shall carry over to the next season's performances, activities or competitions.
2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being possessed, consumed, offered for sale or purchase, sold or purchased, or distributed by minors: A suspension of one-third of the season and all extra-curricular group performances, activities, or competitions during this period. In the event less than one-third of the total number of performances, activities, or competitions remain in the season, the remaining suspension period shall carry over to the next season's performances, activities or competitions.
3. The student will be required to practice with the group (unless suspended or expelled from school).
4. The student must complete the season or activity of which they were participating in to fulfill the terms of their suspension.

#### **Third violation**

1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing alcoholic beverages, tobacco, nicotine, and/or controlled substances: A suspension from extracurricular or athletic activities for the remainder of the student's school career.

2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being possessed, consumed, offered for sale or purchase, sold or purchased, or distributed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
3. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Superintendent.
4. The student may appeal the decision of the Superintendent to the Board of Education.

Reinstatement: One (1) year after imposition of penalty for a student's third offense under the provisions of the Extra-curricular Code of Conduct related to alcohol and/or controlled substances, he/she may apply to the Board of Education to be reinstated in extra-curricular activities.

In addition to this Extra-curricular Code of Conduct, all students remain subject to all the School District's policies and the school's student/parent handbook.

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

NOTE: All organizational and club policies/constitutions must be followed; however, no policy/constitution preempts the district policy.

If a student is given an Alternative Education Room or In School Suspension, the student may be allowed to attend practice, but NOT attend a game/performance or event; if this day falls on a last day of attendance prior to a weekend or break, the student may attend a game/performance or event.

If the student is given an Out of School Suspension, the student may NOT be allowed to attend practice, game/performance or an event; if this day falls on a last day of attendance prior to a weekend or break, the student may NOT attend a game/performance or event until the next attendance day.

### **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.

### **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 failing 3 or more. 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 one "F" (failing grade).

2. If a student involved in extra-curricular activities receives three or more failing grades 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, thus allowing a student to be eligible. This course must be approved by the principal.
3. **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 failing 3 or more classes. Eligibility is determined by semester.**
4. **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 one "F" (failing grade). Eligibility is determined by quarter.**
5. 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.
6. 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.
7. The third time a student becomes ineligible during a sport/organization season, he/she may be removed from the team. A student ineligible for the third time cannot participate in contests or events but may have limited participation or non-participation involvement in the program if an agreement is reached with coach/sponsor, athletic director, and principal.

#### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

Physical education is required of all students except in special circumstances discussed in the section titled "Exemption from Physical Education Requirement." Physical education uniforms will not be required.

Students are expected to wear clothing that will allow them to participate in physical education classes including proper footwear per teacher discretion. Students will be allowed to change and dress into physical education clothing if they choose. Failure to wear clothing and footwear that allows for participating in physical education classes can result in participation academic consequences. Physical education lockers will not be issued.

Athletes: You are eligible for 2024-2025 IESA athletics:

1. September 13, 2008 for Girls Golf
2. September 14, 2008 for Boys Golf
3. September 29, 2008 for Girls Softball
4. October 6, 2008 for Boys Baseball
5. October 20, 2008 for Boys and Girls Cross-Country
6. December 13, 2009 for 7th Grade Girls Basketball
7. December 20, 20087 for 8th Grade Girls Basketball
8. February 13, 2009 for Cheerleading Competition
9. February 14, 2010 for 7th Grade Boys Basketball
10. February 21, 2009 for 8th Grade Boys Basketball
11. March 2, 2009 for Chess
12. March 16, 2009 for Boys Wrestling
13. March 16, 2010 for 7th Grade Girls Volleyball
14. March 23, 2009 for 8th Grade Girls Volleyball
15. April 13, 2009 for Boys and Girls Bowling
16. May 10, 2009 for Scholastic Bowl
17. May 18, 2010 for 1A & 2A 7th Grade Boys and Girls Track and Field
18. May 18, 2009 for 1A & 2A 8th Grade Boys and Girls Track and Field
19. May 25, 2010 for 3A & 4A 7th Grade Boys and Girls Track and Field
20. May 25, 2009 for 3A & 4A 8th Grade Boys and Girls Track and Field

If you try out only for those activities for which you are eligible by age.

- If you have provided your principal with a birth certificate or hospital record. A baptismal record is not acceptable.
- If you have a licensed physician's certificate of physical fitness to participate issued within 395 days preceding your current participation.
- If you are doing passing work in all of your school subjects
- If you have not competed in the same academic grade during a previous school year in the same

sport. This is true whether or not you attended a member or non-member school.

- If you transfer, you become eligible on the 11<sup>th</sup> day of attendance at your new school provided you have met all other eligibility requirements and your new school will allow you to participate after the season has started. Please contact your school principal to determine your eligibility to participate on a non-school team in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.



### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws.

Remember, if you have any questions regarding IHSA

rules, please contact your principal/official representative.

### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

### 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester

### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or

- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in

compliance with the by-laws.

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

#### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/ mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

#### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

#### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - 1. During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws.
  - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school’s coaching personnel.

#### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your

principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

- D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

#### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in allstar competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

#### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.

#### IHSA/IESA CONCUSSION INFORMATION

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the

symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Confused about assignment
- Is unsure of game, score, or opponent
- Shows behavior or personality changes Can’t recall events prior to hit
- Can’t recall events after hit
- Any change in typical behavior or personality
- Vacant facial expression
- Forgets plays
- Moves clumsily or displays in-coordination
- Answers questions slowly
- Slurred speech
- Seizures or convulsions
- Loses consciousness

**What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result,

education of administrators, coaches, parents and students is the key to student-athlete’s safety.

**If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The return to play policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy. You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on

concussions you can go to: athletics

<http://www.cdc.gov/ConcussionInYouthSports/>

### **IHSA DRUG POLICIES**

The District maintains an extra-curricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extra-curricular athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extra-curricular athletic activity. Failure to sign the district’s “Random Drug and Alcohol Testing Consent” form will result in non-participation.

If a test is positive, the student may not participate in sports or activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume sports and activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

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.

### **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.

### **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 217-625-2251.

### **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.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **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 notify the coach in writing prior to the bus leaving the school for the event. In case of an emergency, the parent will notify the coach in writing at the conclusion of the event. 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.

### **UNIFORMS**

All equipment and uniforms issued will be the responsibility of each individual team member with respect to care and maintenance. No awards will be given until the equipment and uniforms have either been turned in or paid for by the athlete. Equipment and uniforms are not to be worn at any time other than the athletic contest, at the direction of the coach, or for a special occasion approved by the administration.

### **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**

#### **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.

**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.

**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.

**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****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.

**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.

**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.

**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:

1. **Football, Basketball, Baseball, and Softball**
  - a. Athletes MUST participate in a minimum of one-third of the total quarters or innings to be eligible for a varsity or major letter.
2. **Volleyball**
  - a. Athletes MUST participate in a minimum of one-third of the total games to be eligible for a varsity or major letter.
3. **Track**
  - a. To earn a varsity or major letter, a track participant must meet the following minimum requirements:
    - b. Earn twice the number of points as there are scheduled meets, or
    - c. Earn the same number of points as there are meets and place first in any of the County, Conference, or IESA/IHSA meets.
    - d. To earn a J.V. or minor letter, a track participant must meet the following minimum requirements:
      - e. Earn the same number of points as there are scheduled meets, or
      - f. Place first in any Conference, County, or IHSA/IESA meet.
      - g. To determine points for members of relay teams, the points earned by the relay team shall be divided equally among the four members.
      - h. All meets are counted toward the required number of points.
      - i. Each student must participate in at least three-quarters of all scheduled meets for his/her age group in order to be eligible for any award, unless medically restricted.
4. **Managers**
  - a. All first-year managers shall receive a certificate as a minimum award.
  - b. Second-year managers shall receive a J.V. or minor letter, and third-year managers shall receive a major letter with inserts of the sport and MGR insert.
5. **Statisticians**
  - a. Statisticians will receive a certificate as a minimum award.
6. **Cheerleading (High School)**
  - a. If the twelve cheerleaders compete as two squads (JV and Varsity) the freshmen/sophomores will receive numerals and/or JV letters. (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.)

- b. 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 cheerleaders are first-year cheerleaders and have not yet received their appropriate numerals, they will also receive those numerals.)
- c. After receiving their first varsity letter, the cheerleaders will receive a megaphone insert and a service bar for each year of cheerleading.
- d. In the event a student is a Cheerleader for two sports, he/she will receive only one letter per year, NOT per sport
- e. Cheerleaders must meet the requirements and be recommended by the sponsor to receive their awards.

### 7. Junior High School

- a. Cheerleaders who meet the requirements and are recommended by the sponsor will receive a minor letter for their first year of cheerleading. For 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.)

PAWNEE JUNIOR HIGH/HIGH SCHOOL BELL SCHEDULES					
<b>MONDAY</b>			<b>BLOCK DAY</b>		
1A	8:15-8:54	39	1A/1B	8:15-9:38	83
2A	8:58-9:37	39	2A/2B	9:42-11:05	83
1B	9:41-10:20	39	Lunch	11:09-11:46	37
2B	10:24-11:03	39	3A/3B	11:50-1:13	83
Lunch	11:07-11:44	37	4A/4B	1:17-2:40	83
3A	11:48-12:27	39	HR	2:44-3:15	31
4A	12:31-1:10	39	<b>2:00 BLOCK DAY</b>		
3B	1:14-1:53	39	1A/1B	8:15-9:18	63
4B	1:57-2:36	39	2A/2B	9:22-10:25	63
HR	2:40-3:15	35	3A/3B	10:29-11:05	36
<b>2:00 MONDAY</b>			Lunch	11:09-11:46	37
1A	8:15-8:45	30	3A/3B	11:50-12:17	27
2A	8:49-9:19	30	4A/4B	12:21-1:24	63
1B	9:23-9:53	30	HR	1:28-2:00	32
2B	9:57-10:27	30	<b>12:00 BLOCK DAY</b>		
3A	10:31-11:01	30	1A/1B	8:15-9:08	53
Lunch	11:05-11:42	37	2A/2B	9:12-10:05	53
4A	11:46-12:16	30	3A/3B	10:09-11:02	53
3B	12:20-12:50	30	4A/4B	11:06-12:00	54
4B	12:54-1:24	30	<b>12:00 BLOCK DAY (COVID)</b>		
HR	1:28-2:00	32	1A/1B	8:15-9:08	53
<b>12:00 MONDAY (COVID)</b>			2A/2B	9:12-10:05	53
1A	8:15-8:44	29	3A/3B	10:09-11:02	53
2A	8:48-9:12	24	4A/4B	11:06-12:00	54
1B	9:16-9:40	24	<b>2:00 BLOCK DAY (E-LEARNING)</b>		
2B	9:44-10:08	24	8:15 a.m. - 11:30 a.m. - Synchronous Learning Time		
3A	10:12-10:36	24	11:30 a.m. - 12:00 p.m. - Lunch		
4A	10:40-11:04	24	12:00 p.m. - 1:20 p.m. - Synchronous Learning Time		
3B	11:08-11:32	24	1A/1B 8:15-9:18 63		
4B	11:36-12:00	24	2A/2B 9:22-10:25 63		
<b>MONDAY (E-LEARNING)</b>			3A/3B 10:29-11:32 63		
8:15 a.m. - 11:30 a.m. - Synchronous Learning Time			Lunch 11:36-12:13 37		
11:30 a.m. - 12:00 p.m. - Lunch			4A/4B 12:17-1:20 63		
12:00 p.m. - 1:20 p.m. - Synchronous Learning Time					
1A	8:15-8:45	30			
2A	8:49-9:19	30			
1B	9:23-9:53	30			
2B	9:57-10:27	30			
3A	10:31-11:01	30			
Lunch	11:05-11:42	37			
4A	11:46-12:16	30			
3B	12:20-12:50	30			
4B	12:54-1:24	30			
HR	1:28-2:00	32			

### Pawnee School Song

We're loyal to you Pawnee High  
 We're red, white, and blue Pawnee High  
 We'll back you to stand; against the best in the land,  
 For we know you can stand Pawnee High (rah, rah)

So send that ball in Pawnee High  
 Go crashing ahead Pawnee High  
 Our team is our fame protector on boys for we expect,  
 a victory from you Pawnee High.

Chee, cha, cha ha ha ha;  
 Chee, cha, cha ha ha ha;  
 Pawnee High, Pawnee High, Pawnee High

Send out that dear old flag of red, white, and blue  
 Send out your sons and daughters fighting for you  
 Like men of old on giants; facing reliance, shouting defiance  
 Oskevawa

Amid those broad green plains that nourish our land  
For honest labor and for learning we stand  
For unto you we pledge our heartland hand  
Dear alma mater Pawnee High

Rah, rah, rah, rah, rah, rah, Pawnee High!!!!