

3. If a student's activity requires any type of permit, a copy of that permit is received along with the parent note, or immediately thereafter.
4. Clearance slips must be taken around by the student and signed by each of the student's teachers.

#### D. HOW TO REPORT AN ABSENCE

Each day a student is absent from school, a **PARENT** (or legal guardian) must call the attendance office (an answering machine is hooked up for your convenience). If the parent/guardian does not call the day of the absence, they have forty-eight (48) hours to get the absence cleared (otherwise, the student will be counted as TRUANT). All make-up will be deferred until these responsibilities are fulfilled. Notes and doctors slips must be turned in to the office (basket on counter) when a student arrives to school. Students have the responsibility to arrange for make-up work.

Students who have verified through the administration that they are living independently, without the supervision of a parent or guardian, are responsible for their own attendance. They must comply with regular attendance procedures. Verification must be made on the day of the absence.

#### E. CLEARANCE SLIPS

Students who are going to miss school for family vacations, all day medical or dental appointments, college days, interviews, field trips, funerals, hunting, etc., should bring a note from their parent(s) in advance of the day or days missed. A clearance slip will be issued by the office and signed by teachers, assuring that the student has been given assignments in advance of his/her absence. **The clearance paper must be turned in to the office prior to the absences.** College clearances must be approved through the high school guidance counselors and are limited to two (2) per year unless cleared by a counselor. College days may be denied to those students with excessive absences.

To be granted a clearance for hunting, the student must have a note from the parent, and have proof of hunting license. Only one hunting clearance will be granted per semester.

The administration realizes that situations arise that are beyond our control. Therefore, each situation will be dealt with on an individual basis.

#### F. LEAVING & RETURNING TO SCHOOL

All students are to remain in school during the academic day. Procedures for leaving school are as follows:

1. Permission to leave school should be granted by the administration.
2. Bring a signed note from parent or guardian with you to the office.
3. Sign out in the main office before leaving.
4. Sign in when you return.
5. Students may not leave the building during the day without permission of the administration. Once a student reports to school in the morning, he/she is not to leave the building for any reason without the permission of the administration.
6. In emergency situations, parent(s) or guardian(s) will be contacted and must give their permission before a student may leave school.

#### G. TARDIES TO CLASS

Students tardy to class will be dealt with by the individual teacher. The penalties for being tardy to class are as follows:

- 1<sup>st</sup> tardy = warning
- 2<sup>nd</sup> tardy = warning
- 3<sup>rd</sup> tardy = 30 minute detention
- 4<sup>th</sup> tardy = 60 minute detention
- 5<sup>th</sup> tardy = 120 minutes detention
- 6<sup>th</sup> tardy = Saturday detention
- 7<sup>th</sup> tardy = office referral

If a student is more than ten (10) minutes late to class it will be considered a truancy and the student will be sent to the office immediately.

#### **VII. CHROMEBOOK PROGRAM**

*During the 2017-2018 school year, PHS will work with parents, the Pana Educational Foundation (PEF), and Pana CUSD #8 staff and administration to provide 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students with Google Chromebooks for purchase and use. Students and parents will be provided guidance and direction on a variety of*

*considerations within this expansion, which include, but are not limited to: proper use and care of the Chromebook, creative financing of the Chromebook, as well as regular updates of how the Chromebooks can/are used effectively in the classroom and/or at home.*

*From time to time, the Chromebook device may incur damage that needs to be repaired. All necessary and/or required repairs needed for the Chromebook need to be reported immediately to the PHS office. Certain repairs may require additional costs being required to be paid before the Chromebook is returned to the student. PHS will work with students/parents/guardians to see that costs for repair and timely return of the Chromebook should repairs be needed are done in a timely fashion.*

*All attempts will be made to collect the technology fees associated with the Chromebook Program. Non-payment or partial payment may result in delay in issuing a student a device, limited access to use of a device, and/or other measures as deemed necessary by administration. In addition, students and parents are reminded that the use of technology is a privilege that can be revoked for inappropriate use (refer to Internet Use Policy and Chromebook Usage agreement for guidelines.) Usage can and will be monitored as deemed necessary to ensure student safety.*

### **VIII. COLLEGE CLASSES**

Students may elect to earn high school and college credit at the same time by registering for a college course through Lake Land College. These courses will be taught during the day or as a night class. It should be noted that not all colleges accept dual credit classes - consult the admissions office at the college or university you plan to attend for specifics. All dual credit classes are weighted IF they are transfer level courses (100 level or above). A book fee of **\$17.00** per semester hour will be assessed for dual credit classes. *Half of the total fee must be paid at registration, and the other half on or before January 30<sup>th</sup>.* Math and English classes require passing an assessment test for college credit (the test will be given in the spring at our high school). Students who do not pass into the classes may still take the classes for high school credit only and will still have to pay the book fee.

To take a transfer level course, a student must be of junior standing, must have a high school GPA of “C” or better, and must maintain an LLC GPA of “C” to continue enrollment in the program.

To take career/technical courses, the same standards apply. However, students may apply for an “exception” by completing a waiver form available from the high school guidance counselor.

Students taking internet classes need to realize that these classes follow the college schedule and may start before Pana High School is in session. Internet classes charge full tuition and the student will be responsible for that amount which is **\$325.00** per online course. Also, there will be limited opportunities to drop these classes once enrolled. Students may only enroll in two (2) internet classes per semester during the school day. Juniors may take these courses if approved by a counselor. Attendance and grades are factors taken into consideration.

Students taking college classes outside of the scope of the school day must submit their grade(s) to the guidance office upon completion of the course to receive high school credit. However, these courses will not be calculated into the student’s GPA.

### **IX. DANCES**

Dances will be evenly spaced during the year. Junior High students may not attend high school dances. Prom is open to junior and seniors and their dates. Other dances may be after-game dances and only Pana High School students and their dates will be admitted. Any student bringing an out-of-district date must have a “Good Student” form filled out by their home school. (The Administration reserves the right to exclude students and non-students from dances.) No one over the age of twenty (20) will be admitted to the dance. No one will be admitted to the dance under the influence of any type of drug or alcohol. Those persons found under the influence will not be admitted to the activity and, if a PHS student, will be subject to school policy as outlined within the handbook. ***It should be noted that any student placed in an Alternative School setting (including GED, ALE and Homebound programs) may not be on school property or attend any school activities until such a time when Alternative School services are terminated.***

## **X. DRESS CODE**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. We do insist, however, that student dress meets the following criteria:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Clothes that infer or imply inappropriate actions/behaviors as defined in this section are prohibited.
- Hats, coats, bandannas, sweat bands, sweatshirt hoods and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Tank tops are prohibited.
- Leggings, jeggings, yoga pants, skin tight exercise pants, biking shorts/pants are prohibited.
- The length of shorts, skirts and dresses must be KNEE LENGTH.
- Appropriate footwear must be worn at all times.
- Pajamas are prohibited unless approved by the administration.

Students whose dress causes a substantial disruption of the orderly process of school functions or

endangers the health or safety of the student, other students, staff or others may be subject discipline. If there is any doubt about dress and appearance, the administration will make the final decision.

## **XI. EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

(Board Policy Manual - Section 6:140)

Homeless Liaison:  
Ms. Debra Zueck  
Lincoln Elementary School  
(217)562-8543

## ***XII. EMERGENCY SCHOOL CLOSING***

On certain occasions, school may be closed or starting time delayed. *This information will be supplied via your phone number listed in our database.* The information may also be accessed via local radio and TV stations.

## ***XIII. EXTRA-CURRICULAR ACTIVITIES***

Extra-curricular activities at Pana High School include primarily art, band, music, and athletics. Additional activities are dependent on sponsorship, space availability, and time. PHS belongs to the South Central Conference and the Illinois High School Association (IHSA) and participates in football, volleyball, golf, soccer, basketball, bowling, competitive cheer, baseball, softball, track and bass fishing.

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following (Board Policy: 7:300):

1. The student must meet the academic criteria set forth in ~~School~~ Board policy 6:190, Extracurricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

5. The student must agree to follow all conduct rules and the coaches' instructions.

6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.

7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by the Illinois High School Association, and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, Student Athlete Concussions and Head Injuries.

~~8. Bring his/her birth certificate or a copy to the office so that a copy can be made for the IHSA office.~~

An eligibility list is compiled on Thursday before the first athletic contest and each Thursday thereafter. A student failing two (2) subjects will be ineligible for all contests the following week until a new eligibility list is received. The eligibility rules are determined by the IHSA and School Board Policy. Additionally, a student failing two (2) subjects at the semester will be ineligible for the next semester's activities.

Students are not to be on the school campus before the time set by the supervising teacher, coach or other supervisor in charge of any school related event. If a student is absent the day of an extra curricular event, permission must be obtained from the principal in order to participate.



## ***XIV. FEES***

The school board pays for part of the cost of textbooks and other materials. Students may be asked to pay for workbooks and materials used in classroom activities, as well as tuition for dual credit classes. All students enrolled in dual credit classes must pay PHS the book fee prior to the end of the first quarter to receive college credit. In the event that a student drops a dual credit internet class

after the drop date, he/she will be responsible for paying the entire cost of the class.

There will be a cap and gown fee for graduating seniors (payable directly to the company). Seniors must have all school fees (i.e. lost/damaged books, damaged locker, lunch account, LLC bill, etc.) paid prior to graduation. Seniors who do not have fees paid, or have not made arrangements to pay, will not be allowed to participate in the graduation ceremony.

### ***XV. FIELD TRIPS***

From time to time, PHS may provide students with field trips. In order to be eligible to participate in a field trip, students must meet requirements in three (3) areas: attendance, discipline, and grades. Failure in any one area in a semester could result in a student being denied participation in the field trip.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

In order to be eligible for the senior class trip, in addition to the above-mentioned requirements, the following stipulations are also in place: must be a graduating senior, must have all school fees paid, must make down-payment (if required) in full before deadline. (The Administration reserves the right to exclude students.)

(Board Policy Manual - Section 6:240)



### ***XVI. FINAL EXAMS***

- 1) All students must take Final Exams in all classes.
- 2) Each nine week period is 40% of the final grade, and the final exam is worth 20%. A student could still pass a class (mathematically) even if both quarters are failed.

3) Seniors may opt out of a SECOND SEMESTER final exam (if not a dual credit class or graduation requirement) if they have an "A" average for the semester (in that class) and have NO unexcused absences and NO outstanding detentions (in that class).

- 4) Exams will be spread out over two (3) days.
- 5) Students do not have to report to school until their first exam of the day.
- 6) Students in grades 10-11-12 may leave campus during lunch time. Freshmen are not allowed to leave campus at any time during exams.
- 7) Students reporting to school during an exam time should report directly to the commons area.
- 8) Students must stay in their classes the entire exam period. Teachers will not excuse students early.
- 9) Students who have been taken out of physical education for driver education will be required to take the final exam in P.E. Questions covered during their absence will not be counted against them.
- 10) Missed exams must be made up at the earliest convenience of the teacher.
- 11) All regular school rules will be in effect during final exams.
- 12) All outstanding detentions must be served prior to taking final exams.
- 13) A student missing exams purposely will be given a "0" (zero), will be considered truant.
- 14) Students may not be on the school grounds of any other school during exam days.

\*\* If school is canceled on an exam day, you will take those exams on the next day back to school.

### ***XVII. GENERAL GRIEVANCE PROCEDURES***

All grievances should be addressed to the following people in the following order:

- Teacher involved
- Building administrator
- District superintendent

### ***XVIII. GRADING SYSTEM***

Each quarter, grades will be finalized in LUMEN for students/parents to see the 9 week cumulative grades. (A report card can be printed upon request.) These grades will represent your achievement in the courses you are taking. This achievement is based

on such factors as: tests, quiz grades, class discussion, daily homework, participation in class activities and presence in class. All grades **CAN** be affected if you have excessive excused absences. In addition, students with **TRUANCIES** will NOT receive credit for assignments missed. Students who are **TRUANT** have made a conscious choice to not be present and not to participate.

An out-of-school suspension constitutes a disciplinary action that may affect academic progress. Students will be allowed to make up assignments and tests that are due during the suspension. All assignments due during the suspension must be turned in on the day the student returns from suspension. FULL credit will be given to all assignments turned in on time. It is the suspended student's responsibility to obtain the assignments through the attendance office. In addition, any tests due during the suspension **must** be made up on the day of return from the suspension or at the teacher's convenience (full credit will also be given for tests).

The grading scale is as follows:

- A: 90 – 100%
- B: 80 – 89%
- C: 70 – 79%
- D: 60 – 69%
- F: 59% and below

#### A. GRADE POINT AVERAGE

A student will be accorded a grade point of 4.0 for each semester "A", a 3.0 for each "B", a 2.0 for each "C", a 1.0 for each "D" and 0 for each "F". The average will be figured by totaling the amassed points, for semester grades, and then dividing by the total number of semesters taken.

A student will receive a bonus of .01 points for every weighted course taken.

Students will be capped with taking 29 weighted courses. While students may take more than the capped amount, only .29 will show on their cumulative GPA, making the highest possible GPA a 4.29.

#### B. PASS/FAIL

Pass/Fail arrangements are to be decided at the beginning of the semester and may not apply to a required subject. A PASSING grade will not affect

a student's GPA. A FAILING grade WILL affect the GPA.

#### C. HONOR ROLL

Students will be considered to have earned sufficient marks to be on the honor roll if they met the following grade qualifications:

- Exceptional Honor 3.75 or higher GPA
- High Honor 3.50 – 3.74
- Honor 3.00 – 3.49

#### D. GRADUATING WITH HONORS

Students will be considered to have earned honor status by accumulating the following GPA after eight (8) semesters of school:

- Exceptional Honor 4.0 or higher
- Honor 3.25 – 3.99

### ***XIX. GRADUATION REQUIREMENTS***

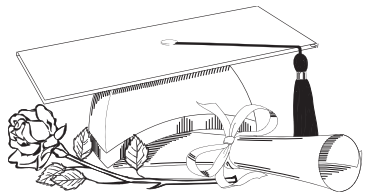
Students must register for seven (7) academic subjects. All subjects will receive semester credit (1/2 each semester). Graduating seniors must obtain twenty-four (24) credits in academic subjects including: four (4) years of English, three (3) years of mathematics two (2) years of science, , two (2) years of social studies [including American History for one (1) credit and one-half (1/2) credit of Civics], one-half (1/2) credit in health, one-half (1/2) credit of consumer education, one-half (1/2) credit of computer applications. In addition, all students must have one (1) credit in either fine arts (band, chorus, art), vocational (agriculture, industrial, home economics, or business) or foreign language. Students must also take driver education (bookwork) and take and pass four (4) years of physical education unless exempted.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on state required assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. A student must earn five (5) credits to become a sophomore, ten (10) to become a junior, and seventeen (17) to become a senior. (Exceptions may apply in transfer

situations).

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements. Such students must petition the Board of Education if they want to graduate early.

*Students with excessive absences as defined on page 4, section VI, part B, [one-fourth of the school year (45 days)] may not be allowed to participate in the graduation ceremony.*



## **XX. GUIDANCE DEPARTMENT**

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Many problems, concerning both school and one's personal life, can be helped with counseling. Your school counselor, teachers and administrators will be happy to try and help you with these problems.

(Board Policy Manual - Section 6:270)

## **XXI. HOMEBOUND INSTRUCTION**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational

services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

The student must get a medical certification form from the administration and give it to a doctor to fill out. Homebound instructors will be assigned and are merely to act as a liaison between the student and the teachers.

(Board Policy Manual - Section 6:150)

*It should be noted that a student receiving homebound services is not eligible to participate in or attend extra-curricular activities including but not limited to: athletics, dances and field trips.*

## **XXII. INSURANCE**

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold in the office soon after school year starts.

Athletes and cheerleaders are required to take school accident insurance or have a notarized waiver. This form is available at athletic handbook meetings, registration, and in the main office.

## **XXIII. INTERNET & COMPUTER POLICY**

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

### **Privileges:**

The use of the District's electronic network/computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time.

### **Acceptable Use:**

Access to the District's electronic network/computers must be for the purpose of education or research, and be consistent with the District's educational objectives. All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### Unacceptable Use:

The user is responsible for his or her actions and activities involving the network/computers. Examples of some of the unacceptable uses are as follows:

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. 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;
- h. Using another user's account or password;

- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked
- n. Vandalizing and/or damaging any part of a computer.



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

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. 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.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.



Before using the Internet, it is required that all students sign and have their parents sign the Authorization for Internet Access Form. (Board Policy - ref. 6.235-E2) Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. Internet Safety Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities,
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

(Board Policy 6:235)

#### **XXIV. LOCKERS**

Lockers are made available to students on the basis that school officials reserve the right to inspect lockers and their contents at any time. Students should report locks to the office that are not working correctly so a new lock can be issued. Intentional abuse of lockers can also result in a fine being assessed to cover the cost of repair or replacement.

Locker searches are conducted periodically in an attempt to locate lost or stolen items, overdue library books, items or substances which can be dangerous to other students (knives, guns, drugs, etc.) school regulated materials, or to check the general condition of the locker and its contents. Because lockers are school property, they may be searched at any time. Students are reminded to leave materials at home that are prohibited at school. It is normally assumed that materials found in a student's locker are his/her possessions unless he/she can prove otherwise. Students are also reminded to keep their locker clean and free from graffiti and cluttering. ***Purses are to be left in the locker during the day.***

#### **XXV. LUNCH & CAFETERIA RULES**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch bell rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

##### Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks or **toss bottles and/or drink cartons in the air.**
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the

mobile device brought to school. Parents and students are strongly encouraged to not leave any electronic mobile devices that have been brought to school unattended or unsecured.

***Failure to adhere to this policy or the misuse of mobile electronic devices will result in disciplinary action as determined by building administration.***

### **XXVII. NURSE - HEALTH RECORDS**

Students who become ill at school and who are unable to attend class must report to the main office. Students then will be referred to the nurse's office, home, etc. Any student sent home by the nurse or administration may not return to school for extra-curricular activities without the permission of the administration. Students sent home with a fever must be "fever free" for 24 hours before returning to school. Students who are unable to attend class will not be allowed to drive home unless parent permission is granted.



### **ADMINISTERING MEDICINE TO STUDENTS**

Students should not take medication during school hours or during school-related activities 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 a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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. No student shall 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 policy and its implementing procedures.

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

(Board Policy: 7:270)

***\*\* Any type of medication brought to school, must be given to the nurse.***

### **SELF-ADMINISTRATION OF MEDICATION**

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication 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 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 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 medication, or the storage of any medication by school personnel.

(Board Policy: 7:270)

### **PHYSICALS & IMMUNIZATIONS**

All incoming freshmen and new students from out-of-state must have a physical prior to the start of the school year. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

All students must have proof of immunizations.

If you have any questions, call the school nurse.

The 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 District.

(Board Policy 7:100)

### **XXVIII. PARENT/TEACHER CONFERENCES**

Time is set aside twice each school year for formal Parent/Teacher Conferences – a full day in October, and a half day in March. Parents do not need to make official appointments on these days to meet with the teachers – we operate on a first come

first serve basis at PHS. Parents (and students) are encouraged to contact the teachers throughout the year, and use the LUMEN system to access grades.

### ***XIX. PHYSICAL EDUCATION***

All students are required to take four (4) years of Physical Education. A uniform consisting of an orange shirt and blue shorts is required. The students' last name should appear on the back of the shirt, while the shorts should include his/her initials. Failing to dress out for P.E. will result in the students' grade being lowered.

It shall be the policy of Pana Community Unit No. 8 that students in grades 11 and 12 may request exemption from physical education for the following reasons:

1. The student is determined to be participating in interscholastic athletics as certified by the appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Student's who have failed required courses, transfer into the district with sufficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

Each request for exemption from physical education instructor is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements.

Approvals of exemptions will be for one semester only, but may be renewed by additional semester if circumstances warrant. Students may also be exempted from physical education during the semester that they are enrolled in health.

### ***XXX. RESPONSE TO INTERVENTION (RtI)***

#### ***MULTI-TIERED SUPPORT SYSTEM (MTSS)***

Response to Intervention (RtI) is a process that provides interventions and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that students can be successful.

RtI is a process designed to help schools focus on interventions that are matched to student needs and monitored on a regular basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

Students will be assigned an intervention course based on data obtained through previous assessments (~~ISAT, EXPLORE, PLAN~~), semester grades, and teacher recommendation. We also use a program called "MAP" (Measures of Academic Progress) to screen all students in the fall, winter and spring, and to progress monitor the students throughout the year.

### ***XXXI. SAFE SCHOOLS***

Because we all have an obligation to ensure a safe school environment we urge all our students to report any issues that are relative to school safety. This would include knowledge of weapons, drugs, or threats to do harm. This report can be made in confidence to any staff member or the high school administration or by calling the State Police Violence Hotline (1-800-477-0024).



### ***XXXII. SAFETY DRILL 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

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### C. SEIZURE OF PROPERTY

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

#### D. STUDENTS AND SOCIAL NETWORKS

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

(Board Policy Manual: 7:140)

#### **XXXIV. SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision

will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

#### **XXXV. SIGNS/PUBLICATIONS**

The administration must approve all signs posted in the high school before they are posted. Signs are expected to be reasonable in both size and number. No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

#### **School-Sponsored Media**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a) Commit an unlawful act;
  - b) Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; or
  - c) Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials and student

media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

#### Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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. Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Incites students to violate any Board policies.

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.

#### 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. School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

(Board Policy: 7:315)

## **XXXVI. SPECIAL EDUCATION**

A variety of Special Education services are provided by Community Unit No. 8. Pana is a member of the Mid-State Special Education Cooperative. Some of the services provided are: speech therapy, hearing therapy, social services, counseling services, services for the physically handicapped and classes for the trainable mentally handicapped, educable mentally handicapped, learning disordered and behaviorally disordered. Additional services available may have been omitted. Please call 526-8121 (Mid-State) or Pana High School if you have further questions relating to the services provided by Mid-State. Students in need of special help can be referred by school staff members, parents or personnel outside Pana Community Unit No. 8 who have knowledge of students needing special assistance in one or more areas.

### Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and ~~the day before their 22<sup>nd</sup>~~ **21** (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s Special Education rules, that special education services are needed. 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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by

Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure. 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.

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

### Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. 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. (Board Policy: 7:230)

### Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## **XXXVII. STANDARDIZED TESTING**

Students and parents/guardians should be aware that all students will take standardized tests throughout the school year. 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 students 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.

### **XXXVIII. STUDENT ID CARDS**

Every student, at the beginning of each school year, is given a student identification card with a personal identification number. This number is to be used for identification when purchasing lunch and checking out books in the library.

### **XXXIX. STUDENT RECORDS**

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.

3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.  
(Board Policy Manual 7:340)

## **XL. SUICIDE AND DEPRESSION**

(Board Policy Manual 7:290)

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. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school guidance office.

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 Board goals.

### **Suicide/Depression Awareness Prevention Program**

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.

a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.

b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:

a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

b. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and



22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

c. Board policy 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's

#### Suicide Prevention and Depression Awareness Program.

##### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, Board Policy Development.

##### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

##### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

#### ***XLI. TEEN DATING VIOLENCE***

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. Refer to the section on Bullying, Intimidation, and Harassment (pg.25) for more information as well as disciplinary consequences.  
(Board Policy Manual : 7:185)

#### ***XLII. TITLE IX & SECTION 504***

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). All educational opportunities at Pana High School will be offered without regard to race, color, national origin, sex or handicap.

(Board Policy Manual 7:10)

The person listed below has been designated by the Pana Board of Education to coordinate activities and to investigate complaints for Title IX and Section 504.

Gayle McRoberts, Pana High School  
201 West Eighth Street., Pana, IL 62557  
Telephone: (217) 562-6600  
Fax: (217) 562-6714

#### ***XLIII. TRANSFERRING***

**Transferring In:** Students seeking admission to the district, must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. The building principal shall make the class or grade level assignment, with input from the counselor when needed, and may accept or reject the transferring school's recommendations. If possible, the student should give the building principal all records, including the unofficial grade records, health records and the most current set of standardized test reports. If the student is unable to present the records, the student shall be admitted and the building principal shall request the records from the transferring school.

**Transferring Out:** Parent(s)/guardian(s) of a student transferring from the district should give the building principal written notification of their intent to transfer, pay outstanding fees or fines, sign a release form, and return all school-owned property. Within ten (10) days of a transfer notification, the building principal shall send to the district in which the student will or has enrolled, an unofficial record of the student's grades, and most current standardized test reports. Within ten (10) days after the student has paid all outstanding fines and fees, the principal shall mail an official transcript of the scholastic records. Parent(s)/guardian(s) can receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them if requested.



#### ***XLIV. VEHICLES***

**Driving On Campus Is A Privilege!** In the interest of student safety and the need of conserving gasoline, the Board of Education has asked that the student driving be restricted as follows:

1. Drive in a safe manner, or student will lose driving privileges.
2. Students are to park in their assigned areas, failure to do so will result in possible loss of driving privilege.
3. Students who park on campus must properly display their assigned parking sticker.
4. Leave the vehicle upon arriving. **DO NOT SIT** in any vehicle on or off the school grounds during the academic day.
5. Your car is not to be moved during the day without administrative permission.
6. No student is to be in the parking lot during the day without permission.
7. Once you enter the school grounds, you must park your vehicle and go into the building.
8. Students parking in restricted areas will have their vehicle towed away at their expense.

9. All first year freshmen will NOT be allowed to drive to school. (Special circumstances may be arranged with the administration.)

On occasion, a student may drive a vehicle that has not been registered at Pana High School. If this should happen, it is the student's responsibility to notify the office on the day that he/she drives this vehicle to school.

#### **XLV. VIDEO SURVEILLANCE**

A video and/or audio monitoring system is in use on school busses and a video monitoring system is 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.

#### **XLVI. VISITORS**

~~Any person, including parents, should report to the office when visiting the school during regular school hours.~~

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. (Board Policy: 8:30). Former students wanting to visit a teacher(s) must wait until the school day is over (3:30 pm).

Any student that wishes to have a friend visit during regular school hours must get permission from the administration prior to the day of the visit.

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All

visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a 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 town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug

consumption is detectible, regardless of when and/or where the use occurred.

9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. 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.
13. 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.

#### Convicted Child Sex Offender

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

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board

President shall provide the details of the offender's upcoming visit to the Building Principal.

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

(Board Policy 8:30)

## ***CONDUCT CODE STUDENT BEHAVIOR***

The disciplinary actions listed below will be used when a student, by his/her actions, disrupts the learning environment, creates a safety hazard for themselves or others, or violates local laws. Violations of the conduct code will result in punishment. However, its purpose is to serve as a tool for maintaining order and proper governance of the school. When possible, discipline should provide a constructive learning experience emphasizing the importance of each child's responsibilities to respect and preserve the rights and welfare of others.

A variety of disciplinary methods are employed at Pana High School. Teacher-student conferences, parent/guardian phone calls, parent-teacher conferences, principal-student conferences, guidance counseling, detentions (teacher and office), in-school suspensions and out-of-school suspensions, Saturday detentions, noon hour isolation, work duty, extra-curricular suspension and activity restriction are some of the more common types used. Other methods employed depend on the circumstances which initiated the discipline and usually involve the removal of student privileges.

Most cases of misbehavior can be resolved by using the conference or detention routes, but harsher discipline WILL be employed for those students who repeatedly violate rules, are blatantly disrespectful, or who are irresponsible and create severe problems. With most types of offenses, a discipline notice is filled out by the teacher or principal. The discipline to be used and a copy of the student's actions and penalties are mailed to the parent. A record of infractions is maintained by the

of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.



#### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, is authorized to impose the same disciplinary measures as teachers

and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

(Board Policy Manual: 7:190)

### **OTHER STUDENT CONDUCT ISSUES**

#### ***Bullying, Intimidation & Sexual Harassment***

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*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.

*Cyber-bullying* 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. Cyber-bullying 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. Cyber-bullying 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.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### ***Bus Conduct***

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

#### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. (Board Policy Manual: 7.220)

#### ***Conduct at School-Related Events***

Any student exhibiting behavior which is disruptive or improper at school assemblies, dances, extra-curricular activities, plays or other school functions will be asked to leave and can be excluded from attending future events (this also includes school-related activities at other schools).

#### ***Fighting***

Fighting will not be tolerated at PHS. If fighting does occur, the following rules will apply:

- Fighting involving the use of a weapon or any fight where a student attacks another student with the intent of doing serious bodily harm can bring expulsion from

school (reviewed on a case by case basis). The police department may also be informed of the situation and legal action could be involved in the matter as well as a monetary fine. If the student is allowed to return school, a parental conference is necessary and assurances given that future fighting will not occur.

- A student has the right to protect and defend himself/herself if under attack but it is expected that the defense not be a license to retaliate in an overly aggressive manner. A determination will have to be made through an investigation as to the nature of the fight and to whether a student's actions were called for under the circumstances. If the student is found to only be defending himself, there may be no disciplinary measures taken.
- Pushing, shoving and scuffling around is viewed as horseplay and detention is the normal discipline unless elements of fighting are involved.

#### ***Gum/Candy/Soda/Food in School***

No gum or candy is allowed in the classrooms unless approved by the administration. Teachers will make note of those who violate this rule and assign appropriate discipline. Gum placed on school property will be considered an act of vandalism and the offending student may receive some form of punishment.

***No food or drink is allowed to leave the commons at any time without permission from staff.***

#### ***Inappropriate Items***

Items such as dice, playing cards, skateboards, hoverboards and scooters are prohibited at school. Fidget spinners are also prohibited in the classroom unless permitted by an IEP, 504 Plan, or doctor note.

These items, and others as determined by the administration, interfere with the educational process and/or present a safety problem. If these items are present, they will be taken from the student and placed in the office for return upon parental request.

### ***Library (Lost Materials)***

When a student loses a book or any other item belonging to the library, the student must pay for that item. The charge will be based on the price paid for it and the number of years the library has owned it. If the item is later found and returned, the money will be refunded.

### ***Lighters & Matches***

Lighters and matches are not to be brought to school (fire hazard). If found in a student's possession, they will be confiscated and destroyed. The discipline applied can be anything from a verbal warning up to and including an out-of-school suspension.

### ***Public Display of Affection***

It is the opinion of the administration that outward displays of affection (arms around each other, kissing, etc.) should not be routinely overlooked, especially involving students of high school age. Students involved will be warned and if necessary, parents will be called by the office to resolve the matter. If this behavior continues, more severe forms of discipline may be applied.

### ***Refusing To Do Class Assignments***

*Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:*

- 1. Is used to reinforce and apply previously covered concepts, principles, and skills;*
- 2. Is not assigned for disciplinary purposes;*
- 3. Serves as a communication link between the school and parents/guardians;*
- 4. Encourages independent thought, self-direction, and self-discipline; and*
- 5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.*

*(Board Policy Manual 6:290)*

Students who refuse to do class work assigned by teachers can receive disciplinary penalties. A variety of discipline can be applied in such

instances. First, a serious effort will be made to see that the student completes the work. Failing this, additional work, parent conferences or exclusion from class can be used until work is done. The type of discipline applied will depend a great deal on how the student reacts to requests to complete his/her work. A belligerent attitude not only will result in harsher discipline but may adversely affect his/her ability to do the assignments and may reduce the student's grade as a consequence.

Any student that is sent out of class to the office will receive, at minimum, a sixty (60) minute detention and will remain in the office (or another designated place) for the remainder of the class period.

### ***Swearing & Obscene Language***

The use of foul or abusive language (written or spoken) during school or when school activities are taking place will NOT be tolerated. This includes, but is not limited to, comments regarding race, religion, and sexual orientation. The same rule applies to the drawing of obscene pictures, the use of obscene gestures or possession of pornographic material. In the case of drawing or writing, the student will be expected to remove or dispose of all such writing and/or drawing. Punishment may include verbal warnings up to and including out-of-school suspensions. Such swearing, writing, gesturing or drawing obscenities can lead to direct suspension from school if these activities **cause a major disruption.**

### ***Theft & Vandalism***

Theft of school or other students' property is considered a serious offense. Strong disciplinary measures (including out-of-school suspension) will be applied depending on degree. The authorities will be contacted in those cases that warrant it.

Students will be expected to pay for stolen items if not returned. In case of money, it is expected the money be returned. In the case of athletics, players who steal from teammates may be removed from the team. PHS is not responsible for items that are lost, stolen or damaged.

*The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.*

*(Board Policy 7:170)*