

PANA JUNIOR HIGH PANTHERS



**PARENT-STUDENT HANDBOOK
2020-2021**

WELCOME

Welcome to Pana Junior High School! The faculty, administration, and staff hope you will enjoy your educational and extracurricular experiences while you are a student here.

Please take a little time to review this booklet so that you can be aware of the rules and regulations that are a part of school attendance here. This will make your school days go much smoother because you will be more knowledgeable about how your teachers and how the school operates. During this school year, students will experience several changes.

As a junior high school student, you are expected to become more independent and take initiative to work out some of your own difficulties when they occur. Learning to work with your teachers and fellow students is a big part of your growing up experience.

For the majority of students, junior high school is a fun and memorable life experience. Getting involved in activities whether it be classroom or extracurricular can make being a student at this phase of your education even more rewarding. We hope you will take away many fond experiences from attending Pana Junior High School.

If you should happen to experience situations that at times you are unable to manage, please bring these matters to the attention of your teachers, school personnel or the office. This is your support group and these people are here to help you deal with the more difficult problems when they arise.

From all of us here at Pana Junior High School, we are glad that you will be with us for the coming school year and wish you every success as you travel this road in your educational ladder.

Board of Education

The local authority for the administration of our High School is vested in our Board of Education, which is composed of seven (7) members elected by the voters of the District. They, in turn, employ the administrators and teachers to take active charge of the school. It is the duty of the Board to develop policies in accordance with state laws to meet the educational needs of the District.

The Board meets on the third Monday of each month at the Administrative Center. The seven (7) persons who compose the Board of Education are as follows:

Dr. Wilfred "Bill" Beyers, President

Mr. Doug Kirkbride, Vice President

Mr. Craig Deere, Secretary

Mrs. Anne Dorn

Mr. Kyle Anderson

Mr. Mark Beyers

Mr. James Moon

PJHS Administrative and Office Staff

Mr. Jason Bauer, Superintendent

Mrs. Juletta Ellis, Principal

Mr. Adam Haston, Assistant Principal and Activities Director

Mrs. Bonnie Sowarsh, Counselor

Mrs. Tina Ambrose, Administrative Assistant

PJHS Staff Members

Mrs. Susan Ade, Title Mathematics
Mr. Eric Arnold, Head Custodian
Mrs. Dawn Dean, Custodian
Mrs. Angi Chase, Music and Chorus
Ms. Ellen Beyers, 8th Grade Reading
Ms. Lydia Armour, Band Director
Ms. Brooke Brandis, Physical Education
Mrs. Amy Christian, Food Service Manager
Mrs. 6th Grade, Special Education
Mrs. Taylor Cothorn, 6th Grade Language Arts
Mrs. Sarah Crosby, Special Education
Mrs. Cindy McKinney, 8th Grade Mathematics
Ms. Megan Henkel, Art
Mr. Trevor Higgins, Physical Education
Mrs. Ashley Keeling, 7th Grade Science
Mr. Justin Matthews, 6th and 7th Grade Social Studies
Mrs. Lisa Mayhall, 6th Grade Reading
Mr. Matt Miller, 7th and 8th Grade Social Studies
Mrs. Sandy Pauley, Nurse
Mrs. Gayle Perry, 6th Grade Mathematics
Mr. Travis Pierce, 8th Grade Language Arts/Social Studies
Mrs. Diane Scherzer, Library Paraprofessional
Mr. Mark Schmitz, 8th Grade Science
Mrs. Rosilyn Schutt, 6th Grade Science
Ms. Amanda Skinner, Technology Integration Specialist
Ms. Dena Smith, Title Reading
Mrs. Stacey Spears, 7th Grade Reading
Ms. Britany Watrous, 7th Grade Mathematics

Important Phone Numbers

Pana Junior High School	562-6500
Pana Junior High Fax	562-6712
Pana CUSD #8 Unit Office	562-1500
Transportation Office	562-1527
Pana Senior High School	562-6600
Lincoln Elementary School	562-8500
Washington Elementary School	562-7500
Christian County Crime Stoppers	824-9100
Christian County Mental Health	824-4905
State Police Violence Hotline	1-800-477-0024
Child Abuse Hotline	1-800-252-2873

GENERAL POLICIES & PROCEDURES

The following paragraphs outline many of the policies and procedures followed at Pana Junior High School. Those not covered will be dealt with as they occur.

Absenteeism/Attendance

To be a successful student, it is essential that you attend school on a regular basis. It is difficult to keep up with classroom activities if your attendance is irregular.

The school day begins at 8:00 A.M. and ends at 3:18 P.M. The school district operates under the authority, policies and laws set forth in the School Code of the State of Illinois.

Punctual and regular attendance at school is the joint responsibility of the student and his/her parent(s) and/or guardian(s) and is necessary if a student is to obtain maximum benefit from his/her educational experience. Regular attendance is a value and standard that prepares the student for the world of work and adult responsibilities. The school district expects all students to attend school, to be on time, and to bring appropriate school materials with them.

In accordance with Illinois State compulsory attendance laws, students must attend school for three hundred (300) minutes per day. Therefore, if a student misses SIXTY-FOUR (64) minutes during the school day, he/she will be considered absent one-half (1/2) day.

When a student is absent from school, have a parent/guardian call the school before 9:00 a.m. on the day of your absence (562-6500) for verification. Bring a note the following day as a follow-up and reminder for the reason you were absent. Parents can check their child's attendance in the Parent Portal of Lumen SIS if they have provided the necessary information to Pana CUSD #8 for log-in access.

The reasons for your absence and whether those reasons warrant an excused or unexcused absence will be sent to the teachers. Family trips, working at home, group absences, or other questionable absences should receive approval by the office in advance. Otherwise, these absences are unexcused and no makeup privilege will be given.

Absences from school will be considered excused for the following reasons:

- personal illness
- death or serious illness in the immediate family or household
- doctor appointments which cannot be made other than during school
- planned absences (clearances arranged in advance)
- trips/vacations, meetings, visits, family celebrations, going out of town, sporting events, working at home, hunting, or other similar absences that have been cleared in advance by the office (planned absences)
- other reasons justifiable from an educational standpoint

The following are NOT excusable absences in accordance with school policy:

- truancy
- babysitting, haircuts, or other reasons not justifiable from an educational standpoint

By state regulation, phone calls are made to parents/guardians whose child is absent from school if prior notification of the reason for absence has not been given. Students are urged to consult the office when they are unsure as to whether an absence would be excused or unexcused. **Students may not be allowed to make up work from unexcused absences, so it is imperative that parents and guardians communicate absences and encourage regular daily attendance.**

Whenever a student will be absent from school as a result of a family trip, a school group trip, community group trip, or religious group trip, parents/guardians should send written notification to the office prior to the date the student will be leaving. The clearance must be obtained enough in advance (three days if possible) so that all make-up work can be turned into the office within three (3) days before you leave.

According to the Illinois School Code, a "chronic or habitual truant" is defined as a child subject to compulsory school attendance and who is absent for 5% or more of the regular attendance days in a school year. When a student accumulates five (5) absences before or by the end of the first quarter of the school year, a letter of warning will be sent to the parent/guardian and an initial referral will be made to the attendance specialist. If a student accumulates ten (10) absences before or by the end of the first semester of the school year, a letter will be sent to the parent/guardian, a follow-up with the attendance specialist will be made, and a physician's note MAY be required to verify subsequent absences. If a student reaches fifteen (15) absences before or by the end of the third quarter, an additional letter will be sent to the parent/guardian, additional follow-up will be pursued with the appropriate truancy officer and a physician's note

WILL be required for all subsequent absences. **All doctor notes should be given to the school within 48 hours of a student's return.**

A student who is absent from school more than one-fourth of the year (45 days) will severely jeopardize his/her chances of advancing in grade level.

Academic Expectations

1. Students are expected to attend school and be on time for all classes.
2. Students are expected to come to class with paper, pencil/pen, and other materials as required by the teacher.
3. Students are expected to pay attention and actively participate in class.
4. Students are expected to complete all assignments and ask the teacher for help when needed. Homework assignments will count as part of a student's grade in their classes.
5. Students are expected to work to the best of their ability.
6. Students are expected to bring their charged device to school each day and properly care for the device.

Accidents & Illness

Pana Junior High School has a full-time certified nurse who handles state health requirements for students, keeps health records, and assists students when they are injured or ill.

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 (or an administrator in the absence of the nurse). Students who are unable to attend class will not be allowed to go home unless parent/guardian permission is granted through the main office.

Students should not contact parents via cell phone to report an illness. All contact should be made by a staff member in the office or by the school nurse.

Activities

Pana Junior High School offers a variety of activities to students. Among some of these are band and music concerts and contests, interscholastic sports, art exhibits, science exhibits, cheerleading, dances, literary publications and contests, mathematics contests, spelling contests, field trips, and various club activities. **Participation in school activities is a privilege and not a right.**

Administering Medicines to Students

A. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Unless for an emergency, the medication must be prescribed by a doctor. We have school law and medical practices for nurses as a basis for a more strict interpretation on this issue. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Any type of medication brought to school, must be given to the nurse.

If the family physician and parents feel that it is important for a student to receive medication during school hours, the following information should be sent to school by the doctor, with the medication. **This includes OTC medications such as pain relievers and cold/allergy medications.**

- amount to be given at one time
- time of day to be given
- duration of time the medication is to be taken

The nurse will be here during her regularly scheduled times and in all emergency situations. The school medication authorization form must be completed and signed by the legal guardian. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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)

B. 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)

C. Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information.

After School Procedure

Students should be out of the building approximately ten (10) minutes after the bell rings (unless weather is bad) and should not be on grounds unless they are engaged in a school-sponsored activity, meeting, are receiving tutoring, or are serving detention. Any other reason should be cleared by the office and/or a teacher. **Students are not allowed to remain on campus after school hours waiting for practice or other school activities to begin. Students should leave campus at dismissal and return no more than 10 minutes prior to the activity beginning.**

After-School Activities

Most after school activities begin no earlier than 6:00 p.m. Those students involved in the activity should arrive no earlier than the time set by the coach, teacher or supervisor. Other students attending the events should arrive no earlier than twenty (20) minutes prior to the beginning of the event.

Students planning to attend after school functions (games, dances, concerts, project fairs, open houses, etc.) must be in attendance one-half day (two clock hours) on the afternoon of the school day on the day of the activity. **Students must realize that after-school events are an extension of the school day and passing grades and attendance during school is a prerequisite to attending after school functions (i.e. sporting events, dances, etc.).**

Arrival At School

Students are discouraged from arriving at school prior to 7:30 A.M. unless they have made arrangements with the office and/or a teacher. Students eating breakfast will be allowed to proceed to the cafeteria at 7:35 A.M. Students will not be allowed in the classroom area before 7:45 A.M. each morning unless permission is granted by the principal or classroom teacher. When students arrive at school in the morning, they are expected to report to their 1st hour class or if eating breakfast, to the cafeteria. All students are expected to be in their 1st hour class by **8:00 A.M. for check-in.** Students arriving to school late or returning from an appointment must bring a note or a phone call must be received by the office. Students must also be sure to sign-in. A sign-in sheet is provided at the office desk.

Bicycles

Bicycles may be ridden to school but are to be parked and preferably locked in the bicycle rack. Students are not to play or congregate around the bicycle racks during free time. Students are not to be riding bicycles on the sidewalks, street, in the parking lot at arrival or dismissal time. The office will do what it can to locate lost or stolen bicycles, but assumes no responsibility in the event a bicycle is stolen.

Bullying, Intimidation & Sexual Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. (Board Policy 7:180)

Cafeteria Procedures

During breakfast and lunch, students must proceed directly to the cafeteria, and after getting their trays, immediately sit at a table. At lunch, students should remain seated until dismissed for recess. Students shall not cut or save places in line or save seats for others at tables. Loud talking, yelling, screaming, or other disruptions are prohibited. Students are expected to be polite and courteous with all cafeteria staff and supervisors, which includes cleaning up their eating areas.

Clothing & Dress

The dress code is in effect at all times in the building as well as at school-related activities and practices. Any dress or grooming that adversely affects the health and/or safety of the student, is disruptive to the classroom or school environment will not be permitted.. We do insist, however, that you meet the following criteria:

- No excessively dirty or torn clothes are to be worn to school. No pockets or undergarments are to be exposed.
- No leggings, jeggings, yoga pants and/or tights may be worn unless the bottom is covered by a long shirt, dress or skirt.
- No pants, shorts, shirts or blouses that are either too short or reveal the back, belly, and/or breast areas (cleavage) are allowed. In addition, the area from a student's neck to their shoulders must be covered at all times with a clothing garment. Tank tops for both male and female students should follow the "three finger width" guideline. No undergarments (cami or bra straps) should be visible. Shorts and skirts/skorts must come below a student's fingertips while arms are hanging naturally at their sides.
- Students are discouraged from wearing jeans or other pants with holes. Any holes, rips, and/or tears in jeans and/or pants must be at or below knee level.
- No excessively baggy pants, pajama bottom or similar type pants, and no pants worn around the buttocks exposing undergarments.

- No obscene, degrading, highly suggestive, or explicit language on apparel will be allowed. In addition, vulgar patches or pins or clothing that advertises illicit substances or that is sexually suggestive is not permitted (this includes clothing that contains advertising for illegal drugs, tobacco or alcoholic beverages or is suggestive toward these substances).
- Clothes that advertise or display hate messages, death, suicide or violent messages will not be allowed.
- Clothes that promote gangs or are worn in such a manner as to promote gang affiliation are not permitted.
- Hats, bandannas, sunglasses or any other head cover (hoods) are not allowed to be worn while in the building. **Students should refrain from having hoods on hoodies up during the course of the day. This poses a potential disruption to safety, as students are not easily identifiable with hoods up.**
- Jackets, coats and other types of outdoor apparel should be left in the student's locker during school hours.
- Shoes must be worn at all times.
- P.E. clothing must also meet dress code criteria.

The school reserves the right to be the judge of what constitutes "tasteful" dress and grooming.

Curriculum

6TH GRADE

Year long courses include Language Arts, Reading, Math, Physical Education (which includes Health), Science, and Social Studies. Students will also have a rotation period of 9 week courses which may include, but are not limited to, Band, Music, Art, Vocational Skills, Self-Esteem, and/or Study Skills. All students will also receive intervention time on a daily basis to assist their math, reading, career, character, and/or general academic skills.

7TH GRADE

Year long courses include Language Arts, Reading, Math, Physical Education (which includes Health), Science, and Social Studies. Students will also have an elective period where they can choose from a variety of 9 week through year long courses which include, but are not limited to, Band, Chorus, Art, Conservation, Self-Esteem, and/or Robotics. All students will also receive intervention time on a daily basis to assist their math, reading, career, character, and/or general academic skills.

8TH GRADE

Year long courses include Language Arts, Reading, Math (Pre-Algebra or Algebra), Physical Education (which includes Health), Science, and Social Studies. Students will also have an elective period where they can choose from a variety of 9 week through year long courses which include, but are not limited to, Band, Chorus, Art, Conservation, Self-Esteem, and/or Robotics. All students will also receive intervention time on a daily basis to assist their math, reading, career, character, and/or general academic skills.

Disaster Drills

During the course of the year, the junior high school will conduct disaster drills. It is ESSENTIAL that students take such drills seriously by listening and responding to directions given by instructors during the duration of drills. In the event of a tornado or other disaster, such as an earthquake, one's own life and the lives of others can be saved by following correct procedures.

In general, students are to do the following:

- Stay away from glass areas in rooms or halls or away from mounted objects that could fall.
- Kneel with hands over head, next to the lockers or walls in the hall or room.
- If the emergency involves a tornado, windows in the classroom should be closed to prevent flying objects from becoming projectiles. Pull shades to cover windows to protect against any flying glass.

Doctor's Notes

Doctor's notes are required whenever a student is coming from or going to a doctor's appointment or whenever a student is to be excused from Physical Education after three (3) days. **The doctor's note should be brought to the office and given to the secretary or principal within 48 hours of the student's return.**

Educational Rights of Homeless

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent 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 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:
Mr. Paul Donahue
Unit Office
217-562-1500

Emergency School Closing

On certain occasions, due to inclement weather or other problems, school may be closed or starting time delayed. This information will be supplied via the School Messenger System, WEGY (100.9 FM) or WTIM (97.3 FM) radio stations, and on WAND (Decatur) and WICS (Springfield) television stations IF NO REPORT IS GIVEN, SCHOOL IS IN SESSION.

Extra-Curricular Activities & Eligibility

Extra-curricular activities at Pana Junior High School include primarily art, band, music, cheerleading, and athletics. Additional activities are dependent on sponsorship, space availability, and time. Pana Junior High School belongs to the Junior Mid-State Conference and the Illinois Elementary School Association (IESA) and participates in boys basketball and track and girls' basketball, volleyball and track. Sixth grade students will be offered the opportunity to participate in a non-IESA-sponsored, but moderately competitive, basketball (boys and girls) and volleyball (girls) season. These activities, though not IESA-sponsored, will still follow eligibility guidelines set forth by IESA.

It is necessary that those students desiring to participate in athletics do all of the following:

- Have a physical exam (provided by the school in August or at a doctor's office).
- Have insurance covering accident and injury (a student may take out school insurance or have a form signed by his/her parents confirming the fact that the student is covered under a family health insurance plan - waiver).
- Read and sign the athletic handbook (rules and regulations of sports participation in Pana schools) and have his/her parents do the same. (Students must attend a pre-season rules meeting)
- Bring his/her birth certificate or a copy to the office so that a copy can be made for the IESA office.
- Must not be failing any of his/her subjects.

An eligibility list is compiled on Friday before the first athletic contest and each Friday thereafter. A student failing any subject will be ineligible for all contests the following week (Monday-Sunday) until a new eligibility list is received. The student must not be failing any subjects as mentioned above or face continuing ineligibility until this requirement is met. 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 extracurricular event, permission must be obtained from the principal in order to participate. **In addition, attending any extracurricular event as either a participant or a spectator is a privilege and is dependent upon a student's attendance, behavior, and academic performance. Students may be denied participation in any extracurricular activity based upon the aforementioned criteria.**

Field Trips

From time to time, PJHS may provide students with field trips. **In order to be eligible to participate in a field trip, students must meet requirements in three areas: attendance, discipline, and academics.** Failure in any one area could result in a student being denied participation in the field trip. (Board Policy 6:240)

Fire Drills

Sounding of the fire buzzer is the signal to evacuate the building immediately unless you are instructed otherwise. During any fire drill, you are to do the following:

- Walk quickly and orderly to your designated exit area in single file. Do NOT run/crowd or push other individuals, especially at doors, stairways, or exits.
- Do NOT talk or horseplay - you MUST listen to instructions so that you can move according to available exits.
- Teachers are to accompany and direct their students during the fire drill after they have closed all windows and doors. Roll should be taken outside the building.
- Students are to move away from the building to a safe distance.

Grading Scale and Homework Completion

The grading scale used at the junior high school is as follows: A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: 59% and below. Students may have the opportunity to earn extra credit in a particular class, but the extra credit must be related to the subject matter of the class.

Students are expected to fully complete assigned work at a proficient level. A serious effort will be made to see that the student completes the work. Mandatory after school homework completion sessions, parent conferences and/or other means will be used to ensure that student work is completed. Completion or incompleteness of make-up work a student has missed due to their absence(s), as well as the general completion or incompleteness of work assigned in all classes, can be a factor in determining promotion/retention to the next grade level. It is vital for the school, parents/guardians, and students to actively work together to ensure work is completed to achieve student success.

Student grades will be monitored each week and parents/guardians and students are encouraged to check the Lumen Student Portal weekly. Students who are failing or have several incomplete assignments are subject to consequence including, but not limited to, lunch detention, after school detention, loss of attendance privilege at extracurricular activities, etc.

Remote learning grading will be determined based on the length of the remote learning circumstance. Any changes in grading practices during remote learning will be communicated to students and families (See Remote Learning Plan for more information.)

General Grievance Procedures

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

- Teacher involved
- Building administrator
- District superintendent

Homebound Instruction

A student may apply for homebound instruction if he/she is unable to attend school for medical reasons. The student must get a medical certification form from the administration and give it to a doctor to fill out and return it to PJHS. Homebound instructors will be assigned and will serve as a liaison between the student and their regularly assigned teachers. 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.

Honor Roll

The Honor Roll is a student incentive used to encourage excellence in class work. PJHS has two levels of HONOR ROLL recognition. Students who earn A's in ALL of their classes during each 9 week grading period shall have earned HIGH HONOR recognition. Students who earn all A's and/or B's in ALL of their classes during each 9 week grading period shall have earned HONOR recognition. ****Seventh grade students enrolled in Pre-Algebra and 8th grade students enrolled in Algebra who earn a B will count as High Honor recognition, and students who earn a C will count as Honor recognition.**

Immunizations

Students must have proof of immunizations before registering for school. No immunizations at school are given to any student unless some emergency would occur. Immunization clinics are sometimes offered at hospitals in the area. A physical examination is offered to both 8th grade boys and girls in the spring. This meets the physical exam requirement that they must have as freshmen.

NOTE: If a student lacks the proper immunizations he/she can be excluded from school. A certain grace period will be given to resolve the matter.

Insurance

The Pana School District maintains a group accident insurance policy. This insurance is available to all junior high students and can be purchased during registration or thereafter during the school year. This insurance is relatively low in cost and is only a supplemental plan. It is not intended that it will cover all expenses incurred when students are accidentally injured. Athletes, managers, and cheerleaders must have school insurance or have a notarized waiver from their parents listing their insurance company.

1:1 Chromebook Program

During the 2020-2021 school year, PJHS will work with parents, the Pana Educational Foundation (PEF), and Pana CUSD #8 staff and administration to provide 6th, 7th and 8th grade students with Google Chromebooks for purchase and use. The ultimate goal(s) of providing 6th, 7th and 8th grade students with unprecedented access to information and learning tools as a means to reinforce 21st century learning skills, as well as serve as a snapshot of how this access through district-supported networking and tri-fold financing between parents, the PEF, and Pana CUSD #8, can expand throughout the district. 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 PJHS office. Certain repairs may require additional costs being required to be paid before the Chromebook is returned to the student. PJHS 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. **It should be noted that the devices are school property and any intentional damage done to a device is considered vandalism and appropriate consequences will be assigned. In addition, repeated damage to a device due to carelessness could result the device being deemed beyond repair. In this case, insurance (should a student choose to take it) may not cover the cost of repair and a student and/or parents/guardians would be expected to pay to replace the device.**

Sixth grade students may have a delayed release of devices in order to establish proper care and use of the device expectations. Sixth grade and new students will participate in activities in order to earn their technology licenses.

A limited number of loaner devices and “hot spots” are available to students who lack internet access at home or who have issues with their own devices. The devices should be cared for in the same way a student would be expected to care for his or her own personal device. The devices should also be returned in a timely manner. If the devices (loaner chromes or hot spots) are damaged or not returned in a timely fashion, the school reserves the right to deny a student be issued said devices.

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.

Internet Use and Policy

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

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

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

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

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

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

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

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

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

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

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

limited to, the uploading or creation of computer viruses.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of E-Mail – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
 1. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 2. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 3. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
 4. Use of the School District’s email system constitutes consent to these regulations. (BOE Policy 6.235)

Email is a frequent tool of communication utilized at PJHS between staff members and students. Students should not use email as a way to chat with friends throughout the day. Doing so is considered a technology violation and students will face loss of privileges in using devices.

Leaving School

To leave school during the day, a student must present a parent note, doctor's note or a phone call must be received by the office stating the reason for leaving campus. **Students should not use their own cell phone devices to request parents to pick them up.** Permission to leave grounds must be given by the office secretary, principal or acting principal. The student must be sure to sign the sign out book in the office before he/she leaves. If a student arrives home during the day and a prior phone call or note has not been sent, the parent should call the junior high school to notify us of the circumstances which caused the student to leave school. Failure to comply with the above will result in an unexcused absence (see unexcused absence make-up policy) and a potential in-school suspension referral.

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 that are not working correctly to the office 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. **Students should utilize lockers throughout the day and should refrain from leaving their possessions on the blue benches in the hallway during class time, including lunch and P.E. time. The office will not be responsible for**

locating any missing student possessions. Students are also reminded to keep their locker clean and free from graffiti and cluttering. Students should not decorate the exterior of the locker except in special circumstances and only with advance approval from the principal (i.e. 8th grade night). **The school and district assume no liability for missing, stolen, or broken objects left in an unsecured locker, so the use of the school issued lock is highly encouraged at all times.**

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.

Lost & Found

The junior high school keeps all items which have been found at school and turned into the office. Any student finding articles of clothing, glasses, jewelry, billfolds, money, books, etc., should turn these into the office immediately. If such items are found in a student's possession who does not own them, it could easily be interpreted that it was not the student's intention to return them to the proper owner. Please make every effort to return these items as quickly as possible. If a student has lost an item, he or she may claim it in the office by correctly identifying the article. If the office does not have the article, students should check in classrooms, with teachers and custodians, in the gym, and in the locker room. Items not claimed will be donated to a local charity. PJHS is not responsible for lost, stolen, or damaged items.

Lunch Program

Each student will have a 30 minute lunch period. There are three (3) lunch periods – one for each grade level. Lunch must be eaten in the cafeteria. There are three options for lunch: sack lunch from home, school lunch (**\$2.75**), or a la carte items (sandwiches, chips, snack items, ice cream, etc.) The lunch program is on an automated system. Our recommendation is that lunch money be put into an account at least a week in advance. The student's account is reduced by the cost of the lunch each day. Students on the free/reduced lunch program will need to maintain funds in their account if they expect to purchase additional items. No charges will be allowed to anyone with a -\$10.00 balance. Parents can check their child's lunch account balance in the Parent Portal of Lumen SIS if they have provided the necessary information to Pana CUSD #8 for login access. Students may also access this information via the Student Portal of Lumen. The student will be informed that they should bring a sack lunch until money has been deposited into their lunch account to rectify the debt. If emergency circumstances exist, the head cook, principal, or food service manager should be contacted.

Make-Up Work Policies

Excused Absence: The number of days that the student misses is the number of days the student will be allowed to make-up the work for full-credit. If the absence is known prior to missing school, every effort should be made to collect and complete the work prior to the absence.

Unexcused absence, but not Out-of-School Suspension: If a student misses school and the school has not suspended the student and/or the school is not made aware of the nature of the absence through normal reporting measures as outlined earlier in this handbook, all work assigned during the day(s) of the unexcused absence(s) is expected to be turned in the day the student returns to school and they will receive full credit for the work. **Missing work due to an unexcused absence will be marked as a zero.**

Out-of-School Suspension: If a student is suspended out of school it is the responsibility of the student to collect and complete the work he or she is missing during the time of the suspension. The number of days of the suspension will be the maximum days allowed to return the completed work. If a student completes the work in the designated time period, he or she will receive full credit for their work.

In-School Suspension (AES): It is the responsibility of the student to collect and complete all work they will miss during the time of this suspension. Students shall receive full credit for their work as long as the work is completed and turned in at the conclusion of the day of this suspension.

Parent/Guardian Communication

PJHS utilizes a variety of parent/guardian communication tools including email, web based programs, phone, apps, and social media including Aptegey, Lumen Portal, Facebook, and Twitter. Teachers are easily available to communicate regarding a student's performance via email or phone. Email addresses can be found on the school

website.

It is recommended that parents/guardians sign up for access to the Lumen Parent Portal. This allows family access to academic and behavioral information as well as lunch account and absence information. **Parents/guardians should keep valid contact information up-to-date with the school office. This includes physical addresses, mailing addresses, phone numbers, and email addresses.**

Remind messaging is also available at each grade level, and a flyer with sign up instructions will be sent home at the beginning of the year. Parents and families can also request one from the office or grade level teacher at any time.

Although agenda books are not provided, students are encouraged to purchase one for use on their own or to use their chromebooks to track assignments. Google Keep is available on a student's chromebook and is user friendly. **In addition, students should be in the habit of checking email daily. Parents and families are encouraged to accept invitations to Google Classrooms to aid in monitoring student work completion.**

PBIS (Positive Behavioral Interventions and Supports)

Pana Junior High has a systematic process of teaching expected behaviors to all students and parents. PJHS has created a network of supports, rewards, and interventions to ensure that all students will be successful. This process will empower students, parents, and staff to have clear, fair, and respectful expectations for student behavior throughout the building. Parents may call the Pana Junior High office if they would like to receive more information about this program.

Physical Education Dressing Procedures

Students at PJHS are required to dress out for physical education class. Students should bring appropriate attire suitable for physical movement. Attire should meet the requirements of the school dress code. Students will be provided a locker and padlock for their P.E. belongings. The school will not be responsible for missing possessions if a student fails to use his or her locker. Students will receive deducted points for failure to dress but will still be expected to participate in the physical education class in some capacity. In addition, students may face further consequences (alternative assignments, detention, etc.) for repeated violations.

Progress Reports

Progress reports are used to indicate a student's academic status periodically throughout the school year. It is the expectation of PJHS to distribute these reports to parents/guardians on three week intervals. Hopefully with parent, student, and teacher cooperation and communication, the deficiencies can be significantly improved. Should a parent/guardian request a more frequent communication relating to his/her child's progress, it can be arranged to send weekly or bi-weekly progress reports home. **Parents can check their child's academic progress in their classes in the Parent Portal of Lumen SIS if they have provided the necessary information to Pana CUSD #8 for log-in access.**

Prohibited Objects

Any item, material, substance, or device that could be a disruption to the educational process or a threat to safety (including but not limited to fidget spinners or other fidget objects, toys, bats, balls, sporting equipment not necessarily for an athletic event, pocket knives, skateboards, hoverboards, etc.) should be left at home. Consequences for bringing any of the above-mentioned items include a verbal warning up to and including out-of-school suspension (previous infractions will be taken into consideration). If a student could benefit from a fidget object, a doctor's note, 504 plan, or IEP stating necessity of use and appropriate usage guidelines should be filed with the school nurse or appropriate school designee.

Promotion/Retention

Any student failing **ANY CLASS AT PJHS** jeopardizes his/her chances of being advanced to the next grade level. **A student's attendance, along with the successful completion of make-up work they have missed due to their absence(s), can also be a factor in determining promotion/retention to the next grade level.**

A student can be considered promoted to the next grade level based on, but not limited to, the following factors such as semester/year end grades, successful completion of summer school, and/or other student achievement data collection sources.

Remote Learning Plan

A remote learning day is defined as an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and instructor from being in the same physical space.

Teacher Responsibilities

- Make remote learning activities available in a timely manner.
- Be available from 8:15-1:15 to answer student/caregiver questions.
- Provide timely feedback on student work.
- Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.
- Provide regular feedback to students on progress related to learning activities.

Student Responsibilities

- Review assigned work.
- Complete assigned work by the due date and respond as requested by your teacher.
- Ask clarifying questions when you need help or don't understand.
- Be respectful to yourself, teachers and peers.

Pana Junior High School/or the special education team will create a remote instructional plan to address FAPE for children who are eligible for special education.

Grading for remote learning will be determined based on the length and circumstances of the remote learning period.

Report Cards

Students receive grade reports within one week after the end of the nine week grading periods. These reports are usually given out at the end of the day prior to dismissal. Should a student find any error or have any question about their grades, he or she should report it to the office or double check the grade with his or her instructor. Every attempt will be made to resolve any error and make appropriate corrections if necessary. Letter grades (A, B, C, D, F) and their corresponding cumulative percentage are used in classes which meet on a daily basis for at least one semester. An "S" (satisfactory), "NI" (needs improvement), "I" (improved), or "U" (unsatisfactory) grade can be used in certain academic situations. Remote learning grading will be determined based on the length of the remote learning circumstance. Any changes in grading practices during remote learning will be communicated to students and families (See Remote Learning Plan for more information.)

Response to Intervention (RtI)/TLI (Tiered Level Interventions)/Multi-tiered Support System (MTSS)

PJHS utilizes a research-based and systematic framework of screening, intervening, and progress monitoring students in relation to their reading and math abilities. Interventions and progress monitoring tools are used based on data provided by our screening process. All students are screened during the Fall, Winter, and Spring of each year. Students may have at least two periods of each school day in which they will receive interventions. PJHS staff will administer the NWEA MAP (Measures of Academic Progress) 3 times a year. These tests will be one measure used to determine if additional supports are needed/requested for all students.

Safe Schools Policy

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 school administrator or by calling the State Police Violence Hotline (1-800-477-0024).

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 evacuation drills, a minimum of one severe weather drill, a minimum of one law enforcement drill, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of administration.

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school

(such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

B. Seizure of Property

If a search produces evidence that the student has violated or is violating 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. (BOE Policy 7.140)

C. Student Search

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the 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.

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

Signs/Publications

The administration must approve all signs posted in the 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 Publications and Websites 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: 7:310)

Special Education

A variety of Special Education services are provided by Community Unit No. 8. Pana is a member of the NPT 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 526-1500 (Unit Office) or Pana Junior High School if you have further questions relating to the services provided by NPT. 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.

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, which includes a fully charged Chromebook and/or #2 pencils
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.

Students/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)

Student Drop-Off & Pick-Up

We encourage parents to use caution as they drop off or pick up their students from school. Parents may drop off or pick up their students in front of the junior high school (8th Street) or in back of the junior high school (south side). Because of the number of vehicles, traffic around the junior high school becomes quite heavy before and after school and on many occasions, has caused a hazardous situation for both students and drivers. We ask that students look carefully and use good judgment as they are leaving transportation coming to school or getting into vehicles as they are leaving the premises for the day. When dropping off or picking up students at the school, we do ask that parents please recognize and be respectful of both traffic and parking lot markings.

Student Records

The student's permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health records, release of permanent record information, and other necessary documents. The permanent record is kept for sixty (60) years after graduation or permanent withdrawal.

The student's temporary record consists of all other information not required to be in the student's record. These materials should be reviewed every four (4) years for the destruction of out-of-date information. These records should be destroyed five (5) years after graduation or withdrawal. Parents have the right to:

- Inspect and copy any and all information contained in the student record.
- Challenge the content of the records, except grades, by notifying the principal of an objection to information contained in the record. An informal conference will be held within fifteen (15) days to discuss the matter. If no solicitation is obtained, a formal hearing shall be scheduled with an officer not employed in the attendance center.
- Request and receive copies of records proposed to be destroyed.
- Inspect and challenge information proposed to be transferred to another school.

Local, state and federal education officials as well as courts, have access to student records for educational and administrative purposes.

No person or agency having access to the temporary record through the provision of the Illinois Student Record Act may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit including employment, credit or insurance.

Suicide and Depression

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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Summer School

Summer school can be offered to students who have had academic difficulties and/or attendance concerns during the year. This program operates on a year-to-year basis sometimes depending on funding. First priority (regarding enrollment) is given to students who are Title I eligible. Next priority is students who are passing their classes, but based on teacher recommendation, need additional academic assistance. Students who are in danger of failing can be placed in summer school on a case by case basis. The subjects of Math/Science, Social Studies, and Language Arts are generally taught in summer school. Summer school usually covers a four to six-week period and begins within one week following the end of school.

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 (pgs. 3-4) for more information as well as disciplinary consequences. (Board Policy Manual 7:185)

Telephone and Cell Phones

Students should use the office telephone on a limited basis and only to communicate immediate or necessary information. Students should refrain from using the telephone during the course of the school day to make after school arrangements with friends or to communicate any non-essential information. Students should only use the office telephone for calls to parents/guardians. Students should not use cell phones to communicate with parents throughout the day, especially in the case of an illness unless permission has been granted by a teacher, office staff, or other school personnel. **Smart watches (such as an Apple watch) are not allowed at school as they are an extension of a cell phone. All cell phones are to be turned off and left in lockers for the duration of the day. If a student carries his or her cell phone in his or her pocket or chromebook case during the day, it is considered a usage violation and the cell phone will be confiscated and kept in the office.**

Before school, at noon, and after school are the best times to use the phone. Students who abuse the use of the telephone will be restricted from using it. Telephone messages from home will be delivered by the office. Students will be called out of class only for an emergency.

Textbooks

Textbooks are issued by teachers and their condition and number are noted at the time of issuance. Students are responsible for the textbooks assigned to them. If textbooks are abused, or lost, it will be necessary that students pay the damage or replace the book. Also, students must turn in the textbook that they were assigned unless other arrangements with the teacher or office have been made. If the book does not require rebinding, the charge is generally reduced according to the damage. Books that have been lost are replaced from a used textbook company. The fee assessed is the cost that is required to replace the book with one that is used and in "good" condition according to the used textbook company.

Title I

Pana Junior High has adopted a School Wide Title 1 Program. The program is designed to assist students with the reading/math skills and help those who have difficulty with organization and keeping assignments up to date. Because of the newly adopted School Wide Title 1 Program, staff will be available to assist any/all students that need assistance in the areas of reading and/or math. Parents may call Pana Junior High if they are interested in receiving more information about this service.

Title IX and Section 504 Coordinator

All educational opportunities at Pana Junior High School will be offered without regard to race color, national origin, religious affiliation, sex or handicap. The person listed has been designated by the Board of Education to coordinate activities and to investigate complaints for Title IX and Section 504: Casey Adam, Pana High School, 201 West Eighth, Pana, IL 62557, Phone 217-562-6600.

Transferring

Transferring In: Students seeking admission to the district, must meet all residency, age, health examination,

immunization, and other eligibility prerequisites. 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 and has returned school property (library books, chromebook devices, etc), 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 they so request.

Video Surveillance

There is a video surveillance system both inside and outside of Pana Junior High School. Video surveillance is also present on Pana CUSD #8 busses. The video cameras in both settings will be used to monitor student behavior to maintain order and maintain a safe environment. The content of the video recordings can and will be used during any disciplinary investigation.

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)

Visitors

All visitors to the building must abide by the following Board Policy for code of conduct: All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

CONDUCT CODE

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 Junior High School. Teacher-student conferences, parent/guardian phone calls, parent-teacher conferences, principal-student conferences, guidance counseling, detentions (teacher and office), in-school suspensions (AES) and out-of-school suspensions, Saturday School, 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 (no library privilege or attendance at assemblies, etc.)

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 record is created by the teacher or principal. The discipline to be used is based on the student's actions and a record of the incident is emailed and/or mailed to the parent. A record of infractions is maintained electronically by the office during the year and can be seen by the parent at anytime during the school day.

Types of Disciplinary Action

Exclusion From Class

Teachers at Pana Junior High School have the authority to exclude from class, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students who continually misbehave or disrupt class can be suspended from the class and sent to AES (Alternative Educational Setting) or be issued OSS (Out of School Suspension). The first suspension will normally be from one (1) to three (3) days. Additional disruptions will result in the student being suspended progressively from 1 week to a month. During the time of the class suspension, students can get assignments from the teacher before or after class or school. It is the student's responsibility to get assignments.

Detention

There are two types of detention: teacher issued and administrative issued. Teacher issued detentions will be served with a teacher. A student may be permitted and given credit for 30 minutes of owed detention time for each day they serve. Administrative issued detentions are to be served at assigned dates and times. Only in emergency situations will consideration to reschedule a detention be available and must be approved by the administration. Students may be given the option of serving their detention time before, during, or after school.

If issued a detention, a student must report to the assigned area where detention is being served no later than 5 minutes after the start time of the detention period.

In-School Suspension (AES)

In-School Suspension is sometimes used as a prerequisite to suspending a student from the school premises. Each student assigned to AES will complete a Detention/Suspension Learning Packet prior to working on homework

assignments. The student must sit in the AES classroom (PAWS room) and work on his/her assignments for that day. Full credit may be given if he/she completes the assignments for that day. It is expected the student stay busy and cause no disruption. One restroom privilege is given in the morning and one in the afternoon. Students assigned to AES eat lunch at a different time and location than other students. If a student walks out of AES, it will be dealt with as a truancy violation. If a student demonstrates that he/she cannot follow the rules of AES, this form of discipline will not be assigned and suspension from school will likely result.

Saturday School

Saturday detentions can be assigned for a number of offenses. Teachers supervise the Saturday detention period which normally runs from 8:00 A.M. to 11:00 A.M. Students are to bring something to read or study to the Saturday detention period. Students and parents will be notified and reminded (if necessary) of the date the student is to serve his/her Saturday detention. It is expected that a student assigned to a Saturday detention will be cooperative. Failure to comply can result in the student being sent out of the Saturday detention period and more punishment will be given.

Out-Of-School Suspension

Out-of-school suspensions are used for the most severe and/or repeated disciplinary offenses and can be from one to ten days. While suspended from school, a student may not be on any Pana Community Unit District #8 school grounds or be in the school building at any time. A suspended student may not attend any extracurricular events (athletic events, dances, club meetings, etc.). Upon return from suspension, students (and parents/guardians if requested) should participate in a re-engagement meeting with administration and/or the guidance counselor to discuss strategies to successfully re-enter the school and the classroom environment and to prevent further behavioral issues.

Alternative School

Beginning in the summer of 1997, Christian County began providing an Alternative School (ChrisMont) for students whose behavior and conduct did not meet the standards of Pana Junior High School and the Pana School District. ChrisMont is located in Nokomis and transportation is provided by the school districts in the county who have students attending. Procedures will be developed for the referral process and a student's conduct and disciplinary record will be reviewed before steps are taken to enroll the student at the Alternative School. ChrisMont was established as an option for Boards of Education considering the expulsion of a student from the public school setting for chronic and severe misconduct. If the student meets the behavior and conduct guidelines of the ChrisMont, he/she would be allowed to enroll back in his/her original school district after an agreed upon period of time. Failure to meet the guidelines and standards of the ChrisMont can result in the student being expelled from school. Students under 17 years of age would still be required to receive education in another setting as required by state law. PJHS and Pana CUSD #8 will have an additional alternative educational setting for students with an IEP at the Cornerstone Academy in Taylorville. This program is separate from but inclusive of the ChrisMont program. Student enrollment and/or referral at the Cornerstone Academy is based on administrative and/or SRT (Student Review Team) recommendations.

Beginning in 2004, Pana CUSD #8 also created an intergovernmental agreement with ROE #11 to allow students to be referred to the Bridges program in Shelbyville for alternative schooling.

Expulsion From School

The Pana Board of Education must act on a recommendation from the school principal before any student can be expelled from school. The parent/guardian and child are entitled to a hearing with regard to the matter which caused the expulsion recommendation. Obviously, an expulsion from school is a very serious matter and is only considered when a student's behavior is extreme and grossly interrupts the educational process or threatens the wellbeing of those in the school setting.

Due Process Regarding Suspensions Suspension Procedures

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to

the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.

4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. (BOE Policy 7.200)

Due Process Regarding Expulsions

The Superintendent shall implement expulsion procedures that provide, at a minimum, for the following:

- 1) Before a student may be expelled, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- 2) During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate (Board Policy 7.210)

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 1. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 6. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student

expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

7. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

- reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

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

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

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in

school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Other Student Conduct Issues

1) Alcohol

Alcoholic beverages are not to be brought to or consumed by Pana Junior High School students. As stated previously, liquid medicines being taken by students are to be reported to the office. No alcoholic cans, bottles or other containers for alcoholic beverages are to be brought to school. Students who have consumed or have alcoholic beverages in their possession are subject to a one to ten day out-of-school suspension. If any local, state or federal law has been violated, the proper legal authorities will be notified. Any alcoholic beverage found on the junior high campus should be turned into the office. Otherwise, a student faces disciplinary measures for having the beverage in his/her possession.

2) Bus/Bus Stop Conduct

Bus misconduct is a serious offense. Students who misbehave on the bus endanger the lives of other students in that any slight inattentiveness by the driver at the wrong time can cause a serious accident. Students who misbehave at the bus stop also pose a safety risk and could face potential disciplinary action. Discipline for bus misbehavior varies with the offense and its frequency. The most common form of penalty is a one to five-day suspension from riding the bus. However, detention, in-school suspension and suspension from school can result. Misbehavior and/or violation of school rules for conduct on the bus and/or at bus stops are subject to disciplinary action(s) listed in this handbook. Continued problems can result in a student being suspended from riding the bus for the remainder of the school year. As was stated on page 13 under VIDEO SURVEILLANCE, video cameras are present on Pana CUSD #8 busses and the video can be used in a disciplinary investigation.

3) Damaging Property

Unfortunately, some students do not respect either the property of others or of the school. Causing or attempting to cause damage to, or stealing or attempting to steal, school property (or another school's property if you are on their premises for a school-related activity) or another person's personal property, is strictly prohibited. Consequences include verbal warnings up to and including out-of-school suspensions.

4) Disobeying Directives

Disobeying directives from staff members or school officials and/or rules and regulations governing conduct is considered insubordination and will be dealt with on an individual basis. Consequences may include verbal warnings up to and including out-of-school suspensions depending on the nature of the infraction. Any student who fails to come to the office when requested by the teacher for disciplinary reasons faces suspension from school.

5) Drugs

The use or possession of illegal drugs or look-alikes is a serious offense. If it is known that students are in possession of or are using drugs, it should be reported to the office. Any pills or other unknown substances found in the building should be immediately given to a teacher or administrator. If concealed in a student's possession, he or she could be severely punished. The consequences of use, possession or sale of any controlled substance, illegal drugs, look-alike-drug or drug paraphernalia is expulsion from school. The Pana School District has a no tolerance policy toward drugs and penalties are severe. If local, state or federal laws are violated, the proper legal authorities will be notified.

6) Electronic Signaling Devices/Cell Phones/Mobile Electronic Devices

Using electronic signaling devices, cellular telecommunication devices (cell phone), and/or mobile electronic devices is prohibited at PJHS. It is required that students turn off and properly secure their electronic signaling device, cell phone, and/or mobile electronic device in their locker. Pana Junior High is not responsible for lost, broken, and/or stolen electronic signaling devices, cell phones, and/or mobile electronic devices. Electronic signaling devices include pocket and all similar electronic paging devices. Students that have a cell phone and/or mobile electronic device on their person and/or their possession during the school day can be subject to possible disciplinary action including, but not limited to, restricted use and/or possession of the cell phone and/or mobile electronic device, parental/guardian conferences, or AES. **Smart watches (such as an Apple watch) are not allowed at school as they are an extension of a cell phone. All cell phones are to be turned off and left in lockers for the duration of the day. If a student carries his or her cell phone in his or her pocket or chromebook case during the day, it is considered a usage violation and the cell phone will be confiscated and kept in the office.**

Upon the first violation, a student will surrender his or her device to the office and may pick it up at the end of the school day. Upon the second offense, a student will surrender his or her device to the office and a parent or guardian will be notified for pick-up.

Students are also discouraged from using their cell phone, electronic signaling device, or mobile electronic device while on a Pana CUSD #8 bus and/or at a school-sponsored event/activity. Possible disciplinary action can result in these venues should the need arise.

7) Fighting

Fighting will not be tolerated at Pana Junior High School. If fighting does occur, the following will apply:

- Fighting involving the use of a weapon or any fight where a student attacks another student either verbally or physically with the intent of doing serious bodily harm can bring serious consequences (reviewed on a case by case basis). The police department can also be informed of the situation and legal action could be involved in the matter. A course of action that could be pursued through the Pana Police Department is the issuance of a Public Fighting citation. If the student is allowed to return to 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 this defense not be a license to retaliate in an overly aggressive manner. A determination will have to be made through investigation as to whether or not the actions of the student were appropriate. If a student is found to be only defending themselves, there may be no disciplinary measures taken.
- Pushing, shoving, and scuffling around is horseplay. Staff at PJHS are not going to make judgments as to whether the horseplay is actual conflict or not. Incidents of horseplay will be treated as physical and/or verbal conflicts and/or fighting and will be dealt with appropriately.

8) Gum/Candy In School

Gum and candy at school is not encouraged. Gum placed on school property will be considered an act of vandalism and the offending student may receive some form of punishment.

9) Initiations/Hazing

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term. (BOE Policy 7-190AP1)

10) Laser Pointers

The use of laser pointers is prohibited by students unless under a staff member's supervision. If a student is in possession of a laser pointer, it will be confiscated and disciplinary action will be applied.

11) 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.

12) Lighters & Matches

Lighters and matches are not to be brought to school (fire hazard). If found in a students' possession, the discipline applied can be anything from a verbal warning up to and including an out-of-school suspension. The number of offenses as with other matters can determine the discipline assigned.

13) Public Display Of Affection

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

14) Refusing to Do Class Assignments

Homework is a 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 extension of a classroom experience. Students who refuse to do class work assigned by teachers are subject to disciplinary measures. In addition, parent/guardian conference may be requested. 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 will likely increase the severity of the assigned discipline and will adversely affect a student's opportunity to complete the work. As a result, this may reduce the student's grade as well. (Board Policy 6:290)

15) School-Related Events

Any student exhibiting behavior which is disruptive or improper at school assemblies, dances, extra-curricular activities, plays, field trips, 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). **Participation in school-related events is a privilege not a right.** Attendance at school related events can be curtailed at the discretion of the administration.

16) Swearing And 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. 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 for the first offense. Such swearing, writing, gesturing or drawing obscenities can lead to direct suspension from school if these activities are aimed at school personnel.

17) Tardiness

Tardy is defined as not being in the physical classroom assigned to that student prior to the bell ringing and/or before the assigned time for that specific class period to begin. Students tardy to a class will be reported by the individual teacher to the office. The penalties for being tardy can be as follows:

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: 30 minute Detention (**minor assessed via Lumen**)
- 4th Tardy: 60 minute Detention
- 5th Tardy: 120 minute Detention
- 6th Tardy: Saturday Detention (**major assessed via Lumen**)
- 7th Tardy: Office Referral

Additional tardiness after the 7th will be dealt with appropriately. Staff at PJHS is encouraged to observe patterns of behavior throughout each school day to monitor excessive tardiness from period to period

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

18) Theft and 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. Students will be expected to pay for stolen items if not returned. In case of money, it will be expected that the money be returned. Pana Junior High School is not responsible for items that are lost, stolen or damaged.

Intentional damage to a chromebook device is considered to be vandalism of school property and appropriate consequences will be assigned. 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)

19) Threats

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside of the school is subject to disciplinary actions outlined in the Board Policy Manual (7:190).

20) Tobacco

As a part of the general restriction of the use of tobacco in school, students should not bring cigarettes, cigars, chewing tobacco or any other form of tobacco to school (including vapor/electronic cigarettes).

Tobacco found in a student's possession or locker will be removed and destroyed and the student will not be allowed to return to class until the investigation is complete and consequences have been determined and served. Subsequent offenses will result in other more severe forms of discipline. Those students who are in violation of this rule may receive a Saturday School up to and including out-of-school suspension (previous school conduct and intent are some of the considerations taken into account when assigning punishment).

21) Transportation & Extra-Curricular Events

Unless specific permission by the principal is given because of extenuating circumstances, ALL students are to ride the bus provided to extra-curricular events. Should a student wish to ride home with a parent or legal guardian following an extracurricular activity, the procedure is as follows:

1. The parent or legal guardian must write a note saying it is OK for the student to ride home with them.
2. The note must be presented to the school sponsor and the principal must sign off for approval.
3. Students may not ride home with the parent or guardian of another student.
4. A student may not be dropped off at a location other than school unless a note is written and presented to the sponsor or principal and verbal approval given.

The note should specify who will pick the student up if it will not be the parent or guardian. The student will not be allowed to walk unless the residence where the student is going is within a short distance. The reason for these specific rules as outlined is legal.

22) Weapons

Knives, guns, ammunition of any kind, slingshots, chains and other weapons or implements are NOT to be brought to school. Small pocket knives also fall under this guideline and should be left at home and not brought to school. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is also considered to be a weapon if used or attempted to be used to cause bodily harm. Students should also note that the authorities will be involved when circumstances warrant.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, may be expelled for at least one (1) calendar year, but no more than two (2) calendar years. The superintendent may modify the expulsion period and the School Board may modify the Superintendent's determination on a case-by-case basis.

23) Interference With School Purposes

Those violations occurring which are not part of this conduct code will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in the handbook.

Obviously, it is impossible to list every possible infraction that could occur during the school year, but a good attempt has been made to inform students of some of the dos and don'ts relating to school policy. Those violations occurring which are not part of this booklet will be handled individually and fairly in conjunction with the Pana CUSD #8 School Board Policy Manual and the Illinois School Code. An effort will be made to use similar discipline of those offenses listed in the booklet which are somewhat comparable to the offense that has taken place. For the most part, Pana Junior High School students have handled their education maturely in the past, and it is hoped that this trend will continue in the future so that very little of what has been written here concerning discipline will have to be applied.

Juletta Ellis, Principal
Pana Junior High

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

This is to inform you of the status of the Pana Unit #8 Schools' asbestos management plans. As required, all of our buildings were initially inspected for asbestos. Our inspection was conducted in June of 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. Pana Unit #8 is complying with these laws.

The inspection/management plan is available for public review in the Pana Unit #8 Central Office located at 14 East Main Street in Pana, Illinois.

Should you have any questions, please feel free to contact the Unit Office **(562-1500)**.