



PANA HIGH SCHOOL



# STUDENT HANDBOOK

2025 - 2026

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# WELCOME MESSAGE



We welcome you to the new school year. As a student of this school, you are expected to follow the rules that are established for the welfare of the entire student body. You are expected to act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future. Be proud of your school. Take good care of it, and feel free to make suggestions for improving it.

# FORWARD

This handbook is designed to give, in convenient form, important information about Pana High School.

It is hoped that it may materially assist new students in adjusting themselves to the life of the school and that to all it may be a constant reminder of the school's general procedures, ideals, and traditions. Students are urged to read this book carefully and keep it for reference throughout the year.





# OUR TEAM



**KEVIN MCDONALD**  
PRINCIPAL



**AUTUMN AMLING**  
ASSISTANT PRINCIPAL



**STILE SMITH**  
ATHLETIC DIRECTOR



**JESSICA MILLER**  
DISTRICT ADMINISTRATOR



**DR. DAVID LETT**  
INTERIM  
SUPERINTENDENT



**DR. GREGG FURSTENAU**  
INTERIM  
SUPERINTENDENT

# IMPORTANT PHONE NUMBERS

Pana High .....	562-6600
Attendance Office.....	562-6600
PHS Fax.....	562-6714
Transportation Office .....	562-1527
Unit Office.....	562-1500
Pana Junior High.....	562-6500
Pana Elementary School.....	562-1510
NPT Special Education Co-Op.....	824-4951
Pana Police Department.....	562-2141
State Police Violence Hotline.....	1-800-477-0024
Child Abuse Hotline.....	1-800-252-2873

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

Mr. Kyle Anderson, President  
Mr. Mark Beyers, Vice-President  
Mrs. Anne Dorn, Secretary  
Mrs. Michelle Blackwell  
Mr. James Moon  
Mrs. April Hadowsky  
Mr. Ryan Casner

# FACULTY & STAFF

Amme Barr, Special Education Paraprofessional  
Gary Bowker, Physical Education  
Angela Chase, Chorus, Drama, General Music  
Greg Cothern, Science  
Taylor Cothern, District Librarian  
Amanda Cunningham, Special Education  
Timothy Dail, German  
Cheryl Foster, Administrative Assistant  
Gerlene Geronimo, Mathematics  
Kristie Hardimon, Mathematics  
Wyatt Henschen, Social Sciences  
Daniel Herrera, English  
Tony Hicks, Instrumental Music  
Megan Henkel, Art  
Lacy Hutchinson, Special Education  
Cathy Jones, AES  
Ryan Lipe, Physical Education, Drivers Ed  
Lori Magnussen, Internet Supervisor  
Buena Lyn Martinez, Science  
Brent McKinney, Health & Physical Education  
Beth McLeod, Administrative Assistant  
Tim Miller, Social Sciences  
Anna Patton, English  
Sandra Pauley, Nurse  
Emily Perry, Agriculture  
Kevin Reedy, Social Sciences & Drivers Education  
Suzanne Robinson, Special Education  
Casey Ruppert, Agriculture  
Matt Sanders, Science  
Amanda Skinner, Technology Integration Specialist  
Stacy Smedley, English  
Bonnie Sowarsh, Guidance Counselor  
Josie St. Pierre, Family and Consumer Science  
Jennifer Tackett, Guidance Counselor

# FACULTY & STAFF

Deanna Stalets, English  
Anita Thompson, Business  
Carena Watson, Business  
Hillary Whalen, Mathematics  
Robert Wooley, Library Aide

## **Cafeteria Personnel**

Dale Beeson, Head Cook  
Anita Buoy  
Casey Cline  
Debbie Laker  
Aurelia Weddle  
Kate Smith  
Bonnie Smith

## **Custodians**

Tim Eddy, Head Cook  
Tom Foster, Jr.  
Aaron Cothern  
Megan Cothern  
Wayne Wycoff

# SCHEDULES

## REGULAR CLASS SCHEDULE

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WIN - 8:00-8:22  
Announcements - 8:25-8:30  
Period 1 - 8:30-9:15  
Period 2 - 9:18-10:03  
Period 3 - 10:06-10:51  
Period 4 - 10:54-11:39  
4th Lunch 10:54-11:24  
Period 5A - 11:27-12:12  
Period 5B - 11:41-12:27  
Period 6 - 12:15-1:00  
6th Lunch- 12:30- 1:00  
Period 7 - 1:03-1:48  
Period 8 - 1:51-2:36  
Period 9 - 2:40-3:20



## EARLY DISMISSAL

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WIN - 8:00-8:22  
Announcements-8:25-8:30  
Period 1 - 8:30-9:15  
Period 2 - 9:18-10:03  
Period 3 - 10:06-10:51  
Period 4 - 10:54-11:39  
4th Lunch 10:54-11:24  
Period 5A - 11:27-12:12  
Period 5B - 11:41-12:27  
Period 6 - 12:15-1:00  
6th Lunch- 12:30- 1:00  
Period 7 - 1:03-1:48  
Period 8 - 1:51-2:36



## THREE HOUR EARLY DISMISSAL

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WIN - 8:00-8:22  
Announcements - 8:25-8:30  
Period 1 - 8:30-9:00  
Period 2- 9:03-9:33  
Period 3- 9:36-10:06  
Period 4/6 - 10:09-10:39  
Period 5- 10:42-11:12  
Period 7- 11:15-11:45  
Period 8- 11:48-12:20



# VISITORS

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 trespassing and/or disruptive behavior.

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

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

Cross-reference:

Board Policy 8:30, Visitors to and Conduct on School Property



# ATTENDANCE

The regular school day begins at 8:00 a.m. and ends at 3:20 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 responsibility. The school district expects all students to attend school, to be on time, and to bring appropriate school materials with them.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. (Board Policy 7:70, Attendance and Truancy)

In accordance with Illinois State compulsory attendance laws, high school 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,

## A. Attendance Policy

(Board Policy 7:70)

EXCUSED ABSENCE or EXCUSED TARDY to school are absences reported to the attendance office by a parent for valid cause as defined in the Illinois State School Code: "illness, observance of a religious holiday, death in the immediate family, family emergency, mental health or such other circumstances which cause reasonable concern to the parent for the safety or health of the student." In order to ensure the health and safety of our students, the counselor may meet with a student who is absent from school for a mental health day.

Court appearances and medical/dental appointments will be excused only if cleared through the office and verified with the proper paperwork.

In accordance with Illinois School Code a student who misses more than 9 days of school is a chronic truant. Therefore, students will be allowed 9 absences, excused for valid cause, per year. The 10th and all future absences will require a note from the doctor to be excused.

# ATTENDANCE

UNEXCUSED ABSENCES OR UNEXCUSED TARDIES TO SCHOOL (EVEN WITH PARENTAL CONSENT) INCLUDE SUCH THINGS AS: WORKING, MISSING THE BUS, DRIVING PARENTS TO WORK, OVSLEEPING, SHOPPING, CAR TROUBLE, RECREATIONAL ACTIVITIES(I.E. HUNTING), OUT OF TOWN, PERSONAL APPOINTMENTS, SENIOR PICTURES, GETTING A DRIVER'S LICENSE, NEEDED AT HOME (TO BABY-SIT, WAIT FOR REPAIRMAN, RUN ERRANDS, ETC.), SKIP DAYS, COLLEGE VISITS AND VACATIONS (UNLESS EXCUSED PRIOR TO ABSENCE), LEAVING SCHOOL WITHOUT PERMISSION AND OTHER AVOIDABLE ABSENCES, ETC.

If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the attendance office. You will have forty-eight (48) hours to have an unexcused absence cleared. A student is unexcused when he/she:

- is absent from school without prior permission.
- is absent from class without permission (skipping).
- obtains a pass to go to a certain place and does not report there.

Students who fail to attend without valid cause and who are at least seventeen (17) years of age and who are absent fifteen (15) consecutive school days without cause and who can not be located or, after exhausting all available support services, can not be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## B. EXCESSIVE ABSENCES

According to the Illinois School Code, a "chronic truant" is defined as a child subject to compulsory school attendance and who is absent from school for 5% or more of the regular attendance days in a school year. Therefore, students with excessive absences (**excused or unexcused**) will be subject to administrative review.

**In order to keep parents of PHS students informed, if a student accumulates five (5) absences a letter of warning will be sent to the parent/guardian. If a student accumulates nine (9) absences a letter will be sent to the parent/guardian informing the parent that all excused absences for the year have been exhausted and verification by a physician WILL be required for absences to be excused moving forward.**

**Students who have 7 or more unexcused absences may be referred to the Regional Attendance Program through the Regional Office of Education or the truant officer, any possible court action may follow. Students who have been referred to RAP / Truancy must have a doctor's note to excuse every absence.**

# ATTENDANCE

## C. ANTICIPATED ABSENCE

Students with an anticipated absence in which the student would be accompanied by a parent, may be given an excused absence [limit one (1) per semester] if the following criteria is met:

1. Office must be informed [recommended at least three (3) days in advance] by a signed note from the parent stating the reason for the absence and a guarantee that the student will be accompanied by a parent on the absence date.
2. The student's attendance has been excellent prior to the anticipated absence, and an absence day will not severely impact the student's grades. (Determination of excused absence based upon attendance will be made by the administration.)
3. If a student's activity requires any type of permit, a copy of that permit is received along with the parent note, or immediately thereafter.
4. Clearance slips must be taken around by the student and signed by each of the student's teachers and approved by the office.

## D. HOW TO REPORT AN ABSENCE

Each day a student is absent from school, a PARENT (or legal guardian) must call the attendance office (an answering machine is hooked up for your convenience). If the parent/guardian does not call the day of the absence, they have forty-eight (48) hours to get the absence cleared (otherwise, the student will be counted as TRUANT). If the office doesn't receive a call parents will receive an automated message informing them of their child's absence. If parents receive an automated message they should call the office to get the absence cleared.

All make-up will be deferred until these responsibilities are fulfilled. Notes and doctors slips must be turned in to the office (basket on counter) when a student arrives to school.

Students have the responsibility to arrange for make-up work.

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

## E. CLEARANCE SLIPS

Students who are going to miss school for family vacations, all day medical or dental appointments, college days, interviews, field trips, funerals, hunting, etc., should bring a note from their parent(s) 3 days in advance of the day or days missed. A clearance slip will be issued by the office and signed by teachers, assuring that the student has been given assignments in advance of his/her absence. The clearance paper must be turned in to the office prior to the absences. College clearances must be approved through the high school guidance counselors and are limited to 1 per year for freshmen and sophomores and two (2) per junior and senior year unless cleared by a counselor or administration. College days may be denied to those students with excessive absences.

# ATTENDANCE

Clearance slips will not be granted on school-wide testing days. This includes the Final Exams, 3 MAP testing dates, Illinois Science Assessment, ASVAB, PSAT and SAT testing dates.

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

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

## F. LEAVING & RETURNING TO SCHOOL

(Board Policy 7:90)

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

1. Permission to leave school should be granted by the administration.
2. Parent should send a signed note or call the high school office in advance of the absence.
3. Sign out in the main office before leaving.
4. Sign in when you return.
5. Students may not leave the building during the day without permission of the administration. Once a student reports to school in the morning, he/she is not to leave the building for any reason without the permission of the administration.
6. In emergency situations, parent(s) or guardian(s) will be contacted and must give their permission before a student may leave school.
7. 18 year old students are not allowed to sign themselves out or call themselves in absent. 18 year old students may not leave the building or grounds without parent consent. The only exception to this circumstance would be if a student had emancipation paperwork from a courthouse that has been submitted to the office and placed in their permanent file.

## G. TARDIES TO CLASS

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

- 1st tardy = warning
- 2nd tardy = warning
- 3rd tardy = 30 minute detention
- 4th tardy = 60 minute detention
- 5th tardy = 120 minutes detention
- 6th tardy = Alternative Education Setting
- 7th tardy = Office Referral

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

# GRADING AND PROMOTION

## **ACADEMIC PROGRESS**

Students who attend Pana High School have access to their grades through our on-line system known as LUMEN. At the request of a student or parent/guardian, grades and attendance can be printed out at any time. The PHS faculty also keeps the students updated on their academic progress, and welcomes correspondence from parents/guardians and can arrange conferences to discuss these reports.

Each quarter, grades will be finalized in LUMEN for students/parents to see the 9 week cumulative grades. (A report card can be printed upon request.) These grades will represent your achievement in the courses you are taking. This achievement is based on such factors as: tests, quiz grades, class discussion, daily homework, participation in class activities and presence in class. All grades CAN be affected if you have excessive excused absences. In addition, students with TRUANCIES will NOT receive credit for assignments missed. Students who are TRUANT have made a conscious choice to not be present and not to participate.

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

The grading scale is as follows:

A: 90 – 100%

B: 80 – 89%

C: 70 – 79

D: 60 – 69%

F: 59% and below

## **A. GRADE POINT AVERAGE**

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

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

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

# GRADING AND PROMOTION

## B. PASS/FAIL

**Pass/Fail arrangements are to be decided in the first ten (10) days of the semester and may not apply to a required subject. A PASSING grade will not affect a students GPA. A FAILING grade WILL affect the GPA. No weighted class can be taken Pass/Fail.**

## C. HONOR ROLL

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

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

## D. GRADUATING WITH HONORS

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

- Exceptional Honor 4.0 or higher
- Honor 3.25 – 3.99

## **GRADUATION REQUIREMENTS**

Students must register for seven (7) academic subjects. All subjects will receive semester credit (1/2 each semester). Graduating seniors must obtain twenty-four (24) credits in academic subjects including: four (4) years of English, three (3) years of mathematics three (3) years of science, two (2) years of social studies [including American History for one (1) credit and one-half (1/2) credit of Civics], one-half (1/2) credit in health, one-half (1/2) credit of consumer education, one (1) credit of Digital Literacy. In addition, all students must have one (1) credit in either fine arts (band, chorus, art), vocational (agriculture, industrial, FACS, or business) or foreign language. Students must also take driver education (bookwork) and take and pass 3.5 years of physical education unless exempted.

# GRADING AND PROMOTION

## **Exemption from Physical Education Requirement (HS)**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.[1]

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;  
The student's class schedule

# GRADING AND PROMOTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on state required assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. (Board Policy 6:280) The administration shall determine remedial assistance for a student who is not promoted. A student must earn five (5) credits to become a sophomore, ten (10) to become a junior, and seventeen (17) to become a senior. (Exceptions may apply in transfer situations).

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements. (Board Policy 6:300) Such students must petition the Board of Education if they want to graduate early.

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

A student **MUST** complete all requirements of Pana High School to be eligible to participate in the graduation ceremony.



# CREDIT RECOVERY

Students who have failed courses are eligible for credit recovery. Credit recovery is an online program designed to allow students to stay on track to graduate while maintaining the opportunity for students to participate in elective course offerings. Students who participate in credit recovery are held accountable for the failing grade on the GPA; however, student transcripts will indicate the student has received the credit for graduation. Students who participate in credit recovery are expected to adhere to the following:

1. There is a \$100 fee for the online class. The fee must be paid before the student starts the course work. The fee is reduced to \$50 for students who have a free/reduced lunch waiver.
2. The student will be required to attend enrichment class each day until the failing
3. Course work is completed with a passing grade.
4. All credit recovery must be completed 2 weeks prior to the end of the school year.
5. Students have 60 days to complete a course once enrolled. Students are responsible for keeping track of their progress.
6. Students and parents must complete, sign and return a Credit Recovery Contract to the office before the student can start coursework.

# CREDIT FOR NON-DISTRICT EXPERIENCES

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

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

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

## Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

## Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

# COLLEGE CLASSES

Students may elect to earn high school and college credit at the same time by registering for a college course through Lake Land College. These courses will be taught during the day or as a night class. It should be noted that not all colleges accept dual credit classes - consult the admissions office at the college or university you plan to attend for specifics. All dual credit classes are weighted IF they are transfer level courses (100 level or above).

A book fee of \$18.42 per semester hour will be assessed for dual credit classes. Please note that Med Terms will cost an additional \$150.00 for the textbook. Half of the total fee must be paid at registration, and the other half on or before January 30th.

Math and English classes require passing an assessment test for college credit (the test will be given in the spring at our high school). Students who do not pass into the classes may still take the classes for high school credit only and will still have to pay the book fee. To take a transfer level course, a student must be of junior standing, must have a high school GPA of "C" or better, and must maintain an LLC GPA of "C" to continue enrollment in the program. To take career/technical courses, the same standards apply. However, students may apply for an "exception" by completing a waiver form available from the high school guidance counselor.

Students taking internet classes need to realize that these classes follow the college schedule and may start before Pana High School is in session. Internet classes charge full tuition and the student will be responsible for that amount which is \$147.14 per credit hour.

Also, there will be limited opportunities to drop these classes once enrolled. Students who drop either dual credit or dual enrollment before the tenth day of class will not be charged, however, if students drop after the tenth day of class, they will be responsible for the FULL amount. Students who drop dual enrollment classes after the tenth day will get a "W" on their college and high school transcript.

Students may only enroll in two (2) internet classes per semester during the school day. Juniors may take these courses if approved by a counselor. Attendance and grades are factors taken into consideration.

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

# HOME AND HOSPITAL INSTRUCTION

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

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

It should be noted that a student receiving homebound services is not eligible to participate in extra-curricular activities unless he/she is released by a doctor to physically attend school for one (1) semester prior to the activities. Additionally, a student receiving homebound services is not eligible to attend any school function unless he/she is released to physically attend school for nine (9) weeks prior to the activities. Activities include, but are not limited to: athletics, dances and field trips.

For information on home or hospital instruction, contact: 217-562-6600

# EDUCATION OF HOMELESS CHILDREN

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

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

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

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. (Board Policy 6:140)

Homeless Liaison:  
Mr. Paul Donahue  
Unit Office  
(217)562-1500

# FEES

The school board pays for part of the cost of textbooks and other materials. Students may be asked to pay for workbooks and materials used in classroom activities, as well as tuition for dual credit classes. In the event that a student drops a dual credit internet class after the drop date, or loses the college credit due to absences (in any dual credit class), he/she is still responsible for paying the fee.

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

Students will be selected out of their PE class when it is time to get their behind-the-wheel experience. Before being selected to drive, a student must have paid their behind-the-wheel fee and be eligible. Eligibility for driving will be the same as eligibility for participating in an IHSA contest. Students that are failing more than one class will NOT be eligible to drive. The eligibility will be run at the same time that the sports ones are calculated.

# TRANSPORTATION & PARKING

## A. BUS TRANSPORTATION & BUS CONDUCT

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

# TRANSPORTATION & PARKING

## B. Parking

Students may park their vehicles in the lot designated for them by their parking sticker between the hours of 7:30 a.m. and 9:00 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lot designated for school staff, personnel, and others designated by administration MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.



# TRANSPORTATION & PARKING

Students are NOT allowed to DRIVE or catch a ride to the AG buildings. Doing so will result in discipline and/or a loss of driving privilege's.

## Driving On Campus Is A Privilege!

In the interest of student safety and the need of conserving gasoline, the Board of Education has asked that the student driving be restricted as follows:

- Drive in a safe manner, or the student will lose driving privileges.
- Students are to park in their assigned areas, failure to do so will result in possible loss of driving privilege.
- Students who park on campus must properly display their assigned parking sticker.
- Leave the vehicle upon arriving. DO NOT SIT in any vehicle on or off the school grounds during the academic day.
- Your car is not to be moved during the day without administrative permission.
- No student is to be in the parking lot during the day without permission.
- Once you enter the school grounds, you must park your vehicle and go into the building.
- Students parking in restricted areas will have their vehicle towed away at their expense.
- All first year freshmen will NOT be allowed to drive to school. (Special circumstances may be arranged with the administration.)

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

# HEALTH & SAFETY

## Required Health Examinations and Immunizations

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

Entering kindergarten or the first grade;

Entering the sixth and ninth grades; and

Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

## Eye Examination

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

## Dental Examination

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

# HEALTH & SAFETY

## Exemptions

A student will be exempted from the above requirements for:

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

Cross Reference: PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

## ***NURSE - HEALTH RECORDS***

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

# HEALTH & SAFETY

## ADMINISTERING MEDICINE TO STUDENTS

(Board Policy 7:270)

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.

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

## SELF-ADMINISTRATION OF MEDICATION

(Board Policy: 7:270)

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.

# HEALTH & SAFETY

## **SAFE SCHOOLS**

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

## **SAFETY DRILL PROCEDURES**

(Board Policy 4:170)

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

## **ACCIDENTS**

In case of an accident, the school will notify the parents and ask for further instructions. If parents cannot be contacted, emergency care will be obtained at the nearest emergency facility. It is helpful to list your family physician on the Health Service form. If a student is injured at school, it is the **STUDENT'S RESPONSIBILITY** to file an accident report with the office the day that the accident occurs.

# DRESS CODE

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Board Policy 7:160) Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. We do insist, however, that student dress meets the following criteria:

- No obscene, degrading, suggestive, or explicit language on apparel will be allowed.
- Apparel that advertises illicit substances (ie. drugs, alcohol and tobacco) is prohibited.
- Sexually suggestive advertisements will not be allowed.
- Apparel that advertise or display hate messages, death, suicide or violent messages is prohibited.
- Displays of guns, knives and other weapons are prohibited.
- Apparel and accessories that can be used as a weapon is prohibited.
- Clothes that promote gangs or are worn in a manner to promote gang affiliation are not permitted.
- Hats, bandanas, and sunglasses are not permitted in the building or high school classrooms. Students who choose to wear hoodies must have their hoods down upon entering the building and remain down until exiting the building. **These items pose a potential disruption to safety, as students are not easily identifiable while wearing these items.**
- Coats and other types of outdoor apparel should be left in the student's locker during school hours. Students returning to the building from Ag or service learning should place these items back in their lockers when they enter the building. They should be in the locker by the start of their next class.
- Shorts, dresses and skirts must be at least to the mid thigh.
- Rips and holes in pants must be no higher than mid thigh.
- Leggings, jeggings, and yoga pants must be of quality material. You should not be able to see through the pants.
- Crop Tops are prohibited. Shirts must touch the top of the pants. If we see skin the tops are too short.
- The area from a student's neck to their shoulders must be covered at all times with a clothing garment at least three fingers in width. Tank tops for male and female students must follow the "three finger width" guidelines. Tank tops cannot be cut out on the sides bigger than the size of a normal sleeve.
- No undergarments (cami, bra straps, or underwear) should be visible. This includes baggy pants worn low enough to reveal undergarments.
- No cleavage should be visible.

The dress code is in effect at all times in the building as well as school-related activities. Any student dress that adversely affects the health and/or safety of the student, is disruptive to the classroom or school environment will not be permitted. **The school reserves the right to be the judge of what constitutes acceptable dress.**

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. If there is any doubt about dress and appearance, the administration will make the final decision.

# STUDENT BEHAVIOR

## **Prohibited Student Conduct**

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

- Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- 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.
- Using, possessing, distributing, purchasing, selling or offering for sale:
- 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).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - 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.
  - 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.

# STUDENT BEHAVIOR

## **Prohibited Student Conduct cont'd.**

- 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.
- "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
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.



# STUDENT BEHAVIOR

## **Prohibited Student Conduct cont'd.**

- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- 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..
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 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.
- 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.

# STUDENT BEHAVIOR

## Prohibited Student Conduct cont'd.

- 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- 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.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 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.

# STUDENT BEHAVIOR

## **Prohibited Student Conduct cont'd.**

- 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.
- 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.

# STUDENT BEHAVIOR

## **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;
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; or
5. During periods of remote learning.

# STUDENT BEHAVIOR

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

# STUDENT BEHAVIOR

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.

## **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **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.

# STUDENT BEHAVIOR

## **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 alike" 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.

# STUDENT BEHAVIOR

## ***DUE PROCESS REGARDING SUSPENSIONS***

(Board Policy 7:200)

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.
4. If a student cannot complete an in-school suspension successfully, they will be sent home as an out-of-school suspension, and have to repeat the in-school the next day.

### Out-of-School Suspension

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. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
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.



# STUDENT BEHAVIOR

## ***DUE PROCESS REGARDING EXPULSIONS***

(Board Policy 7:210)

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

- The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
- The time, date, and place for the hearing.
- A short description of what will happen during the hearing.
- A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
- A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, 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.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.

# BULLYING, INTIMIDATION, & HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge 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 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.

# BULLYING, INTIMIDATION, & HARASSMENT

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, counselor 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 counselor or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

# TEEN DATING VIOLENCE

## Harassment Prohibited

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

## Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

## Teen Dating Violence Prohibited

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

## Making a Report or Complaint

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

# CAFETERIA RULES

The Pana School District has qualified for CEP (Community Eligibility Provision) which means Breakfast and Lunch will be free for all students in the district. Extra Milk will be .50. Adult Prices will be \$4.50.

## Lunch Rules

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

## Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

# FIELD TRIPS

## Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

The Administration reserves the right to exclude students based on attendance, discipline, or grades.

# SEARCH AND SEIZURE

(Board Policy 7:140)

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.

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

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

# SEARCH AND SEIZURE

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

## Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: (1) School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. (2) School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### A. SCHOOL PROPERTY

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, including cars in the parking lot, 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 or designee 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. STUDENTS & THEIR PERSONAL EFFECTS** 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.



# SEARCH AND SEIZURE

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;
3. an by a certificated employee or liaison police officer of the same sex as the student.

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

## C. SEIZURE OF PROPERTY

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

## D. STUDENTS AND SOCIAL NETWORKS

State law requires the District to notify students and their parents/guardians that school

officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

# CELL PHONE POLICY

## **MOBILE ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, air pods, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time students should keep electronic devices **LOCKED IN THEIR LOCKERS**. The only exception to this rule would be for: use of the device is provided in a student's individualized education program (IEP).

Students ARE allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

1. First offense – The device will be confiscated by school personnel. A written warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

The School District is not responsible for the loss, damage, vandalism, or theft of any electronic mobile device brought to school. Parents and students are strongly encouraged to not leave any electronic mobile devices that have been brought to school unattended or unsecured.

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

# CHROMEBOOK PROGRAM

During the 2024-2025 school year, PHS will work with parents, the Pana Educational Foundation (PEF), and Pana CUSD #8 staff and administration to provide all students with Google Chromebooks for purchase and use. Students and parents will be provided guidance and direction on a variety of considerations within this expansion, which include, but are not limited to: proper use and care of the Chromebook, creative financing of the Chromebook, as well as regular updates of how the Chromebooks can/are used effectively in the classroom and/or at home.

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

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

**Students are expected to bring a CHARGED chromebook to class daily.**

# INTERNET & COMPUTER POLICY

(Board Policy 6:235)

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

## **Privileges:**

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

## **Acceptable Use:**

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

## **Unacceptable Use:**

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

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 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
14. Vandalizing and/or damaging any part of a computer.

# INTERNET & COMPUTER POLICY

Network Etiquette - You are 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 your messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal the 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.

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

Before using the Internet, it is required that all students sign and have their parents sign the Authorization for Internet Access Form. (Board Policy - ref. 6.235-E1) Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. Internet Safety Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

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

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

# EXTRACURRICULAR ACTIVITIES

A wide variety of school activities and organizations are available. Students are encouraged to take advantage of at least one of the activities, but are also cautioned about too many non-academic responsibilities.

The following regulations apply to the activity program:

1. Meetings, parties and other activities of a school organization must be approved by the administration and supervised by the group's sponsor(s) and/or **adult** designee.
2. Plans for any event should be made well in advance of the date of the activity. Tentative plans should be submitted to the office ten (10) days before the event and final plans at least two (2) days before.
3. Weeknight activities must terminate by 10:00 p.m. and weekend activities must end by 11:00 p.m. unless special permission is granted by the administration.
4. No Sunday or Wednesday night activities will be held without approval of the administration.
5. Once you arrive at an event, you are expected to remain until you are ready to leave for the evening.
6. Student conduct policies apply for all school sponsored activities (home and away).
7. If you plan to practice or attend an activity after school or at night, you must attend **all afternoon** classes. Dentist, doctor and other excuses must have the approval of the administration.

## **ADDRESS/EMERGENCY NUMBERS**

You will be asked to list your address, phone number, e-mail and emergency contact person(s) on your enrollment form at time of registration. Should your address and/or phone number change, please come to the office and notify one of the office secretaries. Falsifying information is illegal, and anyone who provides Pana High School with false information may be prosecuted by the authorities.

## **ASSEMBLY PROGRAMS**

Assembly programs may be scheduled during the school year and all students may be required to attend. Students are expected to sit in the area designated by the administration. It is expected that all students will display both courteous and correct conduct at all assembly programs. Failure to do so may result in disciplinary action.

## **DANCES**

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

# EXTRACURRICULAR ACTIVITIES

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

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

1. The student must meet the academic criteria set forth in Board Policy 6:190, Extracurricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by the Illinois High School Association, and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's Concussion Policy 7:305.

Student Athlete Concussions and Head Injuries.

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

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

# EXTRACURRICULAR ACTIVITIES

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## **INSURANCE**

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

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

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

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

### **Fighting**

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

- Fighting involving the use of a weapon or any fight where a student attacks another student with the intent of doing serious bodily harm can bring expulsion from school (reviewed on a case by case basis). The police department may also be informed of the situation and legal action could be involved in the matter as well as a monetary fine. If the student is allowed to return school, a parental conference is necessary and assurances given that future fighting will not occur.
- A student has the right to protect and defend himself/herself if under attack but it is expected that the defense not be a license to retaliate in an overly aggressive manner. A determination will have to be made through an investigation as to the nature of the fight and to whether a student's actions were called for under the circumstances. If the student is found to only be defending himself, there may be no disciplinary measures taken.
- Pushing, shoving and scuffling around is viewed as horseplay and detention is the normal discipline unless elements of fighting are involved.



# SPECIAL EDUCATION

A variety of Special Education services are provided by Community Unit No. 8. Pana is a member of the NPT Special Education Cooperative. Some of the services provided are: speech therapy, hearing therapy, social services, counseling services, services for the physically handicapped and classes for the trainable mentally handicapped, educable mentally handicapped, learning disordered and behaviorally disordered. Additional services available may have been omitted. Please call 824-4951 (NPT Sped Coop office) or Pana High School if you have further questions relating to the services provided. Students in need of special help can be referred by school staff members, parents or personnel outside Pana Community Unit No. 8 who have knowledge of students needing special assistance in one or more areas.

## Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

# SPECIAL EDUCATION

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. (Board Policy 6:120)

## Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures. (Board Policy 7:230)

## Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. (Board Policy 6:300)

# STUDENT RECORDS

(Board Policy 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

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

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

# MULTI-TIERED SUPPORT SYSTEM

Multi-Tiered Support System (MTSS) is a process that provides interventions and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that students can be successful.

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

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

## PARENT/TEACHER CONFERENCES

Time is set aside twice each school year for formal Parent/Teacher Conferences – a full day in October, and a half day in March. Parents do not need to make official appointments on these days to meet with the teachers – we operate on a first come first serve basis at PHS. All parents (and students) are encouraged to contact the teachers throughout the year, and use the LUMEN system to access grades.

# GUIDANCE DEPARTMENT

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

Many problems, concerning both school and one's personal life, can be helped with counseling. Your school counselor, teachers and administrators will be happy to try and help you with these problems. (Board Policy 6:270)

## **GENERAL GRIEVANCE PROCEDURES**

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

- Teacher involved
- Building administrator
- District superintendent

# GUIDANCE DEPARTMENT

## SUICIDE AND DEPRESSION

(Board Policy 7:290)

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school guidance office.

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

This policy in its entirety can be found on the district website.

# TESTING

## **STANDARDIZED TESTING**

(Board Policy 6:340)

Students and parents/guardians should be aware that all students will take standardized tests throughout the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

# TESTING

## **Final Exams**

1. Grading: Each nine week period is 40% of the final grade and the final exam is worth 20%. A student could mathematically pass the class for the semester even if they failed both nine weeks.
2. A student who purposely misses an exam will be given a “0” and will be considered truant.
3. Students who are not exempt must take a final in class on the scheduled day and time.
  - a. Project finals are OK, but there must be some component taken on the scheduled day and time.
  - b. Finals CANNOT be remote.
4. Students must stay in their classes the entire exam period..
  - a. E-hallpass will be shut off.
  - b. They have 10 minute passing periods and should plan accordingly.
  - c. Students should NOT be let out early.
  - d. Students should NOT be allowed to call or text parents when their finals are complete so they can be picked up early. The use of cell phones is still prohibited.
    - i. Students should continue to use proper procedures and come to the office to use the phone and sign out.
    - ii. Parents who arrive to pick up students will have to wait until the class period is over.
5. Students cannot move finals around to get a longer break. It must be during the scheduled day and time. They cannot be taken early without administrative approval.
  - a. REMINDER: Clearance slips will not be granted on Final Exam days, per the student handbook.
  - b. If administrative approval is given teachers will receive notification from the office.
6. Students do not have to report to school until their first exam of the day.
7. Students may leave campus during lunch time.
  - a. Students who leave early for lunch must follow the procedures below:
  - b. After the final report directly to the sign out table in front of the library.
  - c. Exit immediately through N1 or E2 doors.
  - d. Upon return students should report directly back to the sign in table in front of the library.
  - e. Remain in the Commons until lunch is over.
  - f. Students who fail to return in time will be considered tardy and may lose off campus lunch privileges.
  - g. Students who fail to sign in or out may lose off campus privileges and/or finals exemptions.



# TESTING

## ***Final Exams continued***

8. Students reporting to school during exam time should follow the procedures below:
  - a. Enter N1 (circle drive) or E2 (Visitor and staff parking)
  - b. Report directly to the sign in table in front of the library.
  - c. Have a seat in the Commons until the bell rings.
9. Students leaving early from exams should follow the procedures below:
  - a. After the final report directly to the sign out table in front of the library.
  - b. Exit immediately through N1 or E2 doors.
10. Exemptions (all exemptions are void if finals are required for dual credit)
  - a. Seniors may opt out of a SECOND SEMESTER final exam (if not a graduation requirement) if they have an “A” average for the semester, in that class, and have NO unexcused absences and NO outstanding detentions.
  - b. Attendance Incentive
    - i. Students who have 3 or less absences and 1 or fewer tardies in a class will not be required to take the final exam, if:
      1. They are passing the class.
      2. They have no major behavior referrals.
    - ii. Students in dual credit classes will still have to take the exam per Lakeland requirements.
      1. These students can take their final exam prior to the high school final exam days, so they can partially earn the incentive.
    - iii. This will be by the hour. Teachers can see the number of absences and tardies in Lumen.
      1. Teachers should keep students informed of their absences and tardies.
    - iv. Excused and unexcused absences count toward the 3 days.
    - v. School business, field trips, college days, etc do not count toward the three days.
    - vi. Students who want to take the final exam can do so.
      1. In these circumstances the exam can only help their grade.
  - c. SAT Incentive
    - i. A student who scores proficient (540) on the SAT in Math or English will not be required to take the final in that subject their senior year (unless dual credit).
    - ii. A student who scores proficient (540) in both Math and English will not be required to take any finals their senior year.
    - iii. Students who want to take the final exam can do so.
      1. In these circumstances the exam can only help their grade.
  - d. Students are strongly encouraged to track their eligibility for these exemptions and ask questions when appropriate. Do NOT wait until the last minute!

# SIGNS/PUBLICATIONS

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

## School-Sponsored Media

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

- Is libelous, slanderous, or obscene;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or State law, including the Constitutional rights of third parties; or

Incites students to:

- Commit an unlawful act;
- Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; or
- Materially and substantially disrupt the orderly operation of the school.

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

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

# SIGNS/PUBLICATIONS

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

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

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District. Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright; Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
3. Is reasonably viewed as promoting illegal drug use;
4. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
5. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

# SIGNS/PUBLICATIONS

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

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members. School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

(Board Policy 7:315)

# LOCKERS

Lockers are made available to students on the basis that school officials reserve the right to inspect lockers and their contents at any time. Students should report locks to the office that are not working correctly so a new lock can be issued. **Students MUST keep this lock on their locker at all times. Failure to comply with this directive may result in disciplinary action.** Intentional abuse of lockers can also result in a fine being assessed to cover the cost of repair or replacement.

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

**Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. No backpacks of any type are to be used to transport clothing to and from the gymnasium (this includes the string type). Special circumstances will be reviewed by the administration on an individual basis.** School officials may conduct an investigation.

# SEX EDUCATION

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

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

# VIDEO SURVEILLANCE

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

# INAPPROPRIATE ITEMS

Items such as dice, playing cards, skateboards, hoverboards and scooters are prohibited at school. Fidget spinners are also prohibited in the classroom unless permitted by an IEP, 504 Plan, or doctor note. These items, and others as determined by the administration, interfere with the educational process and/or present a safety problem. If these items are present, they will be taken from the student and placed in the office for return upon parental request.

# LIBRARY (LOST MATERIALS)

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

# PUBLIC DISPLAY OF AFFECTION

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

# REFUSING TO DO CLASS ASSIGNMENTS

(Board Policy 6:290)

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

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

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

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

# SWEARING & OBSCENE LANGUAGE

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

# THEFT & VANDALISM

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

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

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





This handbook reflects the current policies and practices of Pana High School. The Administration reserves the right and obligation to change or amend this handbook when necessary.

It is impossible to list every possible infraction that could occur during a school year, but a good attempt has been made to inform students of some of the do's and don'ts relating to school policy. Those violations occurring which are not part of the booklet will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in the handbook.

For the most part, we are proud of the way our high school students handle themselves and it is hoped that very little of what has been written concerning discipline will have to be applied. Parents and students should read through this handbook so they may understand what is and is not accepted here at Pana High School.

Kevin McDonald, Principal  
Autumn Amling, Assistant Principal



# CONTACT US



1 (217) 562-6600



[www.panaschools.com](http://www.panaschools.com)



201 W. 8th St. Pana, IL 62557



PANA CUSD #8

# THANKS YOU