

2022-2023 Handbook Changes

I. Schedule Change to accommodate the new RtI and Credit Recovery

REGULAR CLASS SCHEDULE

Period 1	8:00 – 8:45
Period 2	8:50 – 9:35
Period 3	9:40 – 10:20
Period 4	10:25 – 11:10
Period 5	11:15 – 12:00
Period 6	12:05 – 12:50
Period 7	12:55 – 1:40
Period 8	1:45 – 2:30
Period 9	2:35 - 3:20

EARLY DISMISSAL

Period 1	8:00 – 8:45
Period 2	8:50 – 9:35
Period 7	9:40 – 10:25
Period 4	10:30 – 11:15
Period 5	11:20 – 12:05
Period 6	12:10 – 12:55
Period 8	1:00 – 1:45
Period 9	1:50 – 2:35

THREE HOUR EARLY DISMISSAL

Period 1	8:00 – 8:28
Period 2	8:33 – 9:01
Period 7	9:06 – 9:34
*Period 4	9:39 – 10:07
*Period 5	10:12 – 10:40
*Period 6	10:45 – 11:13
Period 8	11:18 – 11:46
Period 9	11:51 – 12:20

II. Change to the attendance policy to allow us to tighten the screws on attendance and align us with the policies of our truancy and RAP reps from ROE #3. Attendance is a major factor in the graduation rate.

VI. ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six 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.

UNEXCUSED ABSENCES or UNEXCUSED TARDIES to school (even with parental consent) include such things as: working, missing the bus, **driving parents to work**, oversleeping, 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 ~~before or by the end of the first quarter of the school year~~, a letter of warning will be

sent to the parent/guardian. If a student accumulates **nine (9) absences before or by the end of the first semester of the school year**, 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**. ~~If a student accumulates fifteen (15) absences before or by the end of the third quarter of the school year, a letter will be sent to the parent/guardian and verification by a physician WILL continue to be required for the remainder of the school year if the absence is to be excused.~~

~~Please note that if a student is absent from school after receiving a fifteen (15) day notice, a parent/guardian call/note is still required. If no call/note is received, the student will be considered truant, and will may be reported to the truant officer for possible legal action.~~

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.

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

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.

Clearance slips will not be granted on school-wide testing days. This includes the Final Exams, 3 MAP testing dates, Illinois Science Assessment, 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. Bring a signed note from a parent or guardian with you to the office.~~ **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.

III. **Dress code was altered to allow for uniform and consistent enforcement of the code agreed upon by the stakeholders.**

Hats, bandanas, **and** sunglasses ~~and having hoods on hoodies up~~ 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.**

- IV. Water Bottles: This is a completely new addition to the handbook. During Covid students became accustomed to carrying drinks. The student and teacher reps asked for this addition when the handbook committee met.**

WATER BOTTLES AND DRINK CONTAINERS

Students will be permitted the privilege to carry water bottles and/or cups with lids throughout the day. Classroom teachers may request that the containers be stored under student desks or at a pre-assigned area in class. Students who use the drink containers to cause a classroom disruption may be subject to disciplinary consequences, up to and including, loss of the privilege to possess the drink container.

- V. Credit Recovery and Non-District Credit. This section was added to provide clarity for our credit recovery and the potential for non-district credit experiences. This brings us in line with district policy and school code.**

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 course work is completed with a passing grade.
3. All credit recovery must be completed 2 weeks prior to the end of the school year.
4. Students have 60 days to complete a course once enrolled. **Students are responsible for keeping track of their progress.**
5. 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

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.

VI. Addition to Lunch and Cafeteria Rules. The previous section was eliminated and this addition was added to bring cafeteria procedures in line with *Public Act 100-1092*.

Once a student owes money for meals or snacks that is in excess of the equivalent of the amount charged a student for 5 lunches parents may be contacted to attempt collection of the amount of the owed money and to request that the parent or guardian apply for meal benefits in a federal or state child nutrition program. *Public Act 100-1092*

~~No charges will be allowed to anyone with a \$0.00 balance (except students on the free/reduced plan for meal only no snacks). The student will be informed that he/she should bring a sack lunch until money has been deposited into the lunch account. If emergency circumstances exist, the head cook, principal or food service manager should be contacted. Monies in an account will rollover to the next year (seniors will get a refund).~~

VII. Panther Perks were eliminated. The addition of the credit recovery and Rtl programs were a major factor in the elimination of the program.

VIII. Changes to the Types of Disciplinary Action. Prescriptive discipline was removed to bring the handbook in line with Senate Bill 100.

Exclusion from Class

Teachers at Pana High School have the authority to exclude from class, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Types of exclusion include ~~putting a student in the hallway~~, sitting in the office for that class period or spending that class period in AES. Students who continually misbehave or disrupt class **may be subject to disciplinary consequences.** ~~can be suspended from the class and sent to AES since there are no study halls. The first suspension will normally be from one (1) to three (3) days. Additional disruptions will result in the student being suspended progressively from one (1) week to a month. Students can be removed from class permanently for gross misconduct. During the time of the class suspension, students can get assignments from the teacher before or after class or school. It is the student's responsibility to get assignments.~~

Detention

There are two types of detention: teacher issued and administrative. Teacher issued detentions should be served with that teacher unless other arrangements have been made. Administrative issued detentions are to be served in the commons area, Monday – Friday, from 3:30 – 4:30 p.m. After school detentions must be arranged with the administration. Only in emergency situations will consideration to reschedule a detention be available and must be approved by the administration.

~~More than two (2) hours of **unserved** detention will result in a Saturday School being assigned for the first offense. The second offense, and any more offenses of excessive detention thereafter, will result in more severe disciplinary action. **Failure to serve assigned detention may result in additional disciplinary action.**~~