

DISTRICT MISSION STATEMENT

Working in partnership, PCUSD #8, students, parents, and community members will each do his/her part to ensure learning and success.

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.

WELCOME

We welcome you to the new school year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

Be proud of your school. Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to them.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school. You have the opportunity to write your school record only once, and once it has been written, it can never be changed. Remember, that your success in this school will be directly proportional to your efforts.

BOARD OF EDUCATION

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

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

Mr. David Koontz, President
Mr. John Metzger, Vice-President
Mr. Clint Foor, Secretary
Dr. Wilfred "Bill" Beyers
Mr. Aaron Schafer
Mrs. Rosemary Carlson
Mr. John McLeod

ADMINISTRATION

Dr. David Lett, Superintendent
Mr. David Dively, Assistant Superintendent
Miss Gayle McRoberts, Principal
Mr. Heath Strom, Assistant Principal

IMPORTANT PHONE NUMBERS

Pana High School	562-6600
Attendance Office	562-6600
Pana High School Fax	562-6714
Transportation Office	562-1527
Pana Unit Office	562-1500
Pana Junior High School	562-6500
Lincoln Elementary School	562-8500
Washington Elementary School	562-7500
Jefferson Middle School	567-3121
Pana Adult Center	562-6695
Christian County Crime Stoppers	824-9100
Christian County Mental Health	824-4905
State Police Violence Hotline	1-800-477-0024
Child Abuse Hotline	1-800-252-2873

FACULTY/STAFF

Gary Ade, Athletic Director
Susan Barr, Teacher Aide
Holly Bauman, Agriculture
Laurie Berns, Mathematics
Amanda Bjorling, Librarian
Steve Bonser, Industrial Technology
Amanda Bowker, Health & Physical Ed.
Gary Bowker, Physical Ed. & Mathematics
Julie Cline, Social Studies
Marci Cole, Vocal Music
Mary Cothorn, Health, Physical Ed., Yearbook
Greg Cothorn, Science
Stephanie Day, English
Mary Beth Denton, Teacher Aide
Diane Hankins, Social Studies
Kathy Hanners, Art
Brad Hilbert, Driver Education
Cathy Jones, AES
Kelly LeDuc, Teacher Aide
Matt Lesko, Spanish
Joyce Luzader, Science
Adam Magliari, PE, Driver Ed.
Dustin McDonald, Mathematics
Jeanette McGavic, Home Economics
Keri Miller, Athletic/Guidance Secretary
Amy Mitchell, English
Mary Morrell, Special Education
Deborah Pastor, Mathematics
Anna Patton, English
Brenda Riley, Administrative Assistant
Lynn Rochkes, Nurse
Joan Saatkamp, Special Education
Debra Sims, Business
Amanda Skinner, Special Education
Stacy Smedley, English
Lori Smothers, Special Education
Bonnie Sowarsh, Guidance Counselor
Deeanna Stalets, English, German
Theresa Steiner, Instrumental Music
Heather Strom, Guidance Counselor
David Svezia, Social Studies
Anita Thompson, Business
Carena Watson, Business
Tony Whetsell, Distance Learning Lab
Norman Wilson, IT Essentials, Science
Brian Wood, Agriculture

CAFETERIA PERSONNEL

Vicki Coultas (head)
Rhonda Barror
Dale Beeson
Ann Cottrell
Angela Cravens
Gretchen Hocq
Crystal Oreskovich
Frances Sarver

CUSTODIANS

Georganna Fleenor (head)
Randy Casner
Steve Crosby
Tom Foster, Jr.
Eli Weddle

REGULAR CLASS SCHEDULE

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

EARLY DISMISSAL

Period 1	8:15 - - 9:30
Period 2	9:35 - - 10:50
Period 3 (A lunch 10:55-11:25)	10:55 -- 12:50
	(B lunch 11:35-12:05)
	(C lunch 12:10-12:45)
Period 4	12:50 -- 2:05
Study Hall	2:10 - - 2:30

THREE HOUR EARLY DISMISSAL

Period 1	8:15 - - 9:10
Period 2	9:15 - - 10:10
Period 3	10:15 -- 11:10
Period 4	11:15 -- 12:15

GENERAL POLICIES & PROCEDURES

I. ACADEMIC PROGRESS REPORTS

Students who attend Pana High School are notified of their academic progress eight (8) times during the school year (each mid-term and quarter) by the administration. At the request of a parent/guardian, grades can be printed out on a more regular basis.

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.

II. 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.

III. 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.

IV. ADDRESS/EMERGENCY NUMBERS

You will be asked to list your address, phone number, 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.

V. 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.

VI. ATTENDANCE

The school day begins at 8:15 a.m. and ends at 3:15 p.m. The school district operates under the authority, policies and laws set forth in the School Code of the State of Illinois.

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

In accordance with Illinois State compulsory attendance laws, high school students must attend school for three hundred (300) minutes per day. Therefore, if a student misses **SIXTY-ONE (61)** minutes during the school day, he/she will be considered absent one-half (1/2) day.

A. ATTENDANCE POLICY

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, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student." **Court appearances and medical/dental appointments will be excused only if cleared through the office and verified with the proper paper work.**

UNEXCUSED ABSENCES or UNEXCUSED TARDIES to school (even with parental consent) include such things as: working, missing the bus, oversleeping, shopping, car trouble, recreational activities (i.e. hunting), personal appointments, senior pictures, needed at home (to baby-sit, wait for repairman, run errands, etc.), skip days, college visits and vacations out-of-town (unless excused prior to absence), other avoidable absences, etc.

If there is a 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 get an unexcused absence cleared. **No credit will be given to work missed due to an unexcused absence.** A student is unexcused (truant) 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 sixteen (17) years of age and who are absent ten (10) consecutive school days shall be dropped from the attendance rolls.

B. EXCESSIVE ABSENCES

According to the Illinois School Code, a "chronic or habitual truant" is defined as a child subject to compulsory school attendance and who is absent from school for 10% 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.

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 ten (10) absences before or by the end of the first semester of the school year, a letter will be sent to the parent/guardian and verification by a physician **MAY** be required in those circumstances that warrant it. 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** 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.

Any student that 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. Teachers have the option of not signing the clearance based upon the student's academic performance. (**ie: a cumulative grade of low D or F**) any teacher who does not sign the clearance will give the student an unexcused absence from that class.

D. HOW TO REPORT AN ABSENCE

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

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

E. CLEARANCE SLIPS

Students who are going to miss school for family vacations, all day medical or dental appointments, college days, interviews, field trips, funerals, etc., should bring a note from their parents 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. College clearances must be approved through the high school guidance counselors and are limited to two (2) per year unless cleared by a counselor. College days may be denied to those students with excessive absences.

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

F. LEAVING & RETURNING TO SCHOOL

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

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

G. TARDIES TO CLASS

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

- 1st tardy = warning
- 2nd tardy = warning
- 3rd tardy = 30 minute detention
- 4th tardy = 60 minute detention
- 5th tardy = 120 minutes detention
- 6th tardy = Saturday detention
- 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.

VII. 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 \$8.00 per semester hour will be assessed for dual credit classes. 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 not 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 one-half of the bill (full tuition if the class is dropped after the deadline). Also, there will be limited opportunities to drop these classes once enrolled. Students may only enroll in two (2) internet classes per semester during the school day. Juniors may take these courses if approved by a counselor. Attendance and grades are factors taken into consideration.

Students taking college classes outside of the scope of the school day must submit their grade(s) to the guidance office upon completion of the course to receive high school credit.

VIII. 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. 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.

IX. DRESS CODE

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

- NO excessively dirty or torn clothes.
- NO pants, shorts, shirts or blouses that are either too short or reveal the back, belly, breast areas (cleavage) or buttocks. All tank tops are prohibited for boys and girls.
- NO excessively baggy pants and NO pants worn around the buttocks exposing undergarments. NO pants with holes/tears may be worn if the holes/tears are above the knees.
- NO Pajama's may be worn to school unless approved by the administration.
- NO obscene, degrading or highly suggestive sayings on apparel will be allowed (i.e Playboy Bunny, Hooters, etc.). In addition, vulgar patches or pins or clothing that advertises illicit substances is not permitted (this includes clothing that contains advertising for illegal drugs, tobacco or alcoholic beverages or is suggestive toward these substances. Clothes that advertise or display hate messages, death, suicide or violent messages will not be allowed.
- NO clothes that promote gangs or are worn in such a manner as to promote gang affiliation is not permitted.
- NO clothes that infer or imply inappropriate actions/behaviors as defined in this section.
- No sunglasses, hats, bandannas, sweatshirt hoods, or any other head cover are allowed while in the building.
- Jackets, coats and other types of outdoor apparel should be left in the student's locker during school hours.
- Shoes must be worn at all times.

Any student sent to the office for inappropriate attire will be given the choice of spending the rest of the day in AES. Subsequent referrals will result in more severe forms of punishment.

Students who purposefully wear inappropriate attire to school will either be given additional time in AES or sent home.

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

X. 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 Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

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

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

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as

to whether such hardship continues to exist in accordance with State law. (Board Policy Manual - Section 6:140)

XI. EMERGENCY SCHOOL CLOSING

On certain occasions, school may be closed or starting time delayed. This information will be supplied via your phone number listed in our database. The information may also be accessed via WEGY (100.9 FM) or WTIM (97.3 FM) radio stations, and on WAND (Decatur) and WICS (Springfield) television stations. If no report is made, school will be in session.

XII. EXTRA-CURRICULAR ACTIVITIES

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

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

- Have a physical exam (provided by the school in August or at a doctor's office).
- Have insurance covering accident and injury (a student may take out school insurance or have a form signed by his/her parents confirming the fact that the student is covered under a family health insurance plan/waiver).
- Read and sign the athletic handbook (rules and regulations of sports participation in Pana schools) and have his/her parents do the same. (Students must attend a pre-season rules meeting.)
- Bring his/her birth certificate or a copy to the office so that a copy can be made for the IHSA office.
- Must be passing seven (7) of his/her subjects at the semester to be eligible for the next semester's activities.

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.

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.

XIII. FEES

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

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

XIV. FIELD TRIPS

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

XV. FINAL EXAMS

- 1) All students must take Final Exams in all classes.
- 2) Each nine week period is 40% of the final grade, and the final exam is worth 20%.
- 3) Seniors may opt out of a FIRST SEMESTER final exam (if not a dual credit class or graduation requirement) if they Meet/Exceed the State Standards in all areas on the PSAE Test. Seniors may opt out of a SECOND SEMESTER final exam (if not a dual credit class or graduation requirement) if they have an "A" average for the semester in that

class and have NO unexcused absences and NO outstanding detentions.

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

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

XVI. GENERAL GRIEVANCE PROCEDURES

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

- Teacher involved
- Building administrator
- District superintendent

XVII. GRADING SYSTEM

Each quarter (9 weeks), and mid-term, report cards are prepared to communicate your progress to your parents. The grades on these cards will represent your achievement in the courses you are taking. This achievement is based on such factors as: tests, quiz grades, class discussion, daily homework, participation in class activities and presence in class. All grades **CAN** be affected if you have excessive excused absences. In addition,

students with **TRUANCIES** will NOT receive credit for assignments missed. Students who are **TRUANT** have made a conscious choice to not be present and not to participate.

An out-of-school suspension constitutes a disciplinary action that may affect academic progress. Students will be allowed to make up assignments and tests that are due during the suspension. All assignments due during the suspension must be turned in on the day the student returns from suspension. Half (1/2) 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 be given for tests). However, any student suspended because he/she walks out of the office while being disciplined, or leave's the building prior to being disciplined, will not be allowed to make up any work.

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.

B. PASS/FAIL

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

C. HONOR ROLL

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

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

D. GRADUATING WITH HONORS

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

- **Exceptional Honor 4.0 or higher**
- **Honor 3.25 – 3.99**

XVIII. GRADUATION REQUIREMENTS

Students must register for eight (8) academic subjects. All subjects will receive semester credit (1/2 each semester). Graduating seniors must obtain twenty-eight (28) credits in academic subjects including: four (4) years of English, two (2) years of science, three (3) years of mathematics, two (2) years of social studies (including American History for one (1) credit and one-half (1/2) credit of American Civics), one-half (1/2) credit in health, one-half (1/2) credit of consumer education, one-half (1/2) credit of keyboarding, (1/2) credit of computer applications and one-half (1/2) credit Freshman Seminar. In addition, all students must have one (1) credit in either fine arts (band, chorus, art), vocational (agriculture, industrial, home economics, or business) or foreign language. Students must also take driver education (bookwork) and take and pass four (4) years of physical education unless exempted.

Students will not be socially promoted to the next grade level. A student must earn six (6) credits to become a sophomore, twelve (12) to become a junior, and twenty (20) to become a senior. (Exceptions may apply in transfer situations).

No student will be allowed to graduate early. In extreme cases, a student may petition the Board of Education if he/she needs to graduate early.

XIX. GUIDANCE DEPARTMENT

Counseling Service is available to all students. 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. Appointments can be made by requesting a pass from your teacher, the office personnel, or the counselors.

XX. HOMEBOUND INSTRUCTION

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

XXI. INSURANCE

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

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

XXII. INTERNET & COMPUTER POLICY

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

Privileges:

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

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.

Unacceptable Use:

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked
- n. Vandalizing and/or damaging any part of a computer.***

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

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

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

Before using the Internet, it is required that all students sign and have their parents sign the Authorization for Internet Access Form. The form lists many of the terms and conditions mentioned above and once completed, gives permission for the student to access the Internet at times scheduled by the staff of Pana High School. (Board Policy - ref. 6.235-E2)

XXIII. LOCKERS

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

Locker searches are conducted periodically in an attempt to locate lost or stolen items, overdue library books, items or substances which can be dangerous to other students (knives, guns, drugs, etc.) school regulated materials, or to check the

general condition of the locker and its contents. Because lockers are school property, they may be searched at any time. Students are reminded to leave materials at home that are prohibited at school. It is normally assumed that materials found in a student's locker are his/her possessions unless he/she can prove otherwise. Students are also reminded to keep their locker clean and free from graffiti and cluttering. ***Book bags and purses are to be left in the locker during the day.***

XXIV. LUNCH & CAFETERIA RULES

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, 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 the 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.

Students may bring sack lunches and must eat these in cafeteria at lunch tables. Students may not have commercially prepared food delivered without the permission of the administration.

The entire Pana School District is on an automated lunch program. Our recommendation is that lunches be paid at least a week in advance (payment should be made before school or during the homeroom period). The student's account is reduced by the cost of lunch each day. Students on the free/reduced lunch program will still need to maintain funds in their account if a student expects to purchase any item that is not a part of the regular plate lunch.

No charges will be allowed to anyone with a \$0.00 balance (except students on the free/reduced plan – for meal only – no snacks). Students without money in their account will be given a cheese sandwich and a carton of milk. 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).

XXV. NURSE - HEALTH RECORDS

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

ADMINISTERING MEDICINE TO STUDENTS

Teachers and other non-administrative school employees, except certified school nurses, will not be required to administer medication to students. Parents and/or guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. **The school medication authorization form must be completed and signed by the legal guardian.** Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

If the family physician and parents feel that it is important for a student to receive medication during school hours, the doctor, with the medication, should send the following information to school.

1. Amount to be given at one time.
2. Time of day to be given.
3. Duration of time that medication is to be taken.

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

IMMUNIZATIONS

All students must have proof of immunization by **the first day of school.** If you have any questions, call the school nurse.

PHYSICALS

Athletic physicals are provided in August before practices begin. Schedules will be made public through the local media.

School physicals. All incoming freshmen and new students from out-of-state must have a physical prior to the start of the school year.

VISION AND HEARING

Health screenings including vision and hearing may be done and/or requested during the school year.

XXVI. PHYSICAL EDUCATION

All students are required to take four (4) years of Physical Education. A uniform consisting of an orange shirt and blue shorts is required. The students' last name should appear on the back of the shirt, while the shorts should include his/her initials.

Failing to dress out for P.E. will result in the students' grade being lowered.

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

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

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

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

XXVII. 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).

XXVIII. SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a 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.

XIX. SEARCH AND SEIZURE

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

A. SCHOOL PROPERTY

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

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

B. 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.

When feasible, the search should be conducted as follows:

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

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

C. SEIZURE OF PROPERTY

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

(Board Policy Manual: 7.140)

XXX. SEX EDUCATION INSTRUCTION

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

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

XXXI. 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. Signs should be put on the walls with "ticky tac" not tape.

Students that would like to have personal publications distributed must have the approval of the administration and must include their signature.

XXXII. SPECIAL EDUCATION

A variety of Special Education services are provided by Community Unit No. 8. Pana is a

member of the Mid-State Special Education Cooperative. Some of the services provided are: speech therapy, hearing therapy, social services, counseling services, services for the physically handicapped and classes for the trainable mentally handicapped, educable mentally handicapped, learning disordered and behaviorally disordered. Additional services available may have been omitted. Please call 824-8121 (Mid-State) or Pana High School if you have further questions relating to the services provided by Mid-State. Students in need of special help can be referred by school staff members, parents or personnel outside Pana Community Unit No. 8 who have knowledge of students needing special assistance in one or more areas.

Education of Children with Disabilities

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

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

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

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.

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.

XXXIII. STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grade eleven (11) will take standardized tests on April 24 & 25. 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, including # 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

XXXIV. STUDENT ID CARDS

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

XXXV. STUDENT RECORDS

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

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

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

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

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

XXXVI. TELEPHONE

Students may use the school telephone to make local calls only when they have a legitimate reason

for doing so. Before school, at noon, and after school are the best times to use the phone. Students must obtain permission from their teacher first before coming to the office to use the phone. Students who abuse the use of the telephone will be restricted from using it. If a long distance call must be made, the student will have to call collect or give a credit card number. Telephone messages from home will be delivered by the office. Students will be called out of class only for an emergency. Students should not use the telephones in the classrooms unless they have teacher permission.

XXXVII. TITLE IX & SECTION 504

All educational opportunities at Pana High School will be offered without regard to race, color, national origin, sex or handicap.

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

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

XXXVIII. TRANSFERRING

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

Transferring Out: Parent(s)/guardian(s) of a student transferring from the district should give the building principal written notification of their intent to transfer, pay outstanding fees or fines, sign a release form, and return all school-owned property.

Within ten (10) days of a transfer notification, the building principal shall send to the district in which the student will or has enrolled, an unofficial record of the student's grades, and most current standardized test reports. Within ten (10) days after the student has paid all outstanding fines and fees, the principal shall mail an official transcript of the scholastic records. Parent(s)/guardian(s) can receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them if requested.

XXXIX. VEHICLES

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

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

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

XL. VIDEO SURVEILLANCE

There is a video surveillance system both inside and outside of the high school building. Video

recordings can and will be used during any investigation.

XLI. VISITORS

Any person, including parents, should report to the office when visiting the school during regular school hours. Any student that wishes to have a friend visit during regular school hours must get permission from the administration prior to the day of the visit.

CONDUCT CODE

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

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

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

It is impossible to list every possible infraction that could occur during a school year. Those violations occurring that are not part of this conduct code will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in the handbook. **It should be noted that disciplinary action may carry over from year to year depending upon the infraction.**

Types of Disciplinary Action

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 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 issued. 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 7:00 – 8:00 a.m. or 3:00 – 4:00 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, may result in an out-of-school suspension.

Alternative Educational Setting (AES)

Alternative Educational Setting (in-school suspension) is used as a pre-requisite to suspending a student from the school premises. The student must sit in the AES classroom and work on his/her assignments for that day. Full credit may be given if he/she completes the assignments for that day. Each student assigned to AES must complete a Detention/Suspension Learning Packet prior to working on homework assignments. It is expected the student stay busy and cause no disruption. One restroom privilege is given in the morning and one in the afternoon. Students assigned to AES eat lunch at a different time and location than other students. If a student walks out of AES, it will be dealt with as a truancy violation. If a student demonstrates that he/she cannot follow the rules of AES, suspension from school will likely result. In addition, any student that refuses to go to AES will be suspended out-of-school for DOUBLE the length of the AES stay. The student will not be allowed to make up any of the work that is missed during this suspension. Any student who intentionally breaks a school rule(s) in order to be sent to AES will be sent home and serve an out-of-school suspension.

Saturday Detention

Saturday detentions can be assigned for a number of offenses. Teachers supervise the Saturday detention period which normally runs from 8:30 a.m. to 12:00 p.m. Students are to bring something to read or study to the Saturday detention period. Students and parents will be notified of the date the student is to serve his/her Saturday detention. Failure to comply with detention rules can result in the student being sent out of the Saturday detention period and more punishment will be given.

Out-Of-School Suspension

Out-of-school suspensions are used for the most

severe and/or repeated disciplinary offenses and can be from one to ten days. While suspended from school, a student may not be on any Pana Community Unit District #8 school grounds or be in the school building at any time. A suspended student may not attend any extra-curricular events (athletic events, dances, club meetings, etc.).

Alternative School Options

Pana CUSD #8 may provide an Alternative School option for students whose behavior and conduct do not meet the standards of the Pana School District. The Christian-Montgomery County Alternative School is located in Nokomis and the Bridges Alternative Education Program is located in Shelbyville. Transportation is provided by the school district to both locations. There is a referral process and a student's conduct and disciplinary record is reviewed before steps are taken to enroll the student. The Alternative Schools were established as an option for Boards of Education considering the expulsion of a student from the public school setting for chronic and severe misconduct. If the student meets the behavior and conduct guidelines of the Alternative School he/she would be allowed to enroll back in his/her original school district after an agreed upon period of time. Failure to meet the guidelines and standards of the Alternative School can result in the student being expelled from school. Students under 17 years of age would still be required to receive education in another setting as required by state law.

It should be noted that any student placed in an Alternative School setting (including GED and ALE programs) may not be on school property or attend any school activities until such a time when Alternative School services are terminated.

Expulsion From School

The Pana Board of Education must act on a recommendation from the school principal before any student can be expelled from school. The parent/guardian and child are entitled to a hearing with regard to the matter which caused the expulsion recommendation. An expulsion from

school is a very serious matter and is only considered when a student's behavior is extreme and grossly interrupts the educational process or threatens the well-being of those in the school setting.

DUE PROCESS REGARDING SUSPENSIONS

(Board Policy Manual: 7.200)

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.

DUE PROCESS REGARDING EXPULSIONS

(Board Policy Manual: 7:210)

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

PROHIBITED STUDENT CONDUCT

(Board Policy Manual: 7:190)

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled

substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be

considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY ACTIONS

(Board Policy Manual: 7:190)

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

Weapons

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 at least one calendar year but not more than 2 calendar years:

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior

request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

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

DELEGATION OF AUTHORITY

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus,

up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. (Board Policy Manual: 7.190)

OTHER STUDENT CONDUCT ISSUES

Bullying, Intimidation & Sexual Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the

services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Bus Conduct

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

1. Prohibited student conduct as defined in the Board policy, 7:190, Student Discipline.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.

5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Any suspension from a school bus will result in loss of privilege to ride the bus to and from any and all extra-curricular activities during such suspension.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the video recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. (Board Policy Manual: 7.220)

Conduct At School-Related Events

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

Fighting

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

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

Gum/Candy/Soda/Food In School

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

Inappropriate Items

Items such as compact disc players, IPOD's, MP3 players, headphones, cameras, video games, dice, playing cards, skateboards and scooters are prohibited at school. These items, and others as determined by the administration, interfere with the educational process and/or present a safety problem. If these items are present, they will be taken from the student and placed in the office for return upon parental request.

Library (Lost Materials)

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

Lighters & Matches

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

Public Display Of Affection

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

Refusing To Do Class Assignments

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 are aimed at school personnel.

Theft

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

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

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.

Gayle McRoberts, Principal

