

“Pride In Excellence”

This handbook should not be interpreted as a contract of any kind and may be changed by the Board of Education or administration at any time.

WELCOME TO PRAIRIE CENTRAL HIGH SCHOOL

MESSAGE FROM YOUR PRINCIPAL

The faculty, staff, and administrative team look forward to a productive year at Prairie Central High School. The goal of this team of educators is to provide our students with the opportunities conducive to having successful academic and extra-curricular experiences during their time at PCHS. In order for this goal to be reached, a consolidated effort of parents/ guardians, teachers and community stakeholders must be directed toward the educational and social progress of our students.

At the foundation of this success, is a classroom environment that allows our educators to focus on directing the learning of our students. Our student handbook provides a framework of district expectations and consequences. The driving force of these expectations is providing all students with a safe and secure learning environment.

Please become familiar with the expectations of the district as outlined. We all expect great things from our school system and parent/ guardian support is where it all begins. We Believe In You.

It is a great day to be a Hawk!

Sincerely,
Mr. Brad Allen
Principal

PRAIRIE CENTRAL HIGH SCHOOL CODE OF ETHICS

PREJUDICE

I will accept people for their merits, regardless of race, religion, or nationality.

INTEGRITY

I will be honest and fair in dealing with other people. I will set high moral standards for myself and will not let the crowds control my actions.

RESPECT

I will hold the advice and opinions of my elders, especially my parents, in high regard. I will be courteous at all times, always respecting the rights of others.

RESPONSIBILITY

I will fulfill my responsibilities and obligations to my parents, school, and community. I will be responsible for my actions at all times.

FRIENDLINESS

I will maintain a friendly attitude toward everyone and will discourage cliques.

SPORTSMANSHIP

I will treat all players and fans of opposing teams as guests, show self-control at all times, and accept the decision of the officials as final. I will be modest in victory and gracious in defeat.

APPEARANCE

I will maintain high standards in my grooming and appearance, realizing that the way I dress influences the way I feel and act.

ACCREDITATION

Prairie Central High School is accredited by the State Department of Public Instruction. Graduates of our high school are guaranteed recognition by all colleges, universities, and professional schools.

BOARD OF EDUCATION

Ted Bachtold	Corey Steffen	Mark Slagel
John Wilken	Tim McGreal	Ann Steidinger
Brian Plenert		

ADMINISTRATIVE STAFF

Paula Crane, Superintendent
Brad Allen, Principal
Joshua Krone, Dean of Students
Christopher Harper, Athletic Director

OFFICE STAFF

Becky WebsterMain Office Secretary
Marcia FreedMain Office Secretary
Sharon McGuireLibrary/Office Secretary

STATEMENT OF PHILOSOPHY

The public schools are in truth “the people’s schools.” The Prairie Central Unit No. 8 Board of Education recognizes this and is committed to seeing that all children receive an education appropriate to their individual abilities. The board accepts its leadership role and shall attempt to keep itself informed of the educational hopes and desires of the people of the school district.

The board believes that it is responsible to the people and should reflect the current opinions and views of the school district as well as look to the future and anticipate changes on the educational horizon. Consequently, the board’s leadership role and responsibility to the people requires support for those educational policies and procedures necessary to promote an adequate education for the students of this school district based upon both present and future needs.

As guides to the attainment of objectives, the board accepts what it believes to be the following self-evident truths:

1. Public education is an institution established by the people to perpetuate, to improve, and to keep the American Way of Life.
2. Education is life; therefore, it is a part of the process of growth and development that begins at birth and continues throughout life.
3. The public school is only one of the fundamental institutions in our society. The home, the church, the community and the schools all play important roles in the education of children, youth, and adults.
4. In its broadest sense, citizenship education in the American way of life is the aim and end of our educational system. Therefore, citizens have to be grown by a process in which they find it worthwhile to govern themselves.
5. We are committed to the education of all the children of all the people in our kind of society; therefore, we must provide a broad general program of education in the elementary and secondary schools.
6. All children and youth must have a good foundation of knowledge, attitudes, and skills.
7. The facts of individual differences require that subject matter be adapted to the needs and abilities of learners. The gifted and the slow should be discovered, encouraged, and challenged, but not completely segregated in our kind of society.
8. Desirable change in education can be increased by the free exchange of ideas, active participation, and adequate understanding of all the people in our community.

GOALS

1. Develop reading, writing, speaking, and listening skills.

- a. Develop ability to communicate ideas and feelings effectively.
 - b. Develop skills in oral and written English.
 - c. Develop standards for evaluation of all communication media, and ability to use this information to arrive at reasoned conclusions.
2. Develop in each student a feeling of self-worth and a positive attitude toward learning.
 3. Develop in each student the ability to be self-disciplined, to think clearly, logically, and in an independent manner.
 - a. Develop a moral and ethical sense of values.
 - b. Develop ability to accept responsibility for personal conduct.
 - c. Develop standards of personal character.
 4. Develop the ability to get along with people with whom he or she works and lives.
 - a. Develop appreciation for the individual.
 - b. Develop respect for worth of minority opinions with an understanding for those with whom he or she differs and ability to accept majority decisions.
 5. Develop appreciation of culture and beauty in the world.
 - a. Develop ability for self-expression through various media art, music, writing, drama, etc.
 - b. Develop special talents in those individuals having unusual abilities in expression through the arts.
 6. Develop information necessary for the job selection.
 - a. Promote self-understanding and self-direction in relation to occupational interests.
 - b. Develop the ability to use counseling from school, home, and community in making job choices.
 7. Develop appreciation and an intelligent attitude toward the use of natural resources.
 8. Develop ability to be a good citizen.
 - a. Develop an awareness of civic rights and responsibilities.
 - b. Develop attitudes for productive citizenship in a democracy.
 - c. Develop an attitude of respect for personal and public property.
 9. Develop the ability to use leisure time productively.
 - a. Develop a positive attitude toward participation in leisure time activities physical, intellectual and creative.
 - b. Develop appreciation and interests which will lead to wise and enjoy able use of leisure time.
 10. Develop in children, youth, and adults an appropriate understanding of the physical, social, scientific, and economic world in which we live and to assist them to use their energies, abilities, and talents in most effective ways.
 11. Provide physical education, health education, and health services so that every child, youth, and adult will have, as far as possible, robust health and the knowledge and desire to safeguard it.
 12. Prepare children, youth, and adults psychologically for a well-balanced and happy social and family life.
 13. Develop an appreciation of, and minimum competency in, the basic scientific and mathematical principles and operations which are necessary to function in and understand today's world.

2018 - 2019 PCHS CALENDAR

August 13-14	Teachers' Institute (No School)
August 20	First Student Attendance Day
August 20-31	2:10 P.M. dismissal (NO Activity Period)
September 3	Labor Day (No School)
September 14	Homecoming 1:10 Bell Schedule
September 27	P/T Conference: 2:10 dismissal (3:00-6:30 P.M.)

October 8 Columbus Day (No School)
 October 16 K-8 P/T Conferences : 2:10 dismissal
 October 18 K-8 P/T Conferences: 2:10 dismissal
 October 18 End of 1st Term
 November 20 2:10 Dismissal (No Activity Period)
 November 21 FPT (No School)
 November 22-23 Thanksgiving Vacation (No School)
 December 21 End of 2nd Term 2:10 Dismissal (NO Activity Period)
 December 24 – January 4 Winter Break (No School)
 January 7 School resumes at normal time
 January 21 Martin Luther King Day (No School)
 February 5 HS P/T Conferences: 2:10 Dismissal (3:00-6:30 PM)
 February 15 Teachers' Institute (No School)
 February 18 Presidents Day (No School)
 March 12 Freshmen Orientation (5:00-6:30 PM)
 March 15 End of 3rd Term
 March 22 2:10 P.M. dismissal (NO Activity Period)
 March 25-29 Spring Vacation (No School)
 April 1 School resumes at normal time
 April 19 Good Friday (No School)
 April 22 Easter Monday (No School)
 May 19 Baccalaureate
 May 24 End of 4th Term 1:10 Dismissal (No Snow Days Used)
 May 24 Commencement
 May 27 Memorial Day (No School)
 May 28 Teachers' Institute (No School)
 June 3 Last Student Attendance (5 emergency days used)

BELL SCHEDULES

REGULAR SCHEDULE 3:10 P.M.

8:05 A.M. Entry Bell
 8:15-9:40 Block 1
 9:45 - 11:10 Block 2
 11:15 - 1:05 Block 3
 11:15 - 11:35 Group A Lunch
 11:40 - 1:05 Group A Class
 11:15 - 11:35 Group B Class
 11:40 - 12:00 Group B Lunch
 12:05 - 1:05 Group B Class
 11:15 - 12:15 Group C. Class
 12:20 - 12:40 Group C Lunch
 12:45 - 1:05 Group C Class
 11:15 - 12:40 Group D Class

12:45 - 1:05Group D Lunch
1:10 - 2:35Block 4
2:40-3:10Activity Period

1:10 P.M. SCHEDULE (NO ACTIVITY PERIOD)

8:05 A.MDoors Open/Entry Bell
8:15 - 9:20Block 1
9:25 - 10:25Block 2
10:30 - 12:05Block 3
10:30 - 10:50Group A Lunch
10:55 - 12:05Group A Class
10:30 - 10:50Group B Class
10:55 - 11:15Group B Lunch
11:20 - 12:05Group B Class
10:30 - 11:15Group C. Class
11:20 - 11:40Group C Lunch
11:45 - 12:05Group C Class
10:30 - 11:40Group D Class
11:45 - 12:05Group D Lunch
12:10 - 1:15Block 4

2:10 P.M. SCHEDULE (NO ACTIVITY PERIOD)

8:05 A.MDoors Open/Entry Bell
8:15 - 9:35Block 1
9:40 - 11:00Block 2
11:05 - 12:50Block 3
11:05-11:25Group A Lunch
11:30-12:50Group A Class
11:05-11:25Group B Class
11:30-11:50Group B Lunch
11:5-12:50Group B Class
11:50-12:00Break
11:05-12:00Group C. Class
12:05-12:25Group C Lunch
12:30-12:50Group C Class
11:05-12:25Group D Class
12:30-12:50Group D Lunch
12:55 – 2:10Block 4

1-HOUR LATE START SCHEDULE (NO ACTIVITY PERIOD)

9:05 AMDoor Open/Entry Bell
9:15-10:40Block 1
10:45-12:10Block 2
12:15-1:50Block 3
12:15-12:35Group A Lunch
12:40-1:50Group A Class
12:15-12:35Group B Class
12:40-1:00Group B Lunch
1:05-1:50Group B Class

12:15-1:00	Group C Class
1:05-1:25	Group C Lunch
1:30-1:50	Group C Class
12:15-1:25	Group D Class
1:30-1:50	Group D Lunch
1:55-3:10	4th Block

STUDENT RESPONSIBILITIES AND RIGHTS

The Prairie Central Unit No. 8 Board of Education in support of the aims of public education, believe that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education believes also that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from school.

Citizenship and moral responsibilities:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

STUDENT RIGHTS PROCEDURE

EXPLANATION

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

More detailed information is available in the offices of superintendent, building principal, Dean of Students, and in the high school office. Time limits refer to days when school is in session.

Step 1: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within five (5) days of the time when a reasonably alert person would have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2: If the problem is not resolved, the grievance should be referred informally to the Dean of Students. A meeting must be held within five (5) days from notification of referral and an oral response within five (5) days.

Step 3: If the grievance is still not resolved, it should be submitted in writing within five (5) days to the principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and a district representative, and a written response made within five (5) days.

Step 4: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee. A meeting between parties will be held and a written response made within

five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5: If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance in writing to the school board. The board shall consider the appeal within thirty (30) days and a written response shall be given within five (5) days.

CIVIL RIGHTS

PCHS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

- Superintendent
- Principal

WHO OWNS THIS SCHOOL?

YOU DO! Your parents and all taxpayers are legally required to pay taxes that build and maintain this public school system. Everyone pays taxes in one form or another. Therefore, any damage done to these buildings, equipment, buses, or books must be paid for with your tax dollars. It is not enough to refrain from doing those things that increase this cost to your parents, neighbors, and yourself, but you must also help protect the schools by discouraging or reporting such activity by others. **REMEMBER**, most damage to school property begins as innocent fun.

DUE PROCESS

The board will extend to students their full rights as provided by law. It is the board's desire that the exercise of authority necessary in a school setting be fair and that the students' rights be fully protected. To that end, if during the course of investigating student disciplinary situations, it becomes evident that law enforcement authorities are likely to become involved, the investigating administrator will notify the parents or guardians of the involved students prior to contacting law enforcement authorities.

STUDENT DISCIPLINE

Teachers and other certificated educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. — Illinois School Code

Standards and procedures for individual conduct and class control need to be developed and implemented in order to maintain an environment conducive to learning. In all disciplinary action, however, the staff should be mindful of the fact that they are dealing with individual personalities, and that it is sometimes more important to discover the causes of misbehavior than merely to suppress it. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility.

Cooperation among parents, teachers, and administrators is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

A copy of the disciplinary policies of each attendance center shall be furnished to the parent or guardian through each child attending the center within fifteen (15) days after the beginning of the school term, or in the case of transfer students, fifteen days after starting classes. Students shall be informed of the content of the policies for their school.

SEARCHES

Searches of a student's person, personal possessions, or locker shall be conducted by the principal or Dean of Students if he has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provisions of the code.

A student's school locker is the property of the school and must be used for the purposes intended. Lockers may be searched by school officials at any time, with or without the students' knowledge or consent.

The Illinois State Police, with the assistance of the local authorities, may randomly conduct drug searches. These searches will include student lockers and book bags and the school's buildings and parking lots.

ATTENDANCE POLICIES

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

RESIDENCE REQUIREMENT

It shall be the policy of Prairie Central Community Unit School District No. 8 to limit attendance in the district's schools to students domiciled within the district boundaries. In the event a question concerning the domicile of a child arises, the district will require a child's parents or guardians to complete a questionnaire and conduct an informal investigation to aid the district in determining domicile. The full policy and questionnaire may be found in Board Policy #703.00.

DAILY ATTENDANCE POLICY

When a student is absent, his or her parents are to notify the principal's office by 9:00 A.M. stating the reason for the absence. This call is the parents' responsibility. Calls made by students are not acceptable. At approximately 10:30 A.M. the office personnel will call the home of those students who have not made their call. If a parent cannot be reached at home, an attempt will be made to contact the parent at work.

LEAVING SCHOOL DURING SCHOOL HOURS

Students are required to report to the office **before** leaving school. Students who fail to have parents call or fail to sign out will be given an unexcused absence. Parents will be notified before a student is allowed to leave school.

All students must sign out of the office before leaving school. A note signed by the parents must be presented to the office prior to the student's leaving. If the student does not have a note, the parents or guardian must be reached by phone prior to the student's dismissal.

RETURNING TO SCHOOL DURING THE DAY

Upon the student's arrival back to school during the academic day, he or she must report immediately to the office for class admittance. If a student's parent or guardian has not called to report the absence, a written statement signed by his or her parent or guardian stating the reason for the absence must be submitted at this time. If the office has not received a phone call or written statement from the parent or guardian at this time, the absence is considered unexcused.

Students who fail to abide by this policy are subject to the following disciplinary action:

First offense: Student receives two detentions

Second and subsequent offenses: Student receives Saturday detention(s)

STUDENT ATTENDANCE AT SCHOOL FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order for a student to participate in a scheduled extracurricular practice or activity on a school afternoon or night, he or she must be in attendance at school that entire day. The only exception will be by prearranged administrative approval (i.e. doctor's appointment, funeral, etc.).

If a student misses any part of the school day due to illness, he or she will not be permitted to participate in that afternoon or evening activity. A student who is too sick to attend any part of the academic day is too sick to participate in any after school activity.

ICE/CVE STUDENT ATTENDANCE POLICY

An ICE/CVE student must be in attendance at school if he or she has plans to work that day. A simple rule to remember: **NO SCHOOL NO WORK!** If a student attends work but does not attend school, that student will be

considered absent.

If a student is absent five days or more per term, the student may not be allowed to attend the ICE/CVE programs for the next term or semester. Students having this attendance problem will need to attend PCHS classes all four Blocks.

If an ICE/CVE student must be suspended from school, the student will not be permitted to work at his or her ICE/CVE station during the regularly scheduled placement period.

Students who violate the above policy are subject to the following disciplinary action:

- First offense: Student receives two detentions
- Second offense: Student receives one day Saturday detention
- Third offense: Student is dropped from ICE program.

Additionally, CVE students must abide by rules and guidelines outlined in the LCSSU work study handbook.

PREARRANGED ABSENCES

At the discretion of the administration, a student maybe allowed to prearrange an absence, thereby receiving an excused absence.

A student should obtain a prearranged absence slip from the office, prior to the absence, and must present the slip to each of his or her teachers for signature and comment. The prearranged slip should be turned into the office prior to the absence.

The student should make an effort to hand in prearranged work upon return to school. The student is allowed one day for each day of prearranged absence to complete makeup work. **The responsibility for all makeup work rests entirely with each student.**

Prearranged absences for field trips are handled through the instructor/ chaperone.

Prearranged absences relating to college visitations are handled through the main office.

DOCTOR AND DENTIST APPOINTMENTS

Every effort should be made by the student to schedule these appointments after 3:15 P.M. on school days or on Saturday. **When medical appointments must be made during the school day, all absences are to be PREARRANGED and assignments picked up prior to leaving.**

EXCUSES FOR ABSENCES

There are two types of legitimate absences: Parent/Guardian Excused and School Excused.

1. A Parent/Guardian excused absence is one where the Parent/Guardian calls or sends a note to report a student absent to the office. Notification of an absence needs to be given to the principal's office within 24 hours of the student's return to school. If an absence is not reported within that time, the absence is declared unexcused and truancy may be issued. Parent/Guardian excused absences are limited to 5 per semester. A semester is defined at two terms.
2. **School Excused** absences include:
 - a. An absence verified by a doctor's note that is signed by the physician stating severity of illness and length of time the student should be absent.
 - b. Immediate family emergency with written documentation from the doctor or hospital.
 - c. Illness at school excused by the school nurse or the administration.
 - d. Deaths and funerals of friends or family members.
 - e. Religious observance that is not available outside of school hours.
 - f. Court appointments and hearings with documentation from the court.
 - g. College visits with documentation from the college.

School Excused absences will not count as one of the five parent guardian excused absences per semester.

UNEXCUSED ABSENCES

Unexcused absences are given to those students who return to school without an acceptable note from parents or guardian. The classroom teacher may require missed work to be made up without credit. A zero will be given for any work missed during an unexcused absence. For each block that is unexcused, the student will be subject to disciplinary action. Unexcused absences are defined as all absences not listed above as

excused. The following are examples of unexcused absences.

1. Shopping trips, hair appointments, etc. . .
2. Baby sitting
3. Work (This may be excused by the administration, but must be prearranged.)
4. Oversleeping
5. Car trouble (This may be excused by the administration.)
6. Any absence during the school day if the student fails to check out through the office, etc.

MAKE UP WORK

It is the responsibility of the student to secure, from the teacher, all course work missed during an absence. For absences, students will have the same number of school days they were absent to complete course work. This makeup work only includes the work missed on the day of the absence. All other previous assignments and/or tests shall be due on the instructors' required dates. The total responsibility for makeup work rests with the student.

Parents/guardians may request homework through the principal's office before 9 a.m. for absences that are for two or more consecutive days. Homework then can be picked up in the principal's office between 3-4 pm.

SOCIAL PROBATION

Any student that is having behavior and/or attendance problems within a class or while attending school may be placed on social probation. Social probation prohibits students from attending extra-curricular events such as (Homecoming, Prom, clubs and organizational events, music and choir performances that do not impact a grade, etc...) before or after the school day. Social probation can be assigned, but not limited to, a student who

- a. Has been assigned two (2) or more Saturday detentions;
- b. Has been suspended from school on two (2) separate occasions;
- c. Has two (2) or more unexcused absences; or
- d. Has six (6) or more Parent/Guardian excused absences in a semester.
- e. Has skipped a Saturday detention

Students will be placed on social probation for the remainder of the term or 30 school days (whichever is greater). Any subsequent violation of school rules during the time of the student's social probation or thereafter may be grounds to place the student on social probation for the remainder of the school year..

TRUANCY

A truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy may include UNEXCUSED ABSENCES.

A *chronic* or *habitual truant* shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 days.

When truancy occurs, the student will face the following disciplinary action:

- First offense: Student receives two detentions or a Saturday detention
Second and subsequent offenses: Student receives Saturday detention(s)

The administration has the discretion as to whether the third and subsequent offenses should be external or be served as multiple Saturday detentions. Any student under the age of 17 who has seven (7) unexcused absences in any 180 day period will be referred to the County Attendance Assistance Program.

TRUANCY PROGRAM

1. Referral to the Tri-County Attendance Assistance caseworker on the 4th day of unexcused absences. A letter from the coordinator will be sent to the parents.
2. On the 18th unexcused absence, the Regional Office will submit the Truancy Form to the State's Attorney's Office for filing in juvenile court. Letter #2 will be mailed to the parents.
3. If the student is found by the court to be "a truant minor in need of supervision," he or she may be:
 - a. Committed to the Regional Superintendent for a multidisciplinary case staffing, individualized service plan, or referral to comprehensive community based youth services.
 - b. Required to comply with an individualized service plan as specifically provided by the Regional Superintendent.

- c. Ordered to obtain counseling or other supportive services.
- d. Subject to a fine in an amount in excess of \$5.00, but not exceeding \$100.00, for each day of absence without valid cause as defined in Section 262a of the Illinois School Code.
- e. Required to perform some reasonable public service work such as, but not limited to, the picking up of litter in public parks or along public highways or the maintenance of public facilities.
- f. Subject to having his or her driver's license or privilege suspended.

UNAUTHORIZED SKIP DAY

We do not sanction or approve any unauthorized skip day by any group of students. An unauthorized skip day disrupts the educational program and exposes participating students to unacceptable risks. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as described in the school truancy policy.

DROPPED FOR NONATTENDANCE

Any student who has reached his or her 17th birthday and who is inexcusably absent NINE days within a 180 day period may be dropped from the roll of the school and notified of the action by registered mail. Any student so dropped from the roll may apply to the administration for readmission at the beginning of the term following the one from which he or she was dropped from the roll.

GENERAL SCHOOL RULES AND POLICIES

ADMISSION TO HIGH SCHOOL

A. Resident

1. Any resident student who has completed the work of the eighth grade and furnishes the school with a physical examination record and current immunization record will be admitted. A dental examination record is recommended.
2. A student transferring from another district must also have the previous school send Prairie Central High School a complete transcript of credits, physical and dental examination records, and a current immunization record from the prior accredited high school. Additionally, students transferring from another state are required to submit a physical examination.
3. A copy of the student's birth certificate is required.
4. A student not living with a parent or legal guardian is required to establish residency within the PCHS district.
5. Resident students are those who live with their parents or legal guardian in School District No. 8.

B. Nonresident

Nonresident students wishing to attend Prairie Central High School must receive administrative approval. They must pay a tuition fee based on the student per capita cost during the preceding year.

ADVISORY COMMITTEES

The Board of Education recognizes that parent organizations are an invaluable resource to the district schools and so supports their formation and vitality. While parent organizations shall have no administrative authority and cannot determine district policy, their suggestions and assistance are always welcome. Interested individuals should contact the building principal.

The building principal or a designee serves as the advisor to parent organizations in his or her school, serves as a resource person, and provides information about school programs, resources, policies, problems, concerns, and emerging issues.

Building staff are encouraged to participate in the organizations.

ARRIVAL AT SCHOOL

The doors will be opened each day at 7:30 A.M. for student arrival. The entry bell will ring at 8:00 A.M. signifying that students should report to their first block classes.

Students are discouraged from arriving at school before 7:30 A.M. unless they are involved in scheduled activities. All students not involved in early morning activities must report to the West Big Gym balcony to sit and wait for the 8:00 A.M. entry bell. Students are not to be at their lockers prior to the 8:00 AM. entry bell. Students are not to congregate in the parking lots, vehicles, or outside the building once on school grounds. Students failing to follow this policy will face disciplinary consequences.

ICE students arriving at school from their A.M. job placements are to remain outside the building until the 3rd block entry bell. In case of inclement weather, students may enter the building before the 3rd block bell, and they must report to the Big Gym balconies.

ASBESTOS STATEMENT

Asbestos is located in the building and is properly labeled. Re-inspection takes place twice a year. Every three years an outside firm is employed to provide a complete re-inspection.

AUTHORITY OF STAFF

The Principal, Dean of Students, teachers, secretaries, custodians, cooks, and bus drivers of this school are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct and dealt with according to the appropriate discipline procedure.

BACCALAUREATE AND COMMENCEMENT

Baccalaureate and Commencement are formal academic ceremonies marking the conclusion of the high school experience. Although we strongly desire that all eligible students choose to participate in both, participation is voluntary.

For a student to participate in commencement and/or baccalaureate ceremonies he or she must accumulate one less than the number of units required for graduation within the first 8 semesters of high school and the student must:

- Enroll in one unit to be completed by the beginning of the next fall school term.
- Receive approval of the high school principal
- Participate in the ceremony with the class that the student originally enrolled with upon entering PCHS

Students who return for a 5th year or more to complete their credits for a diploma will not be allowed to participate in subsequent commencement and/or baccalaureate ceremonies.

The established attire is the standard blue cap and gown, and stoles provided for National Honor Society members, salutatorians, and valedictorians. Baccalaureate and Commencement celebrate the graduation of the class as a whole and are not times to display individuality of expression or attire. Unauthorized decoration or modification of the cap and gown are not permitted. Participation is limited to eligible students who are properly attired. Required attire for commencement is a cap and gown over the appropriate clothing.

Dress code for commencement: Specific acceptable attire will be reviewed with seniors at commencement practice. Students not wearing acceptable attire for commencement will not be allowed to participate in the ceremony.

Students must abide by the established ceremonial guidelines. Any student who fails to abide by the adopted ceremony guidelines is subject to receiving disciplinary action, which can include Saturday detention(s). The student's diploma will be held until the student has fulfilled the disciplinary obligation.

BICYCLES

When students arrive at school in the morning, all bicycles should be parked at the northwest corner of the north wing (cafeteria area). When possible, bicycles should be padlocked or secured in some manner. Students should stay away from and off all bicycles unless permission has been granted through the office for use during the noon lunch period.

CARS

The Board of Education recognizes the School District's responsibility to maintain a healthy and safe environment in and around school. To meet its responsibility in this regard, the School District must maintain control over its campuses and grounds to prevent the entry onto school grounds of dangerous instrumentalities or weapons and/or illegal substances.

Any student who drives a motor vehicle to and from school shall, as a condition precedent to such use, obtain from school officials a student parking permit, which may be purchased at a charge of \$50 per vehicle per school year. No student shall drive a motor vehicle as a means of transportation to or from school without first having obtained the permit. Issuance and retention of the permit shall be conditional upon the student following all school rules, regulations and policies, including but not limited to, those governing vehicle operation, parking and use. Any motor vehicle driven by a student as a means of transportation to and from school must be properly licensed and insured, as provided by applicable law.

Upon issuance of a permit, each student shall be assigned a parking space in the student parking lot. Any

student driving to or from school must park in his or her assigned parking space in the student parking lot. Any student violating any of the provisions of this policy may have his or her parking permit suspended or revoked and may be subject to additional discipline, as may be appropriate, pursuant to Board policy and/or the Student Handbook.

Pupils who use cars for transportation to and from school are expected to comply with the regulations below. These regulations are reasonable and are for the protection of the entire student body. Pupils should realize that their parents or guardians are responsible for damages which may result from their carelessness.

Any infraction of the following rules will in most cases involve school officials contacting the violator's parents or guardian.

1. Students are to vacate cars immediately upon arrival and are not to sit in them during lunch or school hours.
2. Students are to leave ample room near all intersections and driveways. They are to observe the traffic laws and ordinances of state and city such as not carrying passengers on the exteriors of cars, not overcrowding cars, not indulging in speeding or reckless driving, etc.
3. Students are not to leave in or be in a car during school hours; this includes the lunch period, unless this has been excused by the principal.
4. Those students who work and drive a car are the only students who may leave during school hours. They must go directly to work. All other students must leave their cars in the parking lot.
5. When transportation is provided by the school district for students participating in events, students must ride such transportation.
6. Those students found guilty of reckless driving on school or adjacent grounds will be denied driving privileges for the remainder of the school year.
7. Students are to park only in the student – designated spaces in school parking lots.
8. Cars/trucks parked on school property may not display the confederate flag on vehicle's exterior.
9. Students should not drive on school property after school hours unless present for a school sponsored event.

CHANGE OF ADDRESS OR TELEPHONE

Report to the office immediately any change of home address, home phone number, parent's work phone number, or any other important information we may need to contact your parent or guardian in case of an emergency.

CLASS FUNDS

All class funds are handled through the Activity Fund in the superintendent's office. Checks are written when a pay slip is assigned by the teacher and properly certified by the class officer. ALL FUNDS should be deposited in the unit office immediately.

CLUBS AND ORGANIZATIONS

Clubs and organizations will be determined based on student interest and need. Some of the clubs/organizations of Prairie Central High School are:

- National Honor Society
- Student Senate
- FFA
- Yearbook
- Scholastic Bowl
- Engineering Club
- Spanish Club
- Geography and Geology Club
- Cheerleading
- PC Leadership
- FCA
- FCCLA

DANCES (PROM/HOMECOMING/ETC.)

Students are encouraged to participate and attend school sponsored dances including prom, homecoming, and other dances throughout the school year. Students who dropout from PCHS will not be permitted to attend dances. Students wishing to bring a guest from another school must abide by the following guidelines:

- Guests and students not in high school must be 19 years or younger.
- No student below grade 9 from any school will be allowed entrance.

- Guest forms must be completed and approved with Parent/Guardian signatures prior to the event.
- Photo ID may be required upon entrance to the event
- Homecoming dress is semi-formal
- Prom is formal dress
- All guests to PCHS Dances must be approved by the administration.

DELIVERIES

Parents, friends, and relatives are requested to not have balloons and flowers delivered to school on special occasions such as birthdays and Valentine's Day. Efforts to make a positive occasion are noted, but this practice has created safety problems on buses and has caused distraction to students and adults during the school day.

PRINCIPAL ISSUED DETENTION RULES

1. Afternoon detention starts promptly at 3:15 P.M. Each detention is 30 minutes and only one (1) detention can be served each day.
2. A student will be admitted if he or she is late to the detention. However, if late, the student's detention time is increased.
3. While in detention, students are to study or read a library book. No one is allowed to just sit. Sleeping is not permitted. Students are to arrive with materials and come prepared to work.
4. If a student is removed from the main detention center for disciplinary reasons, the student will finish the remainder of the detention time in the main office. In addition, the student's assigned detention time is doubled.
5. If a student fails to report for detention, an additional detention will be assigned. The second time he or she fails to stay will result in a one (1) day Saturday detention.

The Dean of Students will assign all after school detentions. Phone calls will not be made to the student's parents unless a request is made to do so.

CLASSROOM DETENTIONS

Detentions may be assigned by the teachers to be served at times arranged by them. Students will be given at least a one day notice before they are to serve the room detention. Individual room detentions will be a maximum of 30 minutes.

- Room detentions may be assigned for but not limited to the following types of infractions:
 - Violation of classroom rules
 - Tardiness to class
 - Any behavior which, in judgment of the teacher, interferes with instruction
 - Inappropriate language
- Failure to serve detentions will result in the following:
 - o 1st No Show – Teacher will assign one additional detention to be served with the teacher and contact the parents/guardians
 - o 2nd No Show – Students who fail to serve second detention will be referred to the administration. Consequences may range from detention to suspension from school.

LUNCH DETENTION

Lunch detentions allow students to serve a detention during their lunch period. When assigned, the student can bring a sack lunch or go through the lunch line.

DRESS CODE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning climate. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. The principal is the final authority.

There is an ever - increasing amount of literature, based on recent research, which supports the premise that there is a high correlation between certain formality in dress and educational disciplinary excellence. Researchers seem to be reaching the same basic conclusion that many students, to a great extent, "act the way they dress." These findings seem to support the belief that certain standards of dress and modesty must be established and maintained. The standards should be consistent with good judgment, common sense, decency, respectability, and community standards.

Students at Prairie Central High School have the right to attend school dressed in a suitable and acceptable manner. A student's personal appearance must not constitute a hazard to his or her classmates' health, safety, or welfare. Additionally, a student's personal appearance must not cause a disruption or disturbance that interferes with the educational process within the confines of the school. Therefore, students enrolled in Prairie Central will be expected and required to be attired, while at school, in a manner consistent with accepted community standards of decency, good taste, and respectability. Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. The school board and administration have agreed to the following guidelines concerning student dress.

1. Students are not allowed to wear garments that reveal cleavage, expose the torso/midsection under any conditions, or are "see through." Sleeveless shirts are permitted as long as they fit securely around the shoulders.
2. No garment may be worn which advertises illegal drugs, alcohol, or tobacco products, or any other product illegal for students to consume.
3. Patches and other decorations may not be suggestive or degrading in nature and may not be suggestive in their location on clothing.
4. Shoes must be worn on school premises at all times.
5. Pants or shorts must be worn at the waist as designed. Holes in pants or shorts may not expose any under garments or underwear. Shorts, skirts or skorts must be of reasonable length and fit. The length of a student's skirt or skort may not cause or create a classroom or school disruption.
6. Unusual or "costume" dress is not acceptable. Sun glasses, colored false contact lenses, and pajamas or sleepwear may not be worn as regular school attire. Spiked or studded (attachments of raised, sharp wood or metal) apparel, spiked or studded accessories, animal collars, or chains including wallet chains will not be allowed. The administration will exercise its discretionary authority to determine whether a garment or attire is disruptive in nature.
7. No clothing, apparel, or accessories displaying a confederate flag, a swastika, or any image generally regarded as a racist or "hate" symbol may be worn.

Students wearing unacceptable attire will be asked to change into acceptable attire. Violators may be sent home to change or will be provided alternate apparel to cover the violation. Repeat offenders will be given detention and/or suspension.

If you have any question regarding acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

FOOD AND BEVERAGES

Students are not permitted to bring food or beverages into the building. Students are not permitted to leave the cafeteria with food or beverage. Students who violate this policy face disciplinary action. Exception to this rule will be students who bring their lunch to school.

WATER

Students are permitted to possess water in school as long as it is held in a clear container with a secure lid. Water is not permitted in computer labs, science labs, Ag/IT shops, or anywhere else a safety issue is present. Containers are subject to examination by school officials.

GYM BAGS/BOOK BAGS/PURSES/CARRYALLS

Students are not permitted to carry gym bags, book bags, purses, or carryalls to class during school hours. Gym bags, book bags, purses, or carryalls may be brought to school and placed in the student's locker before school and taken home after school. Students carrying gym bags, book bags, purses, or carryalls to class during normal school hours are handled on an individual basis by the administration.

Students violating this policy are subject to disciplinary action.

HOMEBOUND INSTRUCTION

Students are eligible for homebound instruction if they are out of school for more than two weeks because of injury, illness, or other medical condition supported by a doctor's note. Information about homebound instruction can be obtained from the principal's office.

PRAIRIE CENTRAL C.U.S.D. #8 ACCEPTABLE USE OF TECHNOLOGY

Note to Parents or Guardians: Please read the following policy carefully before signing.

The Prairie Central Community Unit School District #8 Board of Education supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate teaching and learning through access to information, research, and collaboration. The use of such networks shall be consistent with the curriculum adopted by the District, as well as with the varied instructional needs, learning styles, abilities, and developmental levels of students. Administrators, teachers, and staff have a professional responsibility to help students develop the intellectual skills necessary to discriminate among information sources, to identify age appropriate information, and to evaluate and use information in a manner that meets their educational goals. "Use of Technology" shall include the use of, or obtaining access to, resources from any technology device whether or not owned or maintained by the District.

Making Internet access available to students carries with it the potential that some students may accidentally or purposefully encounter information that has been identified as controversial, inappropriate, or having potential harm to students. Because information on the Internet is constantly changing, it is not possible for District staff to predict or control information that students might access. In addition, a skilled user might be able to access Internet sites that are being filtered or blocked by District resources. Prairie Central educators will take an active role in restricting student access to content that may be deemed offensive or pornographic, as determined by the Prairie Central C.U.S.D. #8 Board of Education. EVERY EFFORT IS BEING MADE TO FILTER ALL INAPPROPRIATE INTERNET CONTENT THAT COULD POTENTIALLY BE VIEWED BY STUDENTS AND EMPLOYEES. With respect to any technology owned or maintained by the District that is capable of accessing the Internet, the District will use technological measures to (a.) protect minors against access to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors and (b.) protect all users against access to visual depictions that are obscene or constitute child pornography. The Administration has adopted, and will enforce, the following guidelines which limit the use of District Technology to educational purposes and with respect to the following points:

- the access by minors to inappropriate content on the Internet
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication
- the unauthorized access, including "hacking" and other unlawful activities by minors and others online
- the unauthorized disclosure, use, or dissemination of personal identification information regarding minors
- the measures required to restrict minors' access to materials harmful to minors

Prairie Central C.U.S.D. #8 also reserves the right to, and will, monitor the Internet use of all District owned and maintained networks, fileservers, space, and bandwidth utilization by all users. The Prairie Central C.U.S.D. #8 Board of Education has established guidelines for the use of District Technology by students. These guidelines are stated in this policy in order to make parents and guardians aware of the responsibilities of student use of District Technology. In general, this policy requires the effective, efficient, ethical, and lawful utilization of the District's technology resources. IF A PRAIRIE CENTRAL STUDENT VIOLATES ANY OF THESE PROVISIONS, HIS, OR HER, USER ACCOUNT MAY BE TERMINATED OR ACCESS TO TECHNOLOGY RESOURCES MAY BE DENIED. He, or she, may also be subject to school policy regarding student discipline as stated in the Student Handbook.

INTERNET TERMS AND CONDITIONS:

Acceptable Use: Prairie Central's District Technology is provided to support research and education. It is not intended to create a public forum, and the District reserves the right to regulate the access to content and links through the use of District Technology. Student use must be in support of, and consistent with, the educational objectives of the District. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or

material protected by trade secret. Use for commercial activities is prohibited. Students, staff, parents, and guardians are advised that some Internet sites may contain inappropriate content. The Prairie Central C.U.S.D. #8 Board of Education, Administration, and Staff do not condone student access to inappropriate content and will not, for any reason, permit access to inappropriate content in the school environment.

Privileges: Internet access is a privilege, not a right, and inappropriate use may result in the cancellation of such privilege. The District Technology Coordinator or the supervising Building Administrator will determine the nature of any such inappropriate use. The Administration may request the District Technology Coordinator to deny, revoke, or suspend specific student user accounts under the provisions regarding student discipline, as stated in the Student Handbook. The District Technology Coordinator may deactivate a student user account at any time, for cause.

Network Etiquette: All Internet users are expected to abide by the generally accepted rules of student conduct (as outlined in the student handbook). The following guidelines are the minimum rules taught to all Prairie Central students:

1. Do not become abusive in messages to others.
2. Do not use inappropriate language. School rules regarding harassment or bullying apply to all forms of electronic communication.
3. Do not reveal your address or phone number, or other personal information of another student or staff member.
4. Users should have no expectation of privacy regarding the use of the Internet or E-mail. All records created, including path records, are subject to inspection and audit by the District Technology Coordinator. Messages relating to, or in support of, illegal activities or in violation of this Internet Use Policy will be reported to District authorities.

Unacceptable Uses of District Technology: Unacceptable use includes, but is not limited to the following:

1. Using resources for any illegal activity, including violation of copyright or other laws.
2. Using resources in ways that violate school policies or standards of behavior.
3. Using resources for financial or commercial gain.
4. Degrading or disrupting equipment or system performance.
5. Invading the privacy of others by unauthorized access to data.
6. Wasting resources, including bandwidth, file space, and printers.
7. Gaining unauthorized access to resources.
8. Accessing a User Account assigned to another user, with or without his, or her, consent.
9. Posting personal communications of another user without the author's consent.
10. Using instant messaging, "chat," text messaging, or any form of blogging without teacher approval and supervision.

Vandalism: Vandalism may result in the cancellation of the privileges associated with Student User Accounts. Vandalism is defined as any malicious attempt to destroy data of another user, degrade access to the Internet, or disrupt the normal performance of District Technology. This includes, but is not limited to, the introduction of viruses to any District technology equipment.

Threats and Harassment: Any conduct that is racist, sexist, harassing, bullying, or otherwise objectionable (visual, textual, or auditory), or unlawful communications including fraud, stalking, abuse, violence, threats of violence or bodily harm, intimidation or injury, or obscene is strictly prohibited.

The Prairie Central CUSD #8 Administration and staff will cooperate with appropriate law enforcement agencies and other parties involved in investigating claims of illegal or inappropriate activity. The District reserves the right to disclose employee or student information to the extent authorized by federal and state law.

LIBRARY

1. The library is a service provided by your school. Its effectiveness depends on your cooperation and support.
2. The library will be open from 7:30 a.m. to 4:00 p.m. Monday-Friday.

3. All students coming to the library on passes should report to the librarian or her assistant upon arrival.
4. Students in the library are expected to work.
5. Disruptive behavior will result in dismissal from the library for a period of time specified by the librarian, library assistant, or administration.
6. A student who is dismissed from the library may not use the library during the school day for the duration of the dismissal. If the student's entire class AND instructor come to the library, he or she may come also. Otherwise, the student must remain in the classroom or report to the office.
7. Books from the general collection may be checked out for a period of two (2) weeks and renewed if necessary. The fine for an overdue book is \$0.05 per day.
8. Reference Books may be used in the library for one period and must be returned by the end of that period. Most may be checked out at the end of the 4th block or after school for overnight use but must be returned before the beginning of school the next day. The fine on these books is \$0.50 per day that the book is overdue.
9. Vertical file material and periodicals may circulate overnight with the librarian's permission. The fine on these if not returned before school the next day is \$0.50 per day overdue.
10. Interlibrary loans can be arranged with the public library. Ask the librarian for assistance.
11. Any student who has material overdue will not be able to checkout materials until everything is returned AND all fines are paid.
12. Overdue notices will be sent out weekly as reminders of materials overdue. Be sure to check the due date on your material. This is your responsibility.
13. No fines will be charged if a student has an excused absence for the day the material was due. However, all materials due during the absence must be returned immediately upon return to school.
14. Anyone losing or damaging material pays the cost of replacement of the material.

LOCKERS

All students are issued locks and assigned lockers for the school year. All students in physical education classes have assigned lockers. It will be the responsibility of all students to keep their lockers locked at all times when not in use. Many students lose materials at school because of their failure to lock lockers. Students are not allowed to share lockers. The school is not responsible for lost or stolen items from lockers.

LOST AND FOUND

All lost items should be turned into the lost and found box in the office. Students missing items should check the lost and found box in the office. Substantial amounts of money or other valuable items should not be brought to school.

MEDICATIONS

Parents have the primary responsibility for the administration of medication to their children. The board, therefore, requests the medication be administered at home before or after school.

It is the intention of the Prairie Central school board to comply with the laws of the State of Illinois and the guidelines of the State Board of Education and to address the health needs of our students who require the self-administration of medications during the normal school day.

The Prairie Central school district guidelines are:

1. All medication will be turned in to the school office.
2. Prescription medication required daily to control illness and disease, or prescription medication required for treatment of colds, allergies, asthma, etcetera, will be self-administered according to the following guidelines. **A Self Administration Medication Form** must be completed and signed by the physician and parent or guardian. The following information is required: child's name, date of birth, name of medication, possible side effects, termination date, allergies, and other medications that are currently being taken. **A new form must be completed each year.**
3. All nonprescription (over-the-counter) medications such as Tylenol, Extra Strength Tylenol, Advil, or Ibuprofen will require a medication form signed by parents. The medication will then be self-administered by the student, and monitored by school personnel.

4. Physician's permission is required for children to self-administer **herbal medication** at school. There are no formal guidelines for herbal medication regarding dosage, side effects, et cetera. Therefore, children will only be able to self-administer herbal medication by doctor's orders on our Request for Medication Self Administration form.
5. Children may bring cough drops to school. A note needs to be sent to school and will be filed in the nurse's office. Each teacher will be given a copy of the note and will monitor the use of the cough drops. A "new" note must be sent for each illness requiring cough drops.
6. Aspirin will NOT be administered under any circumstance by school personnel. This includes aspirin products labeled under a different name.
7. Acceptable containers for medication are as follows:
 - A. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
 - B. Medications arriving at school in baggies, envelopes, etc., **WILL NOT BE GIVEN**
 - C. Please bring nonprescription medicine in small bottles containing 100 tablets or less.
8. A record will be maintained for each student, by the administration, of all medications dispensed. Children are monitored closely while taking their medication.
9. The school retains the ability to reject requests for self-administering medication. Parents will be notified of the rejection and why.
10. Parent(s) or guardian(s) are responsible for picking up any unused medication at the end of the school year. Unclaimed medication will be discarded within the first week following dismissal. This will be documented on your child's medication record.
11. Unless it is an emergency, students are not allowed to leave school to go home to take medications. All medications, drugs, or stimulants are dispensed through the nurse's office.

OUR GREATEST CONCERN IS FOR THE SAFETY OF YOUR CHILD. THANK YOU FOR YOUR HELP.

PEST MANAGEMENT

The school district does have a limited spraying program for pest control. Should an employee or a parent or guardian of a student wish to receive written notification prior to application of pesticides to school property, a pesticide notification list will be notified of the spraying at least two (2) business days prior to the application. This requirement does not include an antimicrobial agent such as disinfectant, sanitizer or deodorizer, or insecticide baits or rodenticide baits.

PHONE USAGE

Student use of the office phones should be limited to **emergency** calling.

Do not plan to receive calls at school. Only messages of an emergency nature from parents or guardians can be delivered.

PHYSICAL EDUCATION CLASSES

All students enrolled at Prairie Central High School must take physical education as required by the State of Illinois. A student must be in physical education class unless excused by the building principal. Students who are ill or have an injury, upon request in writing by the parents, may be excused from one day of classes. Absence from physical education classes for more than one (1) day will require a statement from a medical doctor.

Students who do not dress for PE class and who have not been excused from dressing are reported to the Dean of Students.

PE uniforms consist of a matching top and shorts designed to be worn by both boys and girls.

PHYSICAL EDUCATION NODRESS POLICY

First no - dress:	Warning to the student
Second no - dress:	One detention
Third no - dress:	Two detentions
Fourth no - dress:	Three detentions
Fifth no - dress:	Saturday detention
Additional no - dresses:	Saturday detention(s) – Conference with Parent

PHYSICAL EXAMINATIONS

According to the Illinois School Code, Section 278, students are required to have a current physical examination and immunization upon entrance into ninth grade:

Physical examinations as prescribed by the Department of Public Health, including vision screening tests, shall be required of all pupils in the public, private and parochial elementary and secondary schools, except as herein after provided, any time within six (6) months prior to their entrance into kindergarten or the first grade, and upon entrance into the 5th and 9th grades.

In addition to the physical examination, every child prior to or upon entering kindergarten or first grade and fifth and ninth grades, and every pupil first entering any public, private, or parochial school in this State, except as hereinafter provided, shall be immunized in accordance with the rules and regulations promulgated by the Department of Public Health.

Students entering the 9th grade will not be allowed to start school until they have a complete physical exam and an immunization record on file.

Upon entrance to PCHS, a student transferring from in or out of state is required to have a physical exam and immunizations in accordance with health department regulations.

School physicals are valid for one year prior to entry into the school system prior to kindergarten, fifth, and ninth grades.

Lead screening is required by law.

The policies of the Illinois Department of Public Health will be followed to determine compliance status for immunizations.

The Illinois School Code will be adhered to and the legal department of the Illinois Office of Education will also serve as a resource.

POLICE INTERROGATION

A juvenile officer may interview a student in school providing he or she presents proper identification to the principal prior to the interview. The parents or guardian shall be notified before the student is interviewed. If the parents object, the interview will not be conducted. The interview shall be conducted in the presence of a teacher, counselor, or principal, and the parents or guardian if the parents or guardian desire to be present for the interview.

A representative from the Department of Children and Family Services may interview a student without parent permission. A representative from a state or county agency may, with a court order, interview a student without parent permission.

USE OF GYMS

Students should take pride in their school and especially the condition of the gym floors. Tennis shoes are a must for all those participating in an activity on one of the floors.

The gyms will be closed to general student use before and after school and during the lunch hours.

POP MACHINE

The District ensures that vending machines are turned off each day from midnight until 30 minutes after the school session has ended. Soda and sports drinks are permitted in gymnasiums after school hours but are not permitted in the library and classrooms.

All students who use the machine are expected to dispose of their cans and bottles in the appropriate waste containers. If problems arise during the year, the machine will be turned off or removed.

POSSESSION AND DISTRIBUTION OF LITERATURE

No notices, posters, signs, petitions, or announcements may be displayed on bulletin boards, walls, lockers, windows, or doors without permission of one of the principals. No printed newspapers, bulletins, petitions, pamphlets, or other published materials may be distributed on school property without permission of one of the principals. The principals may require that no literature be distributed unless a copy is submitted to one of them or their designee no later than a day before the distribution commences.

Violations will result in possible school disciplinary consequences, including but not limited to detention, Saturday detention, suspension, or expulsion from school.

PCHS CAFETERIA RULES

Closed Campus During Lunch Periods (A, B, C, D)

- All students are required to remain at school during their assigned lunch period. This includes students who bring their lunch from home. Students who leave the building over their assigned lunch hour will receive a Saturday detention.
- There are four (4) lunch periods and each student is assigned to one of these on their class schedule. Since classes are in session throughout the lunch periods, students are required to proceed to the cafeteria in an orderly fashion. No student is allowed to leave the cafeteria area during his/her lunch period without securing administrative approval. Restrooms are open and available, but students should not be wandering the hallway.
- Students shall return their trays, dirty utensils, etc. to the window opening into the kitchen.
- Any accident or spills should be reported to cafeteria workers or a supervisor immediately. Students are expected to assist in helping to clean-up and keep the cafeteria presentable.
- No student or group of students are permitted to order or have food delivered to school.
- Students are not allowed to use the Main Office phones unless they receive permission from a lunchroom supervisor.
- Throwing food or other objects will not be tolerated. All students are expected to behave in an orderly and respectful manner.

Students who violate any of the rules listed above will be handled on an individual basis by the administration. Consequences may range from a verbal reprimand to an external suspension. In addition, students may be assigned a seat in the cafeteria for a specified time frame as determined by the administration.

UNPAID MEAL CHARGES: No student will be denied a meal based on ability to pay, however ala-carte items will be denied if sufficient funds are not available in the student's account. All unpaid charges will be sent to collections at the end of each school year.

ELECTRONIC DEVICES

The term "electronic devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices (e.g. Blackberry, iPhone), radios, tape players, CD players, DVD players, video cameras, iPods, MP3 players, laser pointers, portable video game players, personal digital assistants (PDAs), cameras, laptop computers, and any device that provides a wireless, unfiltered connection to the Internet or is capable of transmitting or receiving audio-video data or text messaging.

Using electronic devices in any manner that disrupts the educational environment, violates other Student Handbook policy, or violates the rights of others-including using the device to take photographs, cheat, or otherwise violate student conduct rules – is strictly prohibited at school, during school-sponsored events, or on buses. Using electronic devices during class is prohibited unless approved by a teacher or administration. During class, all electronic devices must be stored in the off mode (or otherwise incapable of receiving an active signal), and out of sight. Electronic devices are never to be used for any reason in the locker rooms or restrooms.

Electronic devices may be used before and after school, during passing periods identified in regular bell schedule, and during the student's lunch period while in the cafeteria. The school administration may permit the use of electronic devices under special circumstances that include, but are not limited to, academic enhancement, a student's Individual Education Plan (IEP), or emergency situations that threaten the safety of students, staff, or other individuals.

The penalty for violating other Handbook policy or the rights of others with an electronic device shall be applied as set forth in other portions of the Handbook. For possessing a device in violation of this policy:

First violation: The student shall receive an official warning and the device shall be confiscated by school authorities until the end of the school day, at which time the student may claim the device.

Second violation: The student shall receive two (2) detentions and the device shall be confiscated by school authorities until the end of the school day, at which time the student may claim the device.

Third and Subsequent Violations: The student shall receive Saturday detention(s) and the device shall be confiscated by school authorities until such time the parent may make arrangements to retrieve the device.

Should an electronic device violation occur in an area with a higher expectation of privacy, (restroom, locker room, etc.) discipline will start with a Saturday Detention. Should the content on the device become a legal

issue, local authorities will be contacted with appropriate legal action to be taken. **Student refusal to hand over such devices will result in a minimum of a Saturday Detention for insubordination.**

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

BUS CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
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 building principal 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.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation. Parents having questions about bus problems should address their concerns to the following persons in the sequence listed:

- | | |
|---------|-------------------------|
| First: | Bus Driver |
| Second: | Transportation Director |
| Third: | Dean of Students |
| Fourth: | Principal |
| Fifth: | Superintendent |

RIDING BUSES TO AND FROM EXTRACURRICULAR ACTIVITIES

All participating students are required to ride approved school transportation to and from extracurricular activities unless the parents or guardian provides a signed note to the coach or sponsor indicating that the parents wish the student to ride home with them, a grandparent, or the parent or guardian of another participating student. If the student is to ride home with a grandparent or parent of another participant, the note must be signed by the parent or guardian and presented to the coach or sponsor prior to departure from the school.

FAN BUS

Because of rising and fluctuating transportation cost, fan bus charges will vary with the distance of each trip. Extracurricular bus trips are structured to be self-supporting. Twenty-five paid riders are needed before a fan bus is taken.

Parent permission slips must be signed and returned to the office by 4:00 P.M. of the day preceding the bus trip. All parent permission slips and monies are to be turned into the office by the designated deadline. Students must have valid permission slips turned in prior to boarding the bus.

After administrative approval has been obtained, the following rules will be in effect:

1. No food or drink will be allowed on the bus.
2. Two chaperones will ride on each bus.
3. Students will be assigned to specific buses.

4. Students are expected to remain in their seats while the bus is in motion.
5. Radios, phones, and MP3 players must have earplugs.

ROLLER BLADES AND SKATEBOARDS

Students are not permitted to ride skateboards or roller blades on school property.

SEX OFFENDER NOTIFICATION

Public Act 94-004 requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor

SMOKE - FREE CAMPUS

Prairie Central CUSD #8 is a smoke-free campus. Use of tobacco products is prohibited on school grounds.

STUDENT ID CARDS

All students will receive one (1) school-issued ID card free of charge each school year. This card is needed in the HS Cafeteria on a daily basis for students purchasing school lunch. Students also need this barcoded ID card for checking out library books and issuance of textbooks in their classes.

Students who repeatedly disregard the expectation of possessing and using their ID card at lunch will be issued a duplicate card and charged a \$5 replacement fee

STUDENT INSURANCE

Student insurance fees will be established and set at a later date.

All policies will be available during registration in August.

An insurance claim form should be obtained in the office as soon as possible following an accident. It must be signed by the principal and the supervisor or sponsor of the activity in which the accident happened. Parents and the doctor must fill out a portion of the claim, and the insurance office must receive the claim within 30 days. It is the responsibility of the student and his or her parents to make sure the claim is filed.

STUDENT MOVEMENT WITHIN THE BUILDING

Student movement within the building at times other than passing periods will be restricted to those students who have hall passes. Restroom usage by students during class time does not constitute a passing period. Therefore, cell phone usage is prohibited during restroom usage. Hall passes should be issued with selectivity and only when absolutely necessary. All passes must be signed by the teacher issuing them. Any student caught forging a pass will receive immediate disciplinary action.

HALL PASSES, NOTES FROM HOME

Misrepresentation or forgery of any of the above school-required documents is viewed as an attempt to violate school policy. Prompt disciplinary action will result in Saturday detention.

HALL CONDUCT

Students are not to be in halls, unless authorized, during class periods. All teachers have authority regarding pupil conduct outside the classroom as well as in their own classrooms. Teachers may reprimand students, confiscate cell phones, or take stronger measures necessary to maintain proper discipline outside their immediate classrooms.

STUDENTS MOVING FROM THE DISTRICT

A student transfer form will be completed for any student who is moving out of the district. The parents should notify the school at least two days in advance of the student's departure so the office has time to complete the transfer form and give it to the student on his or her last day of attendance. The parents or student must present this form to the school district to which they are moving. The form attests to the student's standing in school and to his or her medical records.

SUBSTITUTE TEACHERS

Prairie Central High School is fortunate in having capable people to help us whenever our regular teachers are ill or away attending conferences.

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. As

responsible students, we should make every attempt to see that these impressions are good ones.

TARDINESS

Students need to report to class prior to 8:15 am. Students who are late to school will need to report to the office to obtain a pass. Students who are late more than three times may be submitted to truancy. Students should be in the classroom ready for work before the last bell sounds. Passing times are of sufficient length that no difficulty should be experienced in reporting to classes promptly. Students detained by an instructor are to secure a late slip from **that instructor**. The first instance of tardiness, the student may have a referral filled out by the instructor which will be submitted to the Dean of Students. Each additional tardy will result in accumulated detention(s) or Saturday detention(s).

First tardy: Warning to the student

Second tardy: One detention

Third tardy: Saturday detention

Additional tardies: Saturday detention(s)

TEACHER WORKROOM

The teacher workroom is off-limits to all students.

VALUABLE PROPERTY

Textbooks, articles of clothing, and personal possessions should all be clearly marked with your name. Do not bring large amounts of cash, radios, iPods, mp3 players, PlayStation portables, or other expensive equipment to school, school activities, or on school field trips.

The school district provides hall lockers for students to store their personal property. Lockers are also provided in gymnasium dressing rooms to give pupils a place to put their street clothes when they are dressed for PE classes. Students should keep lockers locked, neat, and clean and should keep their locker combination confidential.

The school provides adequate facilities for students to store their belongings, but the school cannot take responsibility for these belongings. Each student must be responsible for personal property. When personal property is lost, it is usually through carelessness. If property is lost, report the loss to the office immediately. If an item is stolen, report the incident to the supervisory teacher. The teacher will send you to the office to fill out a theft form and have a conference with the principal. A report of the incident will be filed with the principal, and you are encouraged to report the incident to the local law enforcement agency.

VISITORS, GENERAL

The school policy is to accept only those visitors who have legitimate business to attend to at the school. PARENTS ARE ALWAYS WELCOME.

All visitors must report to the main office upon arrival, and they are expected to leave promptly when their business is completed.

VISITORS, STUDENT

Student visitors are discouraged. They have on occasion contributed to a less than acceptable academic environment. Absolutely no student visitors will be allowed to visit Prairie Central High School unless prior permission has been granted through the office and then only under special circumstances. NO former students will be permitted to visit classes while in progress. (Special requests will be reviewed by the administration.)

WEARING OF HATS

Students are not permitted to wear hats upon entering the building and leaving the building during the school day. Hats are not to be worn in the building during the school day.

WITHDRAWAL FROM SCHOOL

If a student wishes to withdraw from school, he or she must bring a note from home signed by a parent explaining the reason for withdrawing. A withdrawal form will then be issued to the student to take to each of his or her teachers, the librarian, and the book room aide for their signatures as books and materials are to be returned to them. The completed form is to be brought back to the office. The form must be signed by the principal. The refund (if any) will be mailed to the parents after the withdrawal procedure has been completed.

This procedure must be followed before a student is officially dropped from school.

WORK PERMITS AND AGE CERTIFICATES

Work permits may be secured through the principal's office during regular office hours. The law requires work permits for all minors less than 16 years of age employed in any gainful occupation except agricultural pursuits, distribution of magazines and newspapers, or domestic service. Any certificates may be issued to anyone between the ages of one and twenty when an employer demands one.

The following information is required before work permits may be issued:

1. Presentation of birth certificate.
2. Statement of employment from employer, stating hours and type of work to be done.
3. Health report made out by a physician on a form secured from the principal's office.
4. If employment is during the school term, scholarship and attendance must be acceptable.

Age certificates may be obtained by submitting a birth certificate.

STUDENT HEALTH AND SAFETY

HEALTH AND FIRST AID

A student who is injured or becomes ill while at school should report immediately to the office or to one of the teachers. For small cuts or scratches students can make use of the first aid kit in the office or have one of the physical education teachers check the injury for necessary attention. It is a good idea to have all injuries checked no matter how slight they may seem. Insurance claims must be filed immediately if the student is covered by school insurance. Aspirin will not be given from the office.

FIRE EXITS

GENERAL FIRE DRILL PROCEDURES

Students shall always walk quickly; never run; never loiter. Teachers shall see that doors and windows are closed prior to leaving the room. Teachers and students shall go at least 60 feet away from the building and wait until they hear a re-entry bell.

All problems shall be reported at the end of a fire drill.

Upon the sounding of the re-entry bell, all students and teachers shall quietly and in an orderly fashion return to their proper classrooms. The return should not take more than 3 minutes.

SPECIFIC EXIT ROUTES

Industrial Tech and Agriculture Building

- Rooms A114 and A115 should file out the north door.
- Rooms A116 and A117 should file out the east door.
- Rooms A118 and A119 should file out the south door.
- Room A120 should file out the west door.

NEWER HIGH SCHOOL WING

Second Floor

- Rooms 201, 202, 206, and 207 go out through west stairs to west door.
- Rooms 203, 204, and 205 go out through north stairs to north door.
- Rooms 208, 209, 210, 212, 213, and 214 go out through south stairwell to south door.

First Floor

- Science Wing Rooms 101, 102, 103, 104, 105, 106, and 107 should file out through the north exit door.
- Rooms 108, 110, and 111 should file out through the east exit door.
- Rooms 112 and 113 should file out through the south exit door.
- Rooms 2 and 3 should exit the outside doors of the classroom.
- Room 1 should exit the south entrance door.
- Room 4 (band) and 5 (chorus) should exit the north entrance door.

- English/Foreign Language Wing - Rooms 6, 7, 12, and 13 should exit the west entrance door. Rooms 8, 9, 10, and 11 should exit the north end of building.
- Big Gym/Small Gym - Rooms 14 and 15 should exit through the gym lobby. Big gym should exit out the cafeteria entrance doors. Small gym should exit through the south entrance doors.

STORM DRILL PROCEDURES

WARNING SIGNAL

Listen for a warning beep and message over the intercom and then proceed in an orderly fashion from your classroom area to the following designated areas.

AGRICULTURE/INDUSTRIAL TECH BUILDING

All students are to report to the Girls Locker Room and assume a position of safety.

ENGLISH/FOREIGN LANGUAGE WING

Students in rooms 6,7,8,9, 10, 11, 12, and 13 should assume a position of safety in the hallway outside of their classrooms.

NEW BUILDING

All students and staff on the first and second floor of the new building report directly to the lower level hallway and assume a position of safety.

Boys PE classes and rooms 14 and 15 report to the boys east locker room area and assume a position of safety.

Girls PE classes and rooms 1, 2, and 3 report to the Girls Locker Room and assume a position of safety.

Band and chorus report directly to the hallway and assume a position of safety.

DISTRICT DISCIPLINE POLICY

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PREAMBLE

As a student in our District you will want to take full advantage of your right to an education. An important part of that education is the right to make decisions, and the responsibility to accept the results of those choices. To protect your rights and the rights of others, student discipline guidelines have been established. It is hoped that during your years in our District you will make wise decisions and use your classes, programs, and activities to the fullest. The following guidelines consist of District policies applicable to all students in the District, and specific policies applicable to the school in which you attend.

Student Discipline Guidelines will be explained to students the first day of school and upon enrollment for students moving into the District after school has started. An acknowledgment of receipt and review of those policies will be required in the form of signatures by student and parent on an appropriate form to be returned to the appropriate school office.

The School Board believes that maintaining order within the student population and the creation and protection of an atmosphere in which learning can occur are important missions and objectives for the District. The School Board finds that disciplinary problems in the recent past have become more serious and widespread. In particular, the School Board is concerned with out-of-school behavior which threatens the safety and well-being of other students, teachers, their property and school property. Moreover, the School Board is concerned with the effects of violence and drug and alcohol use amongst students.

School personnel may impose discipline in instances of student misconduct occurring on or off school grounds, during school events, during school time or at any other time in any instance when the underlying conduct may be disruptive to or interfere with the school activities or the rights of other students or School personnel, when the underlying conduct may have a negative effect on the discipline or general welfare of the school, or when a reasonable purpose for the imposition of such discipline can be shown.

DEFINITIONS

1. *"Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.*
2. *"Suspension" means an exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension*

may be imposed in or carried forward to a succeeding school term when deemed appropriate.

3. "Expulsion" means an exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
4. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to himself other persons or property or constitutes an ongoing threat of disrupting the education process.
5. "Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.
6. "Bus Expulsion" means an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.
7. "In-school Suspension" means an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the Superintendent or his designee. No academic credit shall be lost solely by the imposition on an in-school suspension. An "in-school suspension" may be imposed in or carried forward to a succeeding school term when appropriate.
8. "Certificated Person" means any person who is duly certified under the provisions of the Illinois School Code and who is employed by the School District in a position requiring a certificate.
9. "Social Probation" means an exclusion of a student from participation in and attendance at extracurricular activities during the period in which the probation is imposed.
10. Gross Disobedience or Misconduct specifically includes, but is not limited to, any of the following acts or behaviors which occur at school, away from school, at any school-related or school-sponsored activity, which interfere with school operations or the rights of other students or school personnel, or which have a direct effect on the discipline or general welfare of the school:
 - (a) Refusal to obey the policies, rules and regulations of the Board of Education or administrative staff.
 - (b) Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, or bus driver.
 - (c) Behavior which interrupts the orderly process of school affairs.
 - (d) Conduct which is or may be physically injurious to any persons or property, including but not limited to other students and school personnel.
 - (e) Truancy-subject to the provisions of Section 2612 of the Illinois School Code.
 - (f) Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
 - (g) Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule or regulation.
 - (h) Possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of any substance containing alcohol, or possession, use, delivery, sale, transmittal or aiding in the possession, use delivery, sale or transmittal of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature, or the appearance of the substance.
 - (i) Being under the influence of or purporting to be under the influence of any of the substances listed in paragraph 10(h) above, other than those prescribed by a licensed practitioner for medicinal purposes.
 - (j) Excessive unexcused absences.
 - (k) Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver.
 - (l) Use or possession of tobacco products, e-cigarettes, or vaping devices
 - (m) Being in possession of a weapon. Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun Free School Act of 1994, Title VIII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun Free School Act, a child who violates this provision

shall be expelled from school for a period of not less than one (1) year, except that the superintendent may modify such expulsion requirement for a student on a case-by-case basis. A description of the circumstances surrounding any expulsion imposed by this provision concerning bringing weapons to school shall be reported to the State Board of Education as may be required in any application requesting Federal financial assistance. Students identified as disabled in accordance with the Individuals with Disabilities Education Act and Article 14 of the School Code shall be subject to disciplinary procedures as outlined in those statutes.

For purposes of this paragraph 10(m) "Weapon" means:

- 1) Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - 2) The frame or receiver of any such weapon;
 - 3) Any firearm muffler or firearm silencer;
 - 4) any destructive device as defined in 18 U.S.C. §921, including, but not limited to: any explosive, incendiary, or poison gas bomb, grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than 1/4 ounce; mine or device similar to any of the devices described in the preceding clauses; or
 - 5) Knives, guns, firearms, rifles, shotguns, brass knuckles, Billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm.
- (n) An attempt or attempts to violate a Board of Education policy, rule or regulation.
- (o) Possessing, selling, using or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm or any object which, by its appearance or shape, could reasonably be believed to be such a weapon or instrument.
- (p) Intentionally, deliberately, or negligently attempting to or actually damaging, vandalizing, defacing, or stealing school property or the property of other students or school personnel.
- (q) Writing, creating, preparing, distributing, publishing or displaying any profane, obscene, indecent, immoral or seriously offensive written material, gesture, language, or exhibit.
- (r) Use of intimidation, coercion, force, harassment on or against any person.
- (s) Verbal abuse or use of profanity or obscenity to students or school personnel.
- (t) Fighting with, or assault of any student or school personnel.
- (u) Endangering the physical or psychological well-being of the school population by acts such as, but not limited to: 1. improper release of a school alarm or tampering with fire extinguishers. 2. Starting a fire in, or near school property or attempting to do so. 3. Setting off explosive devices in, on or near school property or attempting to do so.
- (v) Any other behavior, conduct or action which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

NOTICE

Within fifteen (15) days of the first day of pupil attendance in each school year, the administration shall provide a copy of all student disciplinary policies to each student's parent or guardian. If a student enrolls after the commencement of the school year, a copy of all student disciplinary policies shall be provided to the student's parent or guardian within fifteen (15) days following the student's enrollment. The disciplinary policies may be included in the Student Handbook provided to each student, and a copy of the Student Handbook may be provided to each parent or guardian for the purposes of the notice required herein. As soon after the start of the school year as is practical, the administration shall cause all students to be advised of the student disciplinary policies then in effect.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

CORPORAL PUNISHMENT

Corporal punishment of students, including slapping, paddling or maintenance of students in physically painful positions, and the intentional infliction of bodily harm to students is prohibited. However, a teacher may use reasonable force as needed to maintain safety for other district students, school personnel or persons or for the purpose of self-defense or the defense of property.

SUSPENSION

The Superintendent and/or Principal(s) shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined in paragraph 10 of the discipline definitions policy.

The student will be allowed to make up all work missed with full credit given. The student will be given one day for each day of external suspension to complete missed work. Any work not completed during that time will receive a grade of "0". During suspensions of three or more days, class work will be collected and may be picked up by the Parent/Guardian in the main office.

Externally suspended students are subject to the following rules:

1. No practice/participation in extracurricular activities such as, but not limited to; concerts, plays, and athletic events during the time of suspension will be permitted for the duration of the suspension.
2. Externally suspended students are not allowed on campus during the suspension and are also suspended from attending all school-related activities.

The suspending official may impose an emergency suspension when he/ she determines that an emergency exists. When an emergency suspension is imposed, the requirements set forth in paragraph 1 below shall be followed as soon as practicable.

Whenever the suspending official determines that a violation of Paragraph 10(h) or 10(i) of the Discipline Definitions Policy exists, the student may be suspended pending a hearing held in accordance with the Expulsion policy. Such a hearing shall be held within ten (10) school days of the date of the suspension imposed under this Paragraph.

Before a student may be suspended or a bus suspension may be imposed for gross disobedience or misconduct, the following procedures shall apply:

1. *The suspending official shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.*
2. *If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.*
3. *The suspending official shall make a finding, based upon the facts, whether the charges are supported and whether a suspension is in order. If he/she so finds, he/she shall document the same. A copy of the finding shall be forwarded to the Secretary of the Board of Education as required by Section 1022.6 of the School Code.*

The suspending official shall consider the following elements when formulating punishment:

1. *The seriousness of the student's conduct;*
2. *The history or record of the student's past conduct.*
3. *The likelihood that such conduct will affect the delivery of educational services to other students;*
4. *The severity of the punishment; and*
5. *The interests of the student.*
6. *The suspending official shall send written notice by certified mail, return receipt requested, to the student's parent(s) or guardian(s) informing them of the suspension, stating the reason(s) for the suspension, and informing them of their right to a hearing to review the suspension.*
7. *If the parents request a hearing, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the suspension review hearing or fix a time and place for said proceedings to be conducted by the Board of Education. At the parents' request, a hearing to review the suspension shall be held before the Board or a Hearing Officer appointed by the Board.*
8. *The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.*

9. *The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President or, if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present.*
10. *The rules of evidence shall not be applicable during the suspension review process.*
11. *If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing. However, this written summary shall not be required where a quorum of the Board of Education is present at the hearing, and the Board of Education shall determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded.*
12. *Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board shall take whatever action it deems appropriate. The Board shall notify, in writing, the parent(s) or guardian(s) of the action it has taken within ten (10) days of its decision.*
13. *No student who is or should be identified as disabled within the meaning of the Individuals with Disabilities Education Act shall be suspended for a period in excess of 10 school days.*

SATURDAY DETENTION

Students reporting for Saturday Detention should park in the East parking and enter the building through Door N. Students may not enter the building before 7:45 AM. Saturday detention begins promptly at 8:00 AM. **DO NOT BE LATE!** When leaving, students must exit the building and leave campus immediately.

Students will not be allowed access to their lockers or be permitted in the hallways before, during, or after Saturday detention. Students may be granted permission to use the restroom on an individual basis as determined by the Saturday supervisor. Students receiving permission to go to the restroom must use the restrooms immediately outside the library and report back to the library in a timely manner. Students are not permitted to go to their lockers or wander the hallways.

Students serving Saturday Detention will observe the following rules:

1. Students must be inside the building before the Saturday supervisor locks the door. Students will not be permitted to enter after the Saturday supervisor has locked the doors.
2. Students are expected to bring schoolwork and work on it during the detention. Students who do not have schoolwork will not be permitted to go to their lockers. At the discretion of the Saturday supervisor, school appropriate items such as books, novels, magazines, newspapers, etc. may be allowed. These items may be obtained from the library but need to be returned before students leave Saturday detention.
3. The Saturday supervisor will provide a 10-minute restroom/drink break at approximately 10 AM. No food, candy, drinks, etc. will be allowed in the detention area. Students who do not need to use the restroom or get a drink during the break must remain inside the library and will not be permitted to go their lockers or in the hallways.
4. Students are required to stay quiet and on-task during detention time. Sleeping is not permitted.
5. Students are not allowed to work together or in groups.
6. Students are not allowed to write notes or letters to other students in the detention center.
7. Students are not allowed to wear hats, sunglasses, or inappropriate attire as per school policy.
8. Students asked to leave must do so quietly and exit directly from the library. Students must leave campus immediately.
9. Students may arrange postponement on Saturday for illness, death in the immediate family, or other extreme emergencies. A parent or guardian must make arrangements for postponement with the administration before the end of the school day on Friday prior to the detention. Acceptable reasons for postponement are determined by the administration. Extra-curricular activities, recreational activities, etc. are not accepted reasons for postponement.
10. If a student is ill, a parent or guardian must call the school and leave a message for the Dean of Students the morning of the Saturday detention.

11. Students may be placed on social probation for the following Saturday Detention infractions:
 - Misbehavior resulting in being asked to leave the detention center
 - Failure to follow Saturday detention rules and procedures
 - Showing disrespect to the Saturday supervisor
12. Students who fail to serve Saturday detention(s) or arrive after the doors have been locked, may be placed on social probation.

EXPULSION

The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days upon a finding that the student has been guilty of gross disobedience or misconduct, as those terms are defined in Paragraph 10 of the Discipline Definitions Policy. If the Superintendent or his/her designee determines that the student has been guilty of a violation of Paragraph 10(h) or 10(i) of the Discipline Definitions Policy, the Superintendent or his/her designee shall initiate expulsion proceedings. If the Superintendent or his/her designee determines that the student is guilty of any other violation of Paragraph 10 of the Discipline Definitions Policy and that suspension is not an adequate remedy, the Superintendent or his/her designee shall be authorized to initiate expulsion proceedings. The Superintendent or his/her designee shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. *The Superintendent or his/her designee shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and summary of evidence which supports such charges, unless the same have already been done by a Principal before a suspension was imposed pursuant to the terms of the Suspension Policy.*
2. *If the student denies the charges, the Superintendent or his/her designee shall give the student an opportunity to explain the incident.*
3. *The Superintendent or his/her designee shall consider whether the student is disabled within the meaning of the Individuals with Disabilities Education Act, 20 U.S. C. 1401 et. seq. or under Article 14 of the Illinois School Code and the Special Education Regulations, 23 Illinois Administrative Code, 226.552. If it is determined that the student may be disabled but has not been so identified, a case study evaluation shall be initiated. If the student is not disabled, the Superintendent or his/her designees shall proceed to Paragraph 5 below.*
4. *If the student is disabled, a multidisciplinary conference shall be held to determine whether the student's gross disobedience or misconduct is related to the student's disabling condition. Following this determination, a conference to review the student's Individualized Educational Program (IEP) shall be held to determine if the current placement is appropriate. The student shall not be subject to expulsion for gross disobedience or misconduct which is related to his disabling condition. If the misconduct is determined to be related to the disabling condition, the IEP conference participants shall determine whether a change in placement should be made. If the misconduct is determined to be unrelated to the disabling condition, the student may be disciplined in accordance with this policy, but in no case shall the district cease providing special education and related services. The following procedures shall be followed:*
 - (a) *All rights of a student and his parents under Article 14 of the School Code and Special Education Regulations are applicable.*
 - (b) *The persons attending the multidisciplinary conference must include appropriate members of the faculty and staff familiar with the student's disability and knowledgeable about the placement options for the student.*
 - (c) *The persons attending the multidisciplinary conference shall consider all information and shall determine whether the student's gross disobedience or misconduct is related to the student's disability. The persons attending the IEP conference shall determine whether the student's current placement is appropriate, and whether the placement should be changed.*
 - (d) *A written record of the conference must be kept.*
 - (e) *If the multidisciplinary conference participants determine, after considering all the information, that the gross disobedience or misconduct is not related to the student's disability, the expelling official may proceed with the expulsion process, but in no event may the district cease providing special education*

and related services. An IEP conference will be convened to address the means to provide those services to the student.

- (f) If the faculty and staff attending the multidisciplinary conference determine that the gross disobedience or misconduct is related to the disability, members of the IEP team must consider a different placement or revised program.*
- (g) Following the conference, a written notice shall be sent to the student's parent(s) or guardian(s) informing them of the date, time and place of the conference (if they did not attend); the names of the persons who attended the conference; the sources of information used in reaching the decision; the decision regarding the relationship between the student's disability and behavior; and notice of the rights to a due process hearing to contest the decision made at the conference.*
- (h) In the event the parents file a request for a due process hearing, during the pendency of those proceedings, the student's educational placement shall not change, unless the student's parents and the district agree. However, if the student's misconduct involved bringing a firearm to school as defined herein, then the District may change the student's placement on a temporary basis as may be permitted by the Individual with Disabilities Education Act. If the student's misconduct does not involve a firearm but the Superintendent determines that, in his current educational placement, the student is a danger to himself or others, the Superintendent shall be empowered to remove the student as is otherwise provided in this policy, and, if necessary to seek review of the placement decision as is provided by law. In such event the Superintendent shall also immediately contact legal counsel and the Director of Special Education, to prepare for legal proceedings necessary to effectuate the student's removal from school, pending final resolution of a special education placement decision hearing.*
- 5. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the expulsion proceeding or fix a time and place for said proceedings to be conducted by the Board of Education. The hearing officer shall be an attorney when, in the judgment of the Superintendent, the hearing will likely involve technical legal matters.*
- 6. The Board or the Superintendent shall send written notice to the student's parents or guardians by registered or certified mail, informing them of the proposed expulsion and of the impending hearing, stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.*
- 7. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.*
- 8. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President or, if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present.*
- 9. The rules of evidence shall not be applicable during the hearing.*
- 10. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and will determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendations to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. A tape recording of the meeting shall be made by the district, whether or not a hearing officer is appointed. Such tape recording shall be retained by the secretary of the Board as a part of the proceedings, together with all documents, or evidence submitted at the hearing.*
- 11. Following the hearing conducted by the Board or upon receipt of the hearing officer's summary, and if requested, finding(s) and recommendation(s), the Board, within ten (10) days thereafter, shall take whatever action it deems appropriate, to include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s) or guardian(s). The decision shall specify the finding(s) upon which the decision is based.*

The Board shall consider the following elements when formulating punishment:

1. *The seriousness of the student's conduct;*
2. *The history or record of the student's past conduct;*
3. *The likelihood that such conduct will affect the delivery of educational services to other students.*
4. *The severity of the punishment.*
5. *The interests of the student.*

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is 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. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - 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 that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - 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.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an electronic recording of a physical altercation (ie. fight between students) or an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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.

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

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

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

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

WHEN AND WHERE CONDUCT RULES APPLY

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

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

DISCIPLINARY MEASURES

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

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

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

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

ALCOHOL

The consumption, possession, or distribution of alcoholic beverages is not permitted on school buses, in school buildings, or on any school property at any time. This includes all school-sponsored and related activities, whether held during school hours or after. Students will not be permitted to attend school under the influence of alcohol. Parents will be notified immediately.

Students shall be advised of this policy through the student handbook and in any other manner deemed appropriate by the building principal. Information concerning the use of alcohol shall be included in the curriculum in compliance with the law.

First-time offenders will receive a minimum of three days' external suspension. Repeat offenders will be recommended for expulsion.

Given reasonable grounds for suspicion, school officials may search for and seize alcohol brought onto school buses or school property.

Organizations sponsoring events on the school premises shall be expected to follow this policy. Failure to do so could result in cancellation of the privilege to use district facilities.

BULLYING, INTIMIDATION, AND (SEXUAL) HARASSMENT

Students have the legal right to come to school and be left alone. Verbal, physical, sexual, and other forms of harassment are not acceptable behavior, and students engaging in such behavior will be disciplined. This applies at the bus stop, on the bus, and at school. Students are expected to show respect for each other.

BULLYING (From Board of Education Policy Manual)

Preventing Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the

District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Paula Crane, Superintendent
Prairie Central CUSD #8 605 N. Seventh, Fairbury, IL 61739
pcrane@prairiecentral.org
(815) 692-2504

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. *However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.*
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students,

and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 296, *Public Complaints & Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 626, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 627, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 623, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 703, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 712, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 715.01, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 737, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

POLICY APPROVED: January 23, 2014

CHEATING/ PLAGIARISM

Cheating in any form is not tolerated or accepted at Prairie Central High School. Anyone guilty of cheating in any form may receive a zero for the assignment or test and will receive a Saturday detention(s).

DAMAGE TO SCHOOL PROPERTY

Students and their parents are responsible for replacing or paying for lost or damaged equipment or books.

Any student who by accident or intent destroys or damages school property or the property of a school employee will, under normal circumstances, be required to pay for the damages in full. This fee will include all labor costs incurred in the repair and/or replacement. Any student who intentionally damages school property or the property of a school employee (e.g. vandalism during Homecoming week) will be subject discipline that may include suspension and/or expulsion.

DRUGS

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic or e-cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "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.
 - f. 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 have the prohibited substance, as applicable, in their possession.

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

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

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

Disciplinary measures 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. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. 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," or alcohol.
8. Notifying parents/guardians.

9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

FIGHTING ON SCHOOL PROPERTY

Fighting on school property will not be tolerated. Those students who choose to settle their disagreements in such manner may be suspended from school for three (3) days. Repeated incidents of fighting may result in expulsion. Administration will use discretion as to whether the police need to be notified.

Self-defense is defined as not contributing in any way to the start of a conflict. There should also be an attempt to retreat, or neutralize a hostile situation without escalating it.

Students who elicit a behavior that is intended to instigate, prompt, or encourage other students to act out verbally or physically towards a third party may also be administered school discipline.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any money or materials and refer students involved to the office. Disciplinary action will follow.

GANG ACTIVITY

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or associate or gang-related activities on school grounds, while school is in session, or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term *gang* is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the group are antisocial, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term *gang member* is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be an associate of gang members. The gang member must actively participate in the group's antisocial behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term *gang associate* is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as a member of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase *gang-related incident* is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members which promotes the group can properly be labeled a gang-related incident.

As used herein, the phrase *gang-related activity* is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to matter of dress, use of symbols, gestures, recruitment, harassment, intimidation, threatening, or retaliation.

Students involved with any behavior as related to gangs or gang related activity may be subject to suspension or expulsion from school and other legal actions as deemed appropriate.

IMPROPER LANGUAGE

Students are expected to respect their teachers, administrators, auxiliary/ support staff and fellow students. Acceptable language is expected from all students during school hours and while attending extracurricular activities.

LOITERING

Students not participating in school-sponsored activities must be out of the building by 3:30 P.M. daily.

Students may not enter the building at night or on weekends unless participating in a supervised activity or as a spectator at a special event. Students are not to be wandering the halls after the school day.

Students are not to congregate in groups on or near school property before school, at noon, or after school.

REMOVAL FROM CLASSROOM

Any certificated person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health or property. Removed students shall be directed to report immediately to the Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Superintendent or his designee pending further discipline when applicable. Nothing in this policy shall affect the powers of the Administration or the Board under the policies concerning Expulsion and Suspension.

PROCEDURE FOR REMOVAL FROM CLASS

1. In the event a teacher feels it is necessary to remove a student from class or library, the student must be directed to the Dean of Students's office. A form should be completed by the teacher indicating the reason for the dismissal and given to the Dean of Students ASAP.
2. The office views student removal from class as a serious offense indicating that the teacher has utilized all means to improve behavior and is seeking administrative assistance.
3. The following minimum procedures will be followed:

First Offense: A dismissal form will be sent home with the student to his or her parents explaining what warranted the student's removal from class. In many cases, additional discipline is also required. The student will automatically receive a minimum of two detentions. On the day of the infraction, a form will be sent home with the student explaining what warranted the student's removal from class. It is the responsibilities of the student to have his or her parent or guardian sign the form.

Upon returning to school, the student must present the completed form to the Dean of Students. If a student's form is not signed, or the student fails to return the form upon his return, one additional detention will be assigned. A phone call will then be made to the parent or guardian explaining the infraction. After the parent or guardian has been notified, the student will be sent back to class.

Second Offense: If a student is removed from class for a second time, another dismissal form is sent to the parents requesting a conference be arranged between them, the teacher, student, and administrator; the student may remain out of class and under the supervision of the administration until the conference is held. It will be decided at this conference if and under what conditions the student will return to class. The student will receive a minimum of a Saturday detention.

Third Offense: If a student is removed from class for a third time, he or she may be placed in the Library or will be sent home for the remainder of the current term. Additionally, the student will be allowed to complete all work with full credit given and/or will receive additional discipline.

The determination as to whether the student is permanently removed from class will be determined after consultation between the administration and teacher. The final decision will be determined by the administration.

RESPECT FOR STAFF - CERTIFIED AND NONCERTIFIED

We expect all staff members to be treated with respect. We likewise expect the same from the staff members to the students. A show of disrespect towards a teacher or insubordination on the part of a student will not be tolerated.

ROMANTIC INVOLVEMENT BETWEEN STUDENTS/ PUBLIC DISPLAY OF AFFECTION

Handholding, romantic involvement, and all outward expressions or displays of affection are not considered to be in good taste in a public school and will not be permitted.

SMOKING/POSSESSION/USE OF TOBACCO

All areas of the Prairie Central School District including grounds, buildings, and school owned buses and vehicles are declared to be tobacco free.

Smoking is hazardous to the health of students and may present a safety hazard in the school. Smoking tobacco and/or possession of tobacco products (chewing tobacco and snuff), and e-cigarettes/vaping devices

by students is not permitted on school buses, in school buildings, or on or near school grounds at any time.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information about the hazards of smoking shall be included in the curriculum.

When a staff member finds a student in possession of e-cigarettes/vaping devices or smoking/tobacco materials in violation of this policy, the student shall be disciplined by the administration on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges, and/or suspension for a period of up to ten (10) days. First time offenders may receive three days of external/internal suspension. Repeat offenders may receive up to ten days of external suspension.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products, e-cigarettes, or vaping devices brought onto buses or school property (ie. parking lots, lockers)

Organizations sponsoring activities in the schools outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measure. Failure to do so could result in cancellation of that organization's privilege to use district facilities.

Adults are also prohibited from using tobacco on school property.

STUDENT BEHAVIOR AT HOME AND AWAY SCHOOLSPONSORED ACTIVITIES

Students should be aware that all school rules pertaining to extracurricular activities are in effect during both home extracurricular activities and those sponsored activities away from our local school. Any student involved in unsportsmanlike conduct at an extracurricular activity will be removed from all such activities for the remainder of the current school term.

It is easy to cheer the winner. That is only natural, but a person shows his true colors when he cheers the loser. Every athletic event is governed by certain rules that must be obeyed by the participants. A student will find this true in the game of life, and unless he is willing to play the game according to the rules, he must expect the punishment for disobedience.

Students must remember that school is their home, and they should treat the visiting members of another school with the same courtesy they would extend to a guest in their own homes. The desire to win is natural, and students would not be loyal to their school if they did not cheer their team on to victory, but there is a difference in victory in honor and victory in dishonor.

It is more important that a team have a reputation for hard, clean competition than a record of winning, regardless of the cost. Students will find this true in every human endeavor. Play and compete hard if we must lose, lose hard but graciously.

The officials, coaches, and faculty members have a job to do and students may be sure that every duty these persons perform is done with the welfare of the student in mind. There are times in everyone's life when he feels that the whole world has teamed against him and everything he does is wrong. That should be the signal for his courage and determination to make him do the sportsmanlike thing.

THEFT/BREAKING AND ENTERING

Stolen or lost property should be reported to the office promptly Theft includes stealing school property from faculty, school employees, or other students. Breaking and entering includes but is not limited to the school building, lockers, locked rooms, or other areas prohibited to students. If a student commits or attempts to commit a theft or is guilty of breaking and entering at school, the student's parents will be immediately notified. The student may be referred to authorities. For the first offense, a student may be subject to three days of external/internal suspension. Repeat offenders may be recommended for additional days of external suspension and possible expulsion.

THREATS MADE AGAINST STAFF

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

THROWING OBJECTS/SNOWBALLS

Throwing snow and/or ice presents a serious safety hazard to persons and property and is prohibited. This prohibition includes snow and/or ice thrown onto school grounds from adjacent property or at school buses or other vehicles. Violators may be subject to Saturday detention or external suspension.

ATHLETICS

ATHLETIC ADMISSIONS

All varsity athletic contests:

Adults: \$4.00 Students: \$3.00

MISCONDUCT DURING SCHOOL ACTIVITIES

Student and adult spectators found to be in gross violation of the ethics of competition and/or the principles of good sportsmanship may be barred by the Board of Education from interscholastic activities.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and other extracurricular activities and school events. Any person who violates such rules may be denied admission to school events for not more than one calendar year, provided that written 10day notice of the violation is given each person and a hearing held with such individual pursuant to the Board's rules and regulations. The administration of the schools may sign complaints as an agent of the school against persons committing any offense at school events.

SPECTATOR CODE OF CONDUCT

Each year Prairie Central Senior High School schedules an active and highly competitive sports program for both boys and girls. We encourage your attendance at our athletic events and hope to see many of you throughout the school year. However, we do expect certain standards of conduct at all games and we will endeavor to maintain proper sportsmanship by all who attend. Listed below are some of our rules and regulations that must be followed by all students attending Prairie Central Senior High athletic contests.

1. No objects are to be thrown.
2. Students are to remain off the gym floor area at all times.
3. Students are expected to show proper respect for school property and for the authority of school officials.
4. Fans should not heckle, jeer, or distract members of the opposing team (i.e., should not whistle or yell while opposing players are shooting free throws).
5. Proper respect should be shown toward officials who are in charge of the athletic contests.
6. Profane language and obnoxious behavior will not be tolerated (i.e., all cheering must be in good taste. Questionable group cheers will not be permitted).
7. Banners, posters, signs, and newspapers are not permitted at home or away contests. Any variance from this policy requires prior administrative approval.
8. Students are not permitted to attend home or away contests with painted faces. Unusual or "costume" dress is also unacceptable. Any variance from this policy requires prior administrative approval.

Prairie Central Senior High School has earned a reputation for good sportsmanship. We wish to continue this reputation and ask your cooperation as you attend our many athletic events throughout the year.

IHSA ELIGIBILITY RULES FOR INTERSCHOLASTIC ACTIVITIES

INTERSCHOLASTIC PARTICIPANT DEFINED

The interscholastic training rules apply to all IHSA sanctioned interscholastic participants during their enrollment in Prairie Central High School, including summer vacation periods. An IHSA-sanctioned interscholastic participant is defined as an individual who takes part in an athletic or nonathletic interscholastic activity or event governed by the Illinois High School Association. The Prairie Central IHSA-sanctioned events include golf, dance, volleyball, cross-country, football, basketball, wrestling, track, baseball, softball, band, chorus, scholastic bowl, speech team, and cheerleading. Activities not covered under the interscholastic training rules include Student Council, PC

Leadership, FFA, National Honor Society, musical, math team, and the classroom phases of band and chorus. These training rules apply to any participant in interscholastic activities or any other activities or contests governed by the Illinois High School Association (IHSA). The rules set forth herein are in effect throughout the calendar year and twenty - four (24) hours a day, whether or not school is in session, and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

STUDENT ATHLETE CONCUSSION AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

HOMESCHOOLING AND EXTRACURRICULAR ACTIVITIES

Students who are being homeschooled may not participate in any extracurricular activity.

ACADEMIC ELIGIBILITY

Students at Prairie Central High School must be doing passing work in 4 out of 4 subjects per week and must have passed 4 out of 4 subjects the previous term to be eligible for the current term. Any student who becomes academically ineligible for a period of 3 consecutive weeks may be released from the inter-scholastic activity if recommended by the immediate coach/sponsor and approved by the administration.

AGREEMENT TO FOLLOW TRAINING RULES

Athletic codes (interscholastic rules) are included in general handbook signoff.

In signing for a handbook, participants agree to the following:

"I as the interscholastic participant understand it is my responsibility to have read all of the Interscholastic Training Rules as set forth in this handbook. I fully understand the rules, penalties, and procedures for dealing with violations of the Interscholastic Training Rules and have discussed these with my parents/guardians. I agree to cooperate with the school officials in the enforcement of the training rules and regulations."

The participant's parent or guardian agrees to the following:

"As parents/guardians, we understand it is our responsibility to have read all of the Interscholastic Training Rules set forth in this handbook. We fully understand the rules, penalties, and procedures for dealing with violations of the Interscholastic Training Rules and have discussed these with our son/ daughter. We agree to cooperate with the school officials in the enforcement of the training rules and regulations."

TRAINING RULES

"I understand my participation in extracurricular activities at Prairie Central Community Unit School District No. 8 is a privilege and have no Right to participate in athletics or other interscholastic activities. As a condition of my participation in extracurricular activities, I will comply with all policies and rules of the School District concerning such participation. I agree I will not:"

1. Smoke or use tobacco in any form (i.e., smokeless tobacco).
2. Consume, possess, transport, distribute, or be in the presence of (at an event which alcohol is illegally served) alcoholic beverages.
3. Consume, possess, distribute, or be in the presence of illegal drugs or substances, including any medication which requires a prescription, but which was not prescribed for me, and also including any substances that I believe or tell others are illegal drugs or substances.
4. Violate any criminal code or any law or ordinance of any jurisdiction. The School District may investigate allegations of such violations independently of law enforcement authorities. An athlete may be penalized for a violation of this paragraph regardless if he or she has been charged with a violation in criminal or juvenile proceedings and regardless of the outcome of any such proceedings.

5. Consume or offer to any other person any substance which I say or believe will improve or alter my performance (this does not apply to any medication prescribed by a physician or any other substance, such as aspirin, approved by the coach or sponsor in advance.)
6. Engage in any conduct which is intended to cause damage to school property or to the property of school personnel, or be disruptive to school activities.
7. Participate in or observe the hazing and/or initiation of any person. (This violation falls under penalty number 9 below.)

TRAINING RULES - RECOMMENDED MAXIMUM PENALTIES FOR THE ABOVE VIOLATIONS ARE AS FOLLOWS:

1. **FIRST OFFENSE:** Suspension from 20% of regular season contests (fractions will be rounded up. For tournaments, each day equals one contest.)
2. **RETURNING TO NO-OFFENSE STATUS:** Following the first offense, if a student completes one calendar year with no additional violations, the student may return to a no-offense status. The opportunity to return to a no-offense status will only be granted to a student one time during his or her high school career.
3. **SECOND OFFENSE:**
 - A. Suspension for one calendar year from all interscholastic activities.
 - B. For substance abuse issues, a student violating training rules a second time within a calendar year may attend and must successfully complete the approved IHR substance abuse program. The student would then become eligible for participation after serving a suspension equal to 20% of regular season contests in his/her next interscholastic activity.
 - C. For non-substance abuse issues, a student violating training rules a second time within a calendar year may attend and must successfully complete an approved 40-hour community service program. This program will be developed through a coordinated effort with the Livingston County Probation Services and other community agencies. The student would then become eligible for participation after serving a suspension equal to 20% of regular season contests in his/her next interscholastic activity.
4. **THIRD OFFENSE:** Suspension from all interscholastic activities for the remainder of the student's high school career.
5. **REINSTATEMENT:** Following the third offense, if the student completes one calendar year without any additional violations, at the discretion of the Dean of Students and athletic director, the principal shall consider the seriousness of prior offenses and shall determine whether or not to reinstate the participant to a second-offense status. If any prior violation was dangerous to other persons or property, including but not limited to hazing and/or initiation, or seriously disruptive to any school activity, then the student shall not be reinstated. If a fourth offense occurs prior to reinstatement, then reinstatement is not available.
6. **FOURTH OFFENSE:** If a fourth offense occurs prior to reinstatement, termination of privilege to participate in any activities covered by this policy occurs without opportunity for reinstatement.
7. **OUT - OF - SEASON VIOLATIONS:** Out-of-season violations will apply to the next activity the student participates in. If a student is participating in numerous activities during a season, the penalties will be assessed to all activities.
8. **SPECIFIC GUIDELINES:** Specific guidelines for the above penalties will be determined by the coach/sponsor during which the violation occurred (or the coach/sponsor of the participant's next activity if violation is out of season.)
9. **PENALTIES FOR SERIOUS OR DISRUPTIVE OFFENSES:** The limited penalties for the first and second offenses may be bypassed if the student's conduct was dangerous to other persons or property, or seriously disruptive to any school activity. In case of such an offense, the penalty may be, at the discretion of the principal and athletic director, suspension from all activities covered by this policy for the remainder of the student's career.

TRAINING RULES - PROCEDURE FOR DEALING WITH MAJOR TRAINING VIOLATIONS

1. Upon evidence or information that a major training rule violation has occurred, the athletic director and/or

Dean of Students will meet to discuss the alleged violation and shall conduct an investigation concerning the alleged violation. The athletic director and/or Dean of Students will select a date and time to meet with the student to discuss the alleged violation and possible consequences. This should be done as soon as possible. The athletic director and/or Dean of Students may include a coach of the appropriate sport if he or she deems appropriate. The student and parent(s)/guardian(s) will then be informed of the decision concerning the penalty and its administration.

2. Review Process:

- A. Within seven (7) calendar days of the implementation of the penalty, the student and/or the student's parent(s)/guardian(s) may make a written request for a meeting with the athletic director and Dean of Students to discuss the violation and the penalty. Such a meeting will be held within five (5) school days from receipt of the written notice by the athletic director and Dean of Students. A written response will be mailed to the student and/or the student's parent(s)/guardian(s) within five (5) school days of the meeting.
- B. If the student and/or the student's parent(s)/guardian(s) are not satisfied with the outcome in step A, a written request for a review may be filed with the principal within ten (10) calendar days of the response provided in step A. Such request for a review shall set forth the reasons for the review as completely as possible. The principal shall investigate the matter thoroughly and shall interview such individuals or gather such information as he or she deems appropriate. The principal shall meet with the student and/or student's parent(s)/guardian(s) within ten (10) school days of the principal's receipt of the request for review. The student and/or the student's parent(s)/guardian(s) may present such additional information or evidence as they deem relevant. A written response will be mailed to the student and/or the student's parent(s)/guardian(s) within five (5) school days of the meeting.
- C. If the student and/or the student's parent(s)/guardian(s) are not satisfied with the outcome in step B, a written request for review may be filed with the superintendent within ten (10) calendar days of the response provided in step B. The superintendent shall review the information provided to the principal in step B and determine if the training rules were interpreted consistently and applied uniformly. The superintendent may conduct such additional investigation as he or she deems appropriate, including meeting with the student and/or student's parent(s)/guardian(s). A written response will be mailed to the student and/or the student's parent(s)/guardian(s) within ten (10) school days of the receipt of the request for review.
- D. If the student and/or the student's parent(s)/guardian(s) are not satisfied with the outcome in step C, a written request for review may be filed with the Board of Education within ten (10) calendar days of the response provided in step C. The Board shall consider the request at a regular or special meeting within sixty (60) days of its receipt of the request for review. The review shall be held in closed session. The Board will review the information provided to the principal in step B and such other information, as it deems appropriate. The principal and, if possible, the Dean of Students and athletic director will attend the meeting. The student and/or the student's parent(s)/guardian(s) may present such information to the Board as they deem relevant. The Board shall consider the information presented and provide a written response within five (5) days of the meeting. The decision of the Board shall be final.

TRAINING RULES - MINOR VIOLATIONS

Any violation concerning practice, school conduct, diet, rest, care of equipment, grooming travel, etc., will be decided upon by the staff of the activity with the prior approval of the athletic director.

TRAINING RULES PROCEDURE FOR DEALING WITH MINOR VIOLATIONS

1. Discipline will be administered immediately by the supervising coach or sponsor.
2. The athletic director will complete the Interscholastic Training Rule Violation Form and file it. A copy will be mailed to the parents/guardians.

STUDENT ATTENDANCE AT SCHOOL FOR PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES

In order for a student to participate in an interscholastic practice or activity on a school afternoon or evening, he or she must be in attendance at school the entire day. The only exception shall be by prearranged admin-

istrative approval. If a student misses any part of the school day because of illness, he or she will not be permitted to participate in that afternoon or evening activity. A student who is too sick to attend any part of the academic day is too sick to participate in any after school activity.

GUIDANCE SERVICES

NOTE TO STUDENTS

The guidance personnel offer a variety of services for students at Prairie Central High School. From incoming freshmen to dignified seniors, there is a need, a place, and a time when a counselor can be of real help to your progress and well-being. Briefly, here are a few of the services offered by your counselors:

1. Testing
2. Planning and scheduling courses
3. Helping with personal problems
4. Providing college and scholarship information
5. Writing letters of recommendation for jobs or colleges
6. Providing career and job information
7. Preparing transcripts for colleges and jobs
8. Holding parent conferences

If you have a problem of any kind, see your counselors. You can be assured they will do their best to understand you and offer suggestions and help. Your counselors are liaisons between your school and your home. We hope you will let them help you.

STUDENT RESPONSIBILITY

Although the counselors are available to aid and assist the student, the student has certain responsibilities. The student must bring any problems and questions to the counselor, since it is impossible for the counselor to anticipate and be aware of every situation concerning every student. The student should make it his or her responsibility to arrange appointments with the counselor.

Although it is the student's responsibility to investigate information concerning colleges, vocations, financial aid, etc., the counselor will provide assistance and direction in this process.

The student is urged to talk with a counselor whenever there are any questions concerning school problems. It is also suggested that the student talk over personal problems and situations with a counselor.

Often valuable information is given during announcements and can be found on bulletin boards, by the counselor's office on the PCHS website. The student must listen to all announcements and check the website frequently.

SCHEDULE CHANGES

Schedule changes are to be made through the guidance office. Students have until April 30 to change the following year's schedule. The counselors are available for appointments during the week before school starts in August and throughout the school year. Such an appointment does not insure that the change will be made. The following guidelines will apply.

Schedule changes may be permitted under the following circumstances.

1. A student has failed a class that is a prerequisite for a course selected during registration.
2. A course is not in accordance with student ability—as determined by testing or teacher recommendation.
3. There is evidence of a coding or scheduling/computer error.
4. Unusual or unforeseen circumstances such as family hardship, illness, or other major reason may warrant a program change.
5. A student may have an overload of academic courses. (Student with three core plus AP.)
6. Administration may recommend a change or drop for behavior, achievement, or non-attendance situations.

Students may only add a course or transfer between courses during the first three (3) school days of a term.

Students will not be allowed to enter any course after the first three (3) school days of a term.

1. A student wishes to drop a course or program specifically selected during registration due to a change of

mind.

2. A student wishes to switch to a different teacher.
3. A student wants to arrive at school late, leave early, or change a lunch or class time due to personal preference.
4. A student's employment hours conflict with the school schedule.

Any course changes that occur after the three (3) day deadline must be recommended by the Administration.

CAREER COUNSELING

Career counseling services are provided to students at Prairie Central High School. Students aspiring to work in specific occupations or considering additional technical training should begin planning their educational program as early as possible. Counselors are available to assist in this process.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be

¹ This section is only applicable to high schools.

inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

COLLEGE PLANNING

COLLEGE REPRESENTATIVES AND COLLEGE VISITATION DAY

Throughout the year, many colleges and universities send representatives to the high school to talk with students interested in attending college. Juniors and seniors are encouraged to talk with these representatives. In fact, this can be one of the most important steps for a student interested in going to college.

Only seniors may take college visitation days. Students are limited to one college visitation day and must complete the visitation by April 30 of their senior year. Any exception to this policy must be approved by the principal.

To visit a college during the school day, a senior must:

- Provide a note of written permission from a parent or guardian at least one day prior to the visitation.
- Have an appointment with the college verified through the guidance office.
- Obtain the appropriate form from the guidance office. The student must have the designated college or university officials sign and date the form.
- Obtain a prearranged absence form to be signed by all of the student's teachers.

COLLEGE COUNSELING

Counseling services for college-bound students are available through the Guidance and Counseling Department. Students are encouraged to begin college planning as early as possible. Such early planning will ensure that the student is able to enter the college of his or her choice.

Students who intend to enter college should be certain that they have met the entry requirements of the school as well as those which have been determined by the Illinois Board of Education. A careful review of the college catalog by the student, parent, and the counselor will ensure that all requirements have been met and that the transition from the high school to college is a smooth one.

OVERVIEW OF FINANCIAL AID APPLICATION PROCEDURE

1. Apply for admission to the school or college of your choice. Students may want to apply for admission to more

² This section is only applicable to high schools.

than one institution in order to be reasonably certain of being accepted to at least one. While application procedures at most institutions will involve the writing of a college entrance examination (commonly either the ACT Assessment or the Scholastic Aptitude Test), eligibility for assistance through the major federal and state financial aid programs is not contingent upon these test scores. Students do not receive financial aid until they have been admitted. The sooner the student processes his or her application for admission, the sooner he or she becomes eligible for financial support from the college, which is especially important if the college has limited funds and must disburse them on a first-come-first-served basis.

2. Apply for financial aid at each school or college to which you have been admitted. The financial aid officer of each college or vocational school campus is just as important a contact as the campus admissions officer. His or her job is to provide financial assistance to needy students to the maximum extent possible. On most campuses in Illinois the student must make formal application for financial aid, usually by a specified deadline which may or may not be the same as the admission application deadline for each campus. In addition to administering institutional funds, the financial aid officer may be able to assist students through such federal financial aid programs as FAFSA, the Federal College Work/Study Program, Perkins Loan, and Stafford Loan Program.
3. File the appropriate need analysis form. Eligibility for many financial aid dollars today is based upon financial need. The student and his or her parents are expected to contribute what they can from family income and assets toward college expenses, and the colleges and scholarship agencies will help to provide the rest. In order to assess the family's ability to contribute, many financial aid officers require that the student file a FAFSA Financial Aid Form. The student can find out which form he or she should file by asking the financial aid officer or by consulting any one of many college handbooks which provide this information.
4. Apply for a monetary award from the Illinois State Scholarship Commission. Through the Monetary Award Program, students may receive yearly monetary support toward their tuition and fees at any approved college, university, or hospital school of nursing.

Beyond these basic application procedures, many students each year find it necessary to apply for additional resources in order to meet their college expenses. They may apply to the following for assistance:

- Scholarship agencies
- Private donors
- State government agencies –
 - Department of Public Aid
 - Division of Vocational Rehabilitation
- Federal government agencies –
 - Social Security Administration
 - Veterans Administration

The Stafford Loan Program, which is administered by the Illinois State Scholarship Commission, represents another source of assistance for students who have completed all other application procedures. Through this program students may borrow a varying amount per year depending upon their financial need for both undergraduate and graduate study, with repayment beginning nine months after the cessation of fulltime studies.

ACADEMICS

ACHIEVING ACADEMIC SUCCESS

NOTE TO PARENTS

Good discipline originates in the home. The parent is the first teacher of the child and should develop in him or her good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher's role is similar to the parent's while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with the attendance rules and procedures.

4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities. Show an active interest in his or her report cards and progress:
 - a. Do you encourage your child to be enthusiastic about school work?
 - b. Does your child schedule sufficient time for home study?
 - c. Is there a suitable quiet place to study at home at a regularly scheduled time? Pencils, pen, paper, books, dictionary, ruler, etc. should be at hand.
 - d. Do you have family agreements THAT ARE KEPT regarding the use of the telephone or TV?
 - e. What do you suggest as a substitute when you're told there is no homework? Consider:
 - Reading a continuous assignment for everyone, including magazines, newspapers and books chosen for enjoyment.
 - Reviewing class notes, arithmetic processes, grammar usage, and spelling.
 - Research science or other long-term projects that have been assigned.
 - f. What time is your child in bed each night?

Your interest and support at home are important to your child and greatly appreciated by your child's teachers.

EFFECTIVE HOMEWORK HABITS

1. Plan. Assign a definite time at least two hours each day for study at home; utilize study periods and library facilities in school. Keep a list of assignments in a notebook and take home all necessary books, papers, and other materials.
2. Place. Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television.
3. Procedure. Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content. Reread the assignment slowly and comprehensively for content, relationships, and details.

Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

STUDY SKILLS

A student who studies well:

1. Brings notebook, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom and listens well.
3. Asks questions if he doesn't understand the discussion or if he has a problem.
4. Plans his work and schedules time for homework each day; makes sure he understands the assignment before he leaves class.
5. Uses what he learns; sees how each subject applies to the others.
6. Strives to do his best, not just to get by.

How to study:

1. Attitude is important; think positively; work independently. Seek help only when you have exhausted your own resources; then ask questions. Use library resources.
2. Learning requires concentration; keep your mind on what you are doing. It will take less time.
3. At home have a definite, well lighted, quiet place to study. Unless you have a straight A average, you will have to study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

How to take a test:

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for- not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

EXTRA HELP

A student may always seek extra help from teachers if he or she does not understand an assignment, if the work is difficult, or if the student has been absent and has missed assignments and class discussions. A student should arrange a conference with a teacher before or after school or at a time during the day convenient to both the teacher and student.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with the work. This is NOT to be thought of as punishment, but rather as the desire of the teacher to help the student make the progress of which he or she is capable.

Tutors are available through the National Honor Society's tutoring program. Contact your counselor for details.

HONOR ROLL

To be on the high honor roll, a student must have at least a 93% average with no grade below 86%.

To be on the honor roll, a student must have at least an 88% average with no grade below 82%, and only one grade below 86%.

Only 1/2-credit courses count toward determination of honor roll status and class rank.

GRADING SCALE

Letter	Percentage	Remarks
A	100 - 93%	Excellent
B	92 - 86%	Very Good
C	85 - 78%	Fair
D	77 - 70%	Poor
F	69%	Failure

NATIONAL HONOR SOCIETY

Membership in the Prairie Central National Honor Society is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, character, leadership, and service. To be eligible for membership, the candidate must have spent at least one term in Prairie Central High School and must be a member of the junior or senior class. Candidates must have a scholarship average of 93%. Scholastically eligible candidates are evaluated by the high school faculty, considering the criteria of character, leadership, and service. Based on these evaluations, a faculty council appointed annually by the principal makes final selection for membership. Once selected, members must continue to demonstrate the qualities for which they were selected.

WEIGHTED GRADES

Students' grades in Advanced Placement and Parkland Dual Credit courses are weighted. This is done to encourage students to enroll in these types of classes, since the demands and overall academic rigor of the classes exceed that of most other courses. Weighting is accomplished by multiplying the term grade by 1.04%.

STUDENT CLASSIFICATION

All Prairie Central students will be classified by credits. All incoming 8th graders and any students that have accumulated under 4 credits shall be considered freshmen. All students with 4 or more credits but less than 12 credits shall be considered sophomores. All students with 12 or more credits but less than 20 credits shall be considered juniors. All students with 20 or more credits shall be considered seniors. Due to the Prairie

State Achievement Examination, a student may only be classified as a junior one time.

STUDENT ENROLLMENT

In the best interest of the social as well as the intellectual well-being of each student, the number of courses and activities which he or she carries each year shall be determined on the basis of his or her needs and capacity.

MATH AND SCIENCE REQUIREMENTS

All students are required to earn three math and science credits.

ENGLISH REQUIREMENT

All students are required to earn 4 English credits, which will include English I, English II, and English III.

CLASS LOAD

The class load for all students is 8 credits per year.

ACADEMIC CREDITS

A school year consists of 4 terms. Classes are defined as term classes. Students earn Carnegie units of credit for successful completion of classes as follows:

- One-half term classes last 4 1/2 weeks and receive 1/4 credit. Driver education would fall under this framework even though it is offered throughout a nine weeks. Driver Education is typically offered the same block as Physical Education class and alternates the days that it meets.
- One-term classes last 9 weeks and receive 1/2 credit. Final grades are issued at the end of the term.
- Two-term classes last 18 weeks and receive 1/2 credit for each 9 weeks. Final grades are issued at the end of each term.
- ICE students (grade 12) receive 4 credits per year (8 terms). ICE students are exempt from physical education.
- Students may use only four (4) credits earned by correspondence, by extension, or from a junior college to fulfill graduation requirements. For approval, students must first consult with the counselor and then gain final approval from the principal.

FAILURE OF REQUIRED COURSES

Students are encouraged to retake the failed course during the next two terms. However, the student, counselor, and teacher must evaluate the suitability of this on a case-by-case basis.

FIFTH YEAR SENIORS

Students who do not graduate in four years will have their credits reviewed by the administration. From this point, it will be determined if the student will be enrolled in the Credit Recovery or an Alternative School Program.

REQUIRED ACADEMIC UNITS FOR GRADUATION

A diploma is awarded upon successful completion of the required number of academic Carnegie credits. Students must earn 28 Carnegie credits. Academic Carnegie credits include the following:

English..... 4 units

The appropriate sequence for meeting language arts requirements is English I, English II, and English III.

Math..... 3 units

Social studies 2 units

Includes two (2) terms of U.S. history and one (1) term of American government. Students must also pass a test on the Federal and state Constitutions.

Science..... 3 units

Computer science..... 1/2 unit

(Passing computer/keyboarding fundamentals satisfies this requirement)

Health 1/2 unit

Consumer education 1/2 unit

Fine or applied arts.....	1 unit
(Includes art, foreign language, or vocational education)	
Physical education	4 units
Four (4) years of physical education are required for graduation. The physical education requirement is waived for students who are off campus for a minimum of two blocks to attend the Livingston Area Career Center or to meet the work experience requirements of the ICE, and C.V.E. programs.	
Electives	9.5 units
Total units for graduation.....	28

Note:

For a student to participate in commencement and/or baccalaureate ceremonies he or she must accumulate one less than the number of units required for graduation within the first 8 semesters of high school and, the student must:

- Enroll in one unit to be completed by the beginning of the next fall school term.
- Receive approval of the high school principal.
- Participate in the ceremony with the class that the student originally enrolled with upon entering PCHS.

Students who return for a 5th year or more to complete their credits for a diploma will not be allowed to participate in subsequent commencement and/or baccalaureate ceremonies.

COLLEGE PREP PROGRAM

Recommended Courses:

English.....	4 units
(Emphasizing written and oral communications and literature)	
Social Studies.....	3 units
(Emphasizing history and government)	
Mathematics	4 units
(Introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)	
Science.....	4 units
(Laboratory sciences)	

Two years of electives chosen from music, art, foreign language (which shall be deemed to include up to one year of American Sign Language per PA 860623) or vocational education 2 units

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian selection will be based on 8 semesters work where 32 credits are achieved.

TRANSFER STUDENTS

Students moving into Prairie Central Community Unit #8 from another Illinois school district need to present a student transfer form completed by the previous district in order to be admitted. Students moving from out of state may not have access to the transfer form. This form attests to a student's standing in school and to his or her medical records.

Transfer students must meet only the yearly requirements of the year(s) they enroll at Prairie Central High School and thereafter. The requirements of the school from which they transfer will be accepted as long as they are complete for each year of that school. Any deficiencies from the prior school must be made up at Prairie Central High School. Transfer students must submit a copy of their birth certificate.

G.E.D.

Individuals meeting the General Education Development (G.E.D.) requirements will receive certification of completion from the agency conducting the program after successful completion of the G.E.D. program requirements. Prairie Central High School does not issue diplomas for G.E.D. programs.

POLICY ON GRADUATION AFTER SEVEN SEMESTERS

It is the policy of the Board of Education that eight semesters of attendance shall be the normal requirement

for graduation from Prairie Central High School. However, the board recognizes that special conditions might arise which could call for consideration of an alternative to the eight semester attendance requirement. The principal will review each request for early graduation and will notify the student of approval or denial of the request. Any exceptions to the following early graduation guidelines are at the discretion of the principal.

In order for a student to be eligible for seven semester attendance, the following must be completed:

1. The student must have met all graduation requirements.
2. The student must have a special need and an appropriately planned educational experience (vocational school, college, military service, or on the job training for the remainder of the four year period).
3. The student must have written evidence of approval and acceptance of the planned educational experience including, in writing, parental consent, school or employer verification, and local administration approval.

Students may graduate only after the completion of the second term of their senior year. Early graduation is not an option after the first or third terms of a student's senior year. Students may apply for seventh semester graduation under the following conditions:

- Application must be submitted in writing to the principal by the end of October of the senior year.
- All required classroom credits, including all local and state requirements, must be completed.

Early graduating students may participate in commencement and baccalaureate ceremonies if they attend all practices and meet other guidelines as may be established by the principal. It will be the responsibility of the student to meet with the principal to discuss dates and times for practices or any other information necessary for the commencement ceremony.

REQUEST FOR EXEMPTION FROM PHYSICAL EDUCATION

Section 276 of the Illinois School Code, Senate Bill 730, and the adoption of related policy by the Prairie Central Unit No. 8 Board of Education allow students in grades 11 and 12 of Prairie Central High School the opportunity to request an exemption from physical education for one or more of the following reasons:

1. Participation in interscholastic athletics (granted only while a junior or senior is an active member of an athletic team.)
2. Enrollment in courses necessary for college admission (granted only after request is made from college or university.)
3. Enrollment in courses necessary for graduation. (Seniors only: The student schedule does not permit graduation requirement to be added unless PE is dropped. Prior administrative approval is required.)
4. Enrollment in both band and chorus.
5. Enrollment in the ICE or CVE program.

More detailed information is available in the board policy manual of Prairie Central Unit No. 8. For additional clarification, check with your counselor.

A STUDENT IN GRADES 9-12 WHO IS ELIGIBLE FOR SPECIAL EDUCATION MAY BE EXCUSED FROM PHYSICAL EDUCATION COURSES IF:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

ADVANCED PLACEMENT

Advanced Placement is a special college level learning experience that often takes a full academic year to complete. To be considered for the AP program and the opportunity to earn college credit while still in high school, the student must possess the determination and dedication to complete the academic challenge. Instructors of advanced placement courses use a weighted grading system.

Prerequisite: Approval of the AP instructor.

Credit: College Credit

PARKLAND DUAL ENROLLMENT CLASSES

The Dual Credit/Enrollment Program enables eligible high school students to earn college credit toward a degree while still in high school. Parkland does not charge tuition or fees for dual credit courses taught at the high school using Prairie Central teachers. Parkland College offers an opportunity for college-level courses to be taught at Prairie Central High School by a qualified PCHS instructor. These courses are of the same high quality, cover the same content, and have the same rigor as courses offered at the Parkland College campus. Potential teachers must be qualified to teach college courses, which usually mean a Masters' Degree in the subject area they are teaching. Most colleges and universities throughout the country accept dual credit. The University of Illinois, for example, has been very receptive toward accepting these college credits earned while in high school. Students are encouraged to check with the Admissions Office of the post-secondary school they plan on attending for dual credit acceptance.

PROCEDURES:

- PCHS students may apply to take college-level course if they have the required GPA for the course(s), and are at least 16 years of age or older. Prerequisites, including assessments or SAT scores, must be met.
- The student must submit a completed Parkland College application and The Dual Credit Program application.
- The student may be required to take an assessment test depending upon the course requested. Assessment testing is done at Prairie Central High School. A SAT score may also serve as a qualification for admission.
- College credits and grades earned are recorded on the student's Parkland permanent transcript. Credits/grades are also recorded on the PCHS transcript. And will count towards earning a high school diploma.

REQUIRED TESTS

In an effort to gauge student academic progress, students need to take these state required exams seriously, not only for their own benefit, but for the school community as well. Students who intentionally fail to follow directions regarding the completion of the exam or misrepresent the ethical intent of the exam will be subject to disciplinary action.

RTI

The Illinois State Board of Education (ISBE, 2008) defines Response to Intervention (RtI) as "the practice of providing 1) high-quality instruction/ intervention matched to student needs and 2) using learning rate over time and level of performance to 3) make important educational decisions" (Batsche, et al., 2006). RTI is required of all Illinois schools and it is used to improve learning environments and to address student academic and behavioral needs and as part of the evaluation process for students when a specific learning disability is suspected. It consists of a process used for identifying and monitoring student academic and behavior performance data and it is used to make instructional decisions.

The main components of RtI include a 3-tier model of school support that provides increasingly more intense instruction and research-based interventions to respond to the academic and behavioral needs of students. RtI also includes a problem solving process that is used to evaluate tiers and interventions, and student's response to interventions. Further, RtI requires schools to develop a process of universal screening, data collection, and a process of analysis to identify students at risk. This includes problem identification, analysis, plan development, plan evaluation (ISBE 2008).

RtI does not eliminate the possibility of requesting a traditional assessment (Case Study Evaluation). A parent may make a written request for a student to be assessed in a traditional manner at any time and is not meant to delay any consideration for special education services. For more information regarding special education services, parents may contact Livingston County Special Services Unit at 815-844-7115 or Prairie Central CUSD #8 at 815-692-2504.

SAT

Student Assistance Team (SAT) meetings are Tier-3 interventions for students experiencing significant academic or social emotional difficulties at PCHS. SAT meetings are assembled to 1) determine a student's current level of performance; 2) develop strategies or accommodations to address the student; 3) develop goals for the student. Team members may include students, parents, school counselors, teachers, support personnel and administrators.

SECTION 504

It is the policy of the Prairie Central CUSD #8 to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Educational Act (IDEA). The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)
2. Has a record of such an impairment, or
3. Is dealing with Juvenile Diabetes, or
4. Is regarded as having such impairment.

Due process rights of handicapped students and their parents under Section 504 will be enforced. The superintendent is the coordinator of Section 504 activities for the district.

PCHS SCHOOL SONG

Oh go you Hawks and fly to victory
Show them who is the best team here
We will all join in the fight
For a great PCH win tonight
We'll show the world we're flying strong now
We are the hardhittin' Hawks
And so it's fight, fight, fight for the PCHS Hawks
And a win for mighty blue