



STUDENT HANDBOOK

**PRAIRIE CENTRAL JUNIOR HIGH SCHOOL
800 NORTH WOOD
FORREST, ILLINOIS 61741
Telephone 815-657-8660 Fax 815-657-8677**

2019-2020

The Prairie Central Junior High Staff Is Committed To Helping All Students Succeed In Reaching Their Maximum Academic Potential And To Helping All Students Develop And Exhibit Acceptable Social Behavior Skills.

PRAIRIE CENTRAL JUNIOR HIGH
BELL SCHEDULE

Regular Bell Schedule – 2:50 Dismissal

Homeroom..... 7:50 – 8:00
 1st hour 8:02 – 8:52
 2nd hour 8:55 – 9:45
 3rd hour 9:48 – 10:38
 4th hour 10:41 – 12:11

Lunch Times

A – 10:41 – 11:11
 B – 11:11 – 11:41
 C – 11:41 - 12:11

5th hour 12:14 – 1:04
 6th hour 1:07 – 1:57
 7th hour 2:00 – 2:50

Resource Bell Schedule – 2:50 Dismissal

Homeroom 7:50 – 8:12
 1st hour 8:14 – 9:02
 2nd hour 9:05 – 9:53
 3rd hour 9:56 – 10:44
 4th hour 10:47 – 12:17

Lunch Times

A – 10:47 – 11:17
 B – 11:17 – 11:47
 C – 11:47 – 12:17

5th hour 12:20 – 1:08
 6th hour 1:11 – 1:59
 7th hour 2:02 – 2:50

Bell Schedule – 12:50 Dismissal

Homeroom..... 7:50 – 8:00
 1st hour 8:02 – 8:32
 2nd hour 8:35 – 9:05
 3rd hour 9:08 – 9:38
 5th hour 9:41 – 10:11
 6th hour 10:14 – 10:44
 4th hour 10:47 - 12:17

Lunch Times

A – 10:47 – 11:17
 B – 11:17 – 11:47
 C – 11:47 – 12:17

7th hour 12:20 – 12:50

Bell Schedule – 1:50 Dismissal

Homeroom 7:50 – 8:00
 1st hour 8:02 – 8:42
 2nd hour 8:45 – 9:25
 3rd hour 9:28 – 10:08
 5th hour 10:11 – 10:51
 4th hour 10:54 – 12:24

Lunch Times

4A – 10:54 – 11:24
 4B – 11:24 – 11:54
 4C – 11:54 – 12:24

6th hour 12:27 – 1:07
 7th hour 1:10 – 1:50

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FORWARD

The Board of Education of Prairie Central Community Unit #8 has the obligation to utilize the resources of the communities in developing a responsible citizenship with the ability and the desire for advancing our society. It also formulates policy to attain this philosophy as well as the educational objectives to help achieve this obligation.

The Board of Education is the authority for Prairie Central Community Unit #8. It will establish the rules and regulations that are needed in order to establish policy that will allow for an effective operation of this school.

This handbook will describe some of the rights and responsibilities of students in Prairie Central Junior High and set forth regulations governing school behavior. These rules and regulations apply to conduct on school premises, on school

buses, or to activities involving school property. They also apply to conduct off of school premises, which directly affect other students or the school, and to conduct at school functions of any kind.

The PRINCIPAL retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process.

We expect every staff member, both certified and non-certified to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstance be tolerated.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

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

WELCOME TO PRAIRIE CENTRAL JUNIOR HIGH

A Special Message to Students of PCJHS

The Prairie Central Board of Education and community have provided you with a facility, faculty, and staff that are second to none in the State of Illinois. All of these professionals come together to provide students with opportunities to enhance their learning and quality of life. This is the best time in a student's life to try different activities that may become a life-long interest.

Academic opportunities abound through a curriculum that will prepare students not only for high school but opportunities beyond a student's career at Prairie Central. The building staffs highly qualified faculty members, many with over twenty years experience in the field of education. Social opportunities

abound through organizations such as Student Council, Art Guild, F.F.A., Computer, and Math Clubs, Yearbook, Scholastic Bowl, C.A.R.E.S. Clowns, Speech and Math teams, which will not only provide structured experience in activities that lend themselves to enhancing the core curriculum and creates social skills that will make students into more well-rounded young adults. Prairie Central Junior High has also embraced success in athletics including softball, baseball, wrestling, boys' and girls' basketball, cheerleading, volleyball, and track. At PCJH there are activities for every student that would like to expand their learning beyond the classroom.

The administration and staff wish the best for all students and provide the opportunities for success; the rest is up to you!!

Ms. Kristal Deming, Principal

Notes to Parents

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

1. Recognize that the teacher's role is similar to the parents 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 attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
5. Talk with the child about school activities: show an active interest in their report cards and progress reports:
 - a. Do you encourage your child to be enthusiastic about his/her schoolwork?
 - 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?
 - d. Pencils, pen, paper, books, dictionary, ruler, etc., should be on hand.
 - e. Do you have family agreements THAT ARE KEPT regarding the use of the telephone or T.V.
 - f. 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, mathematics processes, grammar usage, spelling.

Research- science or other long-term projects that have been assigned.

- g. What time is your child in bed each night?
- h. Your interest and support at home are important to

your child and greatly appreciated by his teachers.

School Spirit

School spirit may be divided into three categories:

1. **Courtesy** - Toward teachers, fellow students, students from other schools, and the officials of school athletic activities.
2. **Pride** - In everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his school and does his or her utmost to keep the scholastic and activity standards at the highest possible level.

Board of Education

- Mark Slagel, President
- Lori Schahrer, Vice-President
- John Wilken, Secretary
- Ted Bachtold
- Dana Kafer
- Tim McGreal
- Brian Plenert

Administrative Staff

- Paula Crane, Superintendent
- Kristal Deming, Principal
- Austin Wenger, Dean of Students/Athletic Director

Telephone - (815) 657-8660 Fax - (815) 657-8677

Teaching Staff

- Lynette Bazzell Social Studies
- Tammy Fairley Special Education
- Deb Burmaster..... Special Education
- Katie Cavanagh Paraprofessional
- Todd Cheek Vocal Music
- Beth Casper.....School Psychologist
- Aaron Grant Social Studies
-Art
- Shelby Gresham..... Math/Library/Interventionist
- Travis Johnson Science/PE/Health
- Ben Klekamp.....Science
- Angie Kratochvil..... Social Studies
- Phyllis Krippel.....Paraprofessional
- Megan Lackaff Instrumental Music
- Amy Lewallen.....Paraprofessional
- Jessica Lawent Mathematics

- Monica Markley..... Special Education
- Stephanie McClure.....Mathematics
- Sandy Ropp PE/Health
- Dave Rothert..... Agriculture/Industrial Tech
- Scott Saffer..... Science
- Cathy Smith Computers/Math
- Karen Steidinger Paraprofessional
- Erin Ummel Paraprofessional
- Jonnita Vogel ELA
- Karen Volk Special Education
- Renee Wenger..... ELA
- Susan Werner School Social Worker
- Jason Whitfill..... PE/Health

Coaching Staff

- BASEBALL**
- Jason Whitfill..... 7th/8th Grade
- SOFTBALL**
- Stephanie McClure..... 7th/8th Grade
- BOYS' BASKETBALL**
- Travis Johnson..... 8th Grade
- Todd Cheek 7th Grade
- GIRLS' BASKETBALL**
- Dave Buchanan 8th Grade
- Sonia Gradberg..... 7th Grade
- GIRLS' VOLLEYBALL**
- Sandy Ropp 8th Grade
- 7th Grade
- WRESTLING COACH**
- Tory Farney/Joe Cliff..... 8th Grade
- Bill Casner..... 7th Grade
- CHEERLEADING SPONSOR..... Emily Soto**
- TRACK**
- Scott McGuire 8th Grade
- Tory Farney/Chad Bazzell..... 7th Grade

Non-Teaching Staff

- Mike Brown Custodian
- Rod Hodges Head Custodian
- Tammy Hoffman Cook
- Cook
- Mandi Kerns..... Head Cook
- Denice Masters Secretary
- Gail Monahan..... Secretary
- Kim Sewell Nurse

ACADEMICS

Junior High Curriculum

The following courses may be offered:

7th Grade Curriculum

Advanced Math 7

52051A000 Pre-Algebra

Pre-Algebra courses increase students' foundational math skills and prepare them for Algebra I by covering a variety of topics, such as properties of rational numbers (i.e. number theory), ratio, proportion, estimation, exponents and radicals, the rectangular coordinate system, sets and logic, formulas, and solving first-degree equations and inequalities.

Math 7

52037A000 Mathematics (grade 7)

Mathematics (grade 7) courses typically emphasize proficiency in skills involving numbers and operations, measurement, patterns, functions, algebraic formulas, geometry, and concepts of data analysis, including statistics and probability. Specific content depends upon state standards for grade 7

Advanced ENGLISH/LANGUAGE ARTS (ELA)

51035A000 Language Arts (grade 7)

Advanced ELA (grade 7) will follow the same scope and sequence as regular ELA classes but with added rigor, additional assignment requirements, acceleration, and higher expectations. Additional and supplemental curriculum and materials will add complexity and rigor, and students will be expected to respond to open-ended higher-level questions and actively participate in class discussions. Advanced ELA classes will move at a faster pace as well as dig deeper into texts, authors, and writing styles.

ENGLISH/LANGUAGE ARTS (ELA)

51035A000 Language Arts (grade 7)

Language Arts (grade 7) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing, and include the four aspects of language use: reading, writing, speaking, and listening. Beyond emphasizing different uses for language, these courses may also include using language (particularly written text) to construct meaning and connections. Specific content depends upon state standards for grade 7.

Note: Reading includes the study of short stories, poetry, nonfiction, authors (MARK TWAIN, EDGAR ALLAN POE), drama, novels (JOHNNY TREMAIN, THE SKATING RINK, WHERE THE RED FERN GROWS, and TROUBLE RIVER). Students are also required to do 3 reading projects outside the class.

All seventh grade students go through a 9-day library skills class. About 3 days are spent on items orienting them to our library, how books are arranged in our library, information found in the card catalog, and the Dewey Decimal System. An additional three days are spent introducing students to reference materials such as: the vertical files, almanacs, Who's Who, atlases, Current Biography, Reader's Guide to Periodical

Literature, cross references, and discussing why the internet is not always the best reference source. Students are then tested, and this grade is averaged in with their ELA grade the first 9 weeks.

SCIENCE

53237A000 Science (grade 7)

Science(grade 7)courses build on previous years of scientific inquiry and typically include subject matter from several strands of science, including earth sciences, physical sciences, and life or environmental sciences, and may organize material around thematic units. Specific content depends upon state learning standards for grade 7.

SOCIAL STUDIES

54437A000 Social Studies (grade 7)

Social Studies (grade 7) courses provide continued development of understanding and skills in the social studies disciplines: history, geography, civics, and government, and economics. Specific content depends upon state standards for grade 7.

PHYSICAL EDUCATION/HEALTH

58037A000 Physical Education (grade 7)

Physical Education (grade 7) courses typically involve the acquisition of knowledge and skills that provide the foundation for sport, a physically active lifestyle, and social development through physical activity. Activities typically include those that increase strength, endurance, and flexibility, reinforce safe technique, teach the rules, and conventions of games and sports, and explore the relationship between physical activity and health. Health topics (such as the effects of drugs and alcohol, sexual education, and healthy lifestyles) may also be included. Specific content depends upon state standards for grade 7.

VISUAL ARTS

55187A000 Art (grade 7)

Art (grade 7) courses provide to students activities that foster creative expression, communication through artistic endeavor, and appreciation of culture and heritage. Activities may include those that enable students to refine their technique, increase their artistic vocabulary, express themselves and their world view, make connections to other content areas, develop their own aesthetic, and strengthen their critical abilities. Although typically involving the visual arts (drawing, painting, sculpture, crafts, and the like), these courses may also include other forms of art (for example, dance, music, and theater). Specific course content conforms to any existing state standards for grade 7.

I CAN

72209A000 Personal Development

Focused on the individual student. Personal Development courses emphasize strengthening self-esteem, recognizing and resisting negative peer pressure, and developing coping skills

for dealing with changes within one's self and within others. This course also includes a substance abuse prevention and careers components.

Note: This class is required for all seventh graders at Prairie Central and is part of the vocational rotation coursework. Conflict resolution explores the different aspects of personal power and how to disagree without physical confrontation. Bullying is also addressed in this component. The drug awareness aspect of the program discusses with students how to say "no" to drugs and obtain an awareness of the dangers in using drugs. The career exploration uses technology to help the students assess their skills and interests and determine what careers may be options for their future.

COMPUTERS

60001A000 Introduction to Computers

Introduction to Computer courses introduce students to computers and peripheral devices, the functions and uses of computers, the language used in the computer industry, possible applications of computers, and occupations related to computer hardware and software. These courses typically explore legal and ethical issues associated with computer use, as well as how computers influence modern society. Students may also be required to perform some computer operations.

AG TECH

68999A000 Agriculture, Food & Natural Resources

In this course students gain an overall knowledge of the general areas of agriculture. Units of study include F.F.A., animal science, crops, welding, construction, small engines, wildlife management and record keeping. Hands on activities include welding, baby pig skills and dissection, small engine work and model building construction. This class utilizes many of the shop tools and stresses the hands on aspect.

8th Grade Curriculum

Advanced Math 8

52052A000 Algebra I (grade 8)

Algebra I courses include the study of properties and operations of the real number system, evaluating rational algebraic expressions, solving and graphing first-degree equations and inequalities, translating word problems into equations, operations with and factoring of polynomials, and solving simple quadratic equations.

Math 8

52038A000 Mathematics (grade 8)

Mathematics (grade 8) courses typically emphasize proficiency in skills involving numbers and operations, measurement, patterns, simple functions, algebra geometry, statistics, and probability. Specific content depends upon state standards for grade 8.

Advanced ENGLISH/LANGUAGE ARTS (ELA)

51036A000 Language Arts (grade 8)

Advanced ELA (grade 8) will follow the same scope and sequence as regular ELA classes but with added rigor, additional assignment requirements, acceleration, and higher expectations. Additional and supplemental curriculum and materials will add complexity and rigor, and students will be expected to respond to open-ended higher-level questions and actively participate in class discussions. Advanced ELA classes will move at a faster pace as well as dig deeper into texts, authors, and writing styles.

ENGLISH/LANGUAGE ARTS

51036A000 Language Arts (grade 8)

Language Arts (grade 8) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing, and include the four aspects of language use: reading, writing, speaking, and listening. Typically these courses use various genres of literature to improve reading skills, and they link writing exercises for different purposes to those reading selections. Specific content depends upon state standards for grade 8.

Note: Reading includes the study of short stories, myths, folklore, drama, (including THE DIARY OF ANNE FRANK), poetry, nonfiction, authors (O. HENRY), and novels (ACROSS FIVE APRILS, HOUSE OF DIES DREAR, CALL OF THE WILD, and/or DOGSONG.) Students are also required to do 6 reading projects outside of class.

SCIENCE

53238A000 Science (grade 8)

Science (grade 8) courses typically include subject matter from several strands of science, including earth sciences, physical sciences, and life or environmental sciences, and may organize material around thematic units. Specific content depends upon state standards for grade 8.

SOCIAL STUDIES

54438A000 Social Studies (grade 8)

Social Studies (grade 8) courses provide continued development of understanding and skills in the social studies disciplines: history, geography, civics and government, and economics. Typically, these courses focus on single disciplines at a time (e.g., state-specific history and government, U.S. history, world history, or civics) to develop discipline-related skills. Specific content depends upon state standards for grade 8.

PHYSICAL EDUCATION/HEALTH

58038A000 Physical Education (grade 8)

Physical Education (grade 8) courses typically involve the acquisition of knowledge and skills that provide the foundation for sport, a physically active lifestyle, and social development through physical activity. Activities typically include those that increase strength, endurance, and flexibility, reinforce safe

technique, teach the rules and conventions of games and sports, and explore the relationship between physical activity and health. Health topics (such as the effects of drugs and alcohol, sexual education and healthy lifestyles) may also be included. Specific content depends upon state standards for grade 8.

VISUAL ARTS

55188A000 Art(grade 8)

Art (grade 8) courses provide to students activities that foster creative expression, communication through artistic endeavor, and appreciation of culture and heritage. Activities may include those that enable students to refine their technique, increase their artistic vocabulary, express themselves and their world view, make connections to other content areas, develop their own aesthetic, and strengthen their critical abilities. Although typically involving the visual arts (drawing, painting, sculpture, crafts, and the like), these courses may also include other forms of art (for example, dance, music, and theater). Specific course content conforms to any existing state standards for grade 8.

COMPUTER APPLICATIONS

60004A000 Computer Applications

In Computer Applications courses students acquire knowledge of and experience in the proper and efficient use of previously written software packages. These courses explore a wide range of applications, including (but not limited to) word-processing, spreadsheet, graphics and database programs, and they may also cover the use of electronic mail and desktop publishing.

Note: Students who are able to demonstrate correct keyboarding fingering technique while earning a minimum of 30 net words per minute will be exempt from the "Keyboarding Letter Lessons" unit of the freshman Computer Applications/H.A.W.K. course. The attained keyboarding skill will be reassessed during the first week of the high school course to complete the exemption.

AGRICULTURE

68003A000 Agriculture & Natural Resources

Comprehensive courses that covers a wide range of topics, concerning agriculture and natural resources, including plant and animal science, production, and processing, environmental science and conservation ecology, agricultural mechanics, agricultural construction, business operations and management, and the careers available in the agricultural/natural resources industry. Courses may also include topics such as chemical and soil science, forestry, agricultural marketing, and veterinary science.

INDUSTRIAL TECHNOLOGY

63003A000 Industrial Arts

Industrial Arts courses expose students to the tools and machines that they may encounter in manufacturing-related occupations and enable them to develop the skills they need to

use these tools in various applications. Course topics typically include (but not limited to) drawing and planning electricity, graphic arts, woodwork, leatherwork, metalwork, plastics, and power technology. These courses typically cover general safety and career exploration as well.

CURRENT EVENTS

5410A000 Contemporary U.S. Issues

Explore what is happening in the town, in the state, in the nation, and in the world around you! We will use CNN Student News, Jr. Scholastic, and internet news sites to discover and debate some of the current issues of the day. From politics to sports, or technology to the environment, we will stay on top of what is happening in the world we live in.

PHOTOGRAPHY

55167A000 Photography

Learn and practice basic digital photography skills. Experiment with lighting, composition, and subject matter to expand your picture taking skills for image creation or communication purposes. Discover how to enhance and crop your pictures with computer software to finalize projects and displays. Explore possible careers in the field of photography.

GRAPHIC/MULTIMEDIA DESIGN

60203A000 Interactive Media

Students will explore media tools for use in creative expression. They will learn basic applications of multimedia tools to create projects in digital, audio, and print format.

SPEECH

51197A000 Speech

This class is a practical course designed to offer the beginning speaker opportunities to organize and prepare public speaking assignments. Students will learn the basics of writing and performing public speeches and participate in different forms of speech delivery. Through their participation, they will learn ways to reduce the fear of public speaking as well as gain confidence in their speaking skills.

BOOK CLUB

51097A000 Literature

Book club is designed for students who want to spend more time reading, discussing books, and exploring titles and genres that may be new to them. All levels of readers are invited to join Book Club where the teacher leads small group discussions, offers reading instruction for all levels, and supports students as they individually explore their personal interests.

Fitness and Nutrition

58016A000

This class will provide students an opportunity to learn in-depth about how the body responds to the nutrition/energy we consume. Students will also learn about different types of exercise programs, and how the body responds to each one. During the course students will plan meals and exercise programs for themselves in order with the goal of sustaining a healthy lifestyle.

STEAM

71001A000 Pre-Engineering Technology

STEAM is an interdisciplinary course designed to engage students in collaborative, hands-on, real-world activities along with integrating technology-oriented applications of mathematics and science into pre-engineering activities for students, to help explore and show connections between each part of STEAM (science, technology, engineering, art & math).

7th and 8th Grade

Band

55102A000 Concert Band

Courses in Concert Band are designed to develop students' technique for playing brass, woodwind, and percussion instruments and cover a variety of band literature styles, primarily for concert performances.

Chorus

55110A000 Chorus

Chorus courses provide the opportunity to sing a variety of choral literature styles for men's and/or women's voices and are designed to develop vocal techniques and the ability to sing parts.

WIN (What I Need)

72007A000 Advancement Via Individual Determination

WIN courses give students the opportunity to improve in areas where they are deficient. Typically, the courses offer activities that enable students to learn organizational and study skills, enhance their critical thinking skills, receive academic assistance as necessary, and be motivated to aspire to college education.

Study Hall

Study Hall provides students with a structured time to focus on academic work while giving support needed to prepare for tests and complete activities and projects. Students also use this time to monitor their grades and make sure their planner/daily agenda is filled out. Chromebooks may be used for school related assignments or activities.

Grading Scale

Student report cards are issued four (4) times each year at the end of each nine (9) week period. All teachers will issue

numerical grades according to the following scale.

A.....	Superior.....	93 - 100
B.....	Above Average.....	86 – 92
C.....	Average.....	78 - 85
D.....	Below Average.....	70 - 77
F.....	Failure.....	0-69

Honor Roll

At the end of the nine-week period, grades for students on the regular honor roll must average 88% or better, with no grade below 82% and only one grade below an 86%. Students whose grades average 93% or better with no grades below 86% will be listed on the high honor roll. All grades will be considered for the honor roll.

Progress Reports

Any student who the teacher feels is not working at his/her capacity or any student who is doing below average work will receive a Progress Report during the middle of each nine-week period. This report is also mailed to the parents. The student and the teacher should discuss this report. A conference between the teacher and parent(s) may also be helpful.

We will also ask teachers to complete progress reports for those students who are working at the maximum capacity commending them for their effort.

Parents are always welcome at school to confer with the principal and/or the teacher when their child has a problem that presents difficulty to the home and/or the school.

Promotion and Retention

A student who fails more than one (1) of the four (4) basic academic subjects (Mathematics, Science, English/Language Arts, and Social Studies) for the school year will be retained in that grade for an additional year.

A student who fails two (2) of the four (4) basic academic subjects may be given the option to attend summer school (when offered) and "make up" one of the two failures. If the student successfully completes the summer course, he/she will be permitted to advance to the next grade. The school will decide which course should be repeated during the summer. When making the decision, the school will consider the preference of the student and have final approval on course.

Grades in Health, Vocational Courses, Physical Education, and Music will also be considered when recommendations for summer school are made.

Withdrawal from School

The student must obtain a withdrawal notice from the school office. All books and materials checked out to the student must be returned to the student's teachers. Students will be charged for any damaged or lost items, overdue books and deficient lunch accounts. Teachers must sign a form to verify these items have been returned or paid for, and the form must be returned to the office BY THE STUDENT. A copy of this form will be made and given to the student to take with them.

Student Transfer

School code Section 2-3.13(a) 1 Form 33-78

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 leaving so the office will have time to complete the Transfer Form and give it to the student on his/her last day of attendance. The parents and/or student must present this form to the school district in which they are moving.

Students moving into Prairie Central Community Unit #8 will need to present this form completed by the previous Illinois District in order to be admitted.

Students moving into Illinois districts from out of state school districts may not have access to the transfer form.

This form attests to the students "standing in school," and to his/her "medical records."

Response to Intervention(Rtl)

Response to Intervention (Rtl) is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an Rtl process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

Most Rtl systems are divided into a three-tier intervention model:

Tier I: Addresses core curriculum, whole group/core instruction, and involves all students in the class.

Tier II: Addresses small group interventions, for select students, and typically done in addition to Tier I.

Tier III: Addresses students in need of intense interventions, and typically customized for a very small number of students in the building.

Parents can be involved in the Rtl process by frequently communicating with your child's teacher(s), attend school functions, and monitor/assist with your child's homework

assignments. If you have questions concerning the Rtl process at Prairie Central Junior High contact the office and an Rtl Specialist or administrator would be happy to discuss this in more detail.

Social Emotional Learning

Schools in Illinois are now teaching children how to manage their feelings, get along with others, and make good decisions. Funding from the Illinois Children's Healthcare Foundation is funding local materials to teach these skills as part of the classroom routine.

One way we can measure the impact of this instruction is to screen all students for their growth in these skills. During the first quarter of school, students will complete a questionnaire about their own thoughts, feelings and behaviors. If the questionnaire ratings suggest that your student could benefit from extra instruction on these skills, we will contact you by phone or letter.

If you have any questions or concerns about this process, please contact junior high principal, Kristal Deming.

EDUCATION OF ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet academic achievement standards that all children are expected to attain. For questions or to express input in the school's English Language Learner's program, contact Keri Jancek at 815-657-8238.

ATTENDANCE POLICIES

Illinois School Code Requirements

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.

In the interest of providing a quality education for all eligible students in Prairie Central District #8, it is our responsibility to provide a system by which students are encouraged to attend classes regularly. Students are expected to attend school regularly and are bound by the Illinois School Code, Chapter 122, Article 26.1 and 2 to do so. **Should a student miss six days of school, physician verification of illness may be required. This physician documentation must state the**

cause of the absence and recommend that the school excuse the absence. It must also state that the student should not attend school due to illness. The physician verification requirement may carry over to the next school year. Students are to be on time for all classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The District shall not be made liable for the educational progress of students who fail to maintain regular attendance habits. The District will not be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational procedure. At each report card period, written notification will be included in the report card of students who have missed 5% or more of school attendance days.

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.

The school will make every effort to inform parents of excessive student absence. Daily attendance is mandatory for successful completion of a course. IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT THE STUDENT IS IN REGULAR ATTENDANCE. The law is specific, and parents/guardians must cooperate with the school to insure that regular attendance is enforced.

Illinois School Code (Section 26-10) states: Any person having custody or control of a child who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fined up to \$500.00.

Student Residence

It shall be the policy of the Prairie Central Community Unit School district No. 8 to limit attendance in the district's schools to those 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/guardian to complete a questionnaire and conduct an informal investigation to aid the district in determining domicile. The full policy and the questionnaire may be found in Board Policy #703.00.

Daily Absences

When a student is absent (unless a prearranged absence has been made with the office), parents should call the school with

the following information before 8:30 A.M.

1. The name of the student
2. The caller's name and relationship to the student.
3. The reason the student is absent. (Only valid reasons will cause the student to receive an excused absence).

*State law requires students to attend school unless there is valid cause for the student's absence. Valid causes include:

1. Illness (specified - elevated temp, vomiting, etc.)
2. Observance of religious holidays - A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit
3. Death in the immediate family
4. Circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health/safety, attending a military honor's funeral to sound TAPS, or other reason as approved by the building principal.
5. Family emergency.
6. Except under extenuating circumstances, doctor appointments (i.e., orthodontist, dentist, eye, and medical) will be considered as only a 1/2 day excused, not a full day.

**Every effort should be made by the parent/student to schedule these appointments on Saturday or after school hours. When appointments must be made during the school day, all absences are to be prearranged and assignments picked up prior to leaving. Students are expected to return to school after appointments if school is still in session.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused.

When a student returns to school and the parent **HAS NOT** called the office, he/she must bring a note signed by the parent with the above information. This should be the day the student returns or the following day to receive an excused absence.

The call is the parent's responsibility. Calls made by students

are not acceptable. During the A.M., office personnel will call the home of those students whose parents have not called in. If there is no answer, or if the student personally answers the phone and the parent is not home, the school will send the parents a card stating the date of the absence. This card WILL NOT change the absence to excused. The purpose of this card is to keep the parents current and abreast of their son/daughter's absences. To be excused, the call should be initiated by the parent or a note brought to the office when the student returns to school. Notes returned to the office after the second (2nd) day a student has returned will still be counted as unexcused.

Excused Absences

The student will have two (2) days for each day of excused absence to complete make-up work. This make-up work only includes the work missed on the day of the absence. All other previous assignments and/or tests shall be due on the instructor's required dates. The total responsibility for make-up work rests with the student.

Absences will be excused for student illness, serious illness or emergency in the family (to be defined by the administration), death in the family, approved school activities, and at the discretion of the principal. Should a student miss six days of school, a physician's verification of illness will be required.

Prearranged Absences

For certain reasons (to be defined by the office) a student may be allowed to prearrange an absence, thereby receiving an excused absence. Students should obtain their prearranged absence slips from the office prior to their absence, and must present the slip to each of his/her teachers for signature and comment.

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.

Returning to School Following an Absence

When a student returns to school after an absence, he/she must bring a written statement signed by his/her parents stating the reason for the absence. If the parent calls the office to report the absence before the student returns to school, **a note is not required.**

HOMELESS

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent/guardian of the homeless child has the following options:

1. Continuing the child's education in the school of origin for as long as the child remains homeless, or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired.
2. Enrolling the child in any school that non-homeless students who live in attendance area are eligible to attend.

For assistance or support and a list of local supporting agencies, please contact the building office at your child's school.

Leaving School During the Day

AT NOON

Students are required to report to the office **before** leaving school. Students who go home for lunch and do not return for the afternoon session are required to have a parent telephone the office or make prior arrangements. Students who fail to have parents call or fail to sign out will be given an unexcused absence.

AT OTHER TIMES DURING THE DAY

All students must sign out at 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 parent or guardian must be reached by phone prior to the student's dismissal.

Communication with Parents

The junior high school staff feels attendance in school is very important. To make sure we have open communication with parents, we will do the following- regardless of the reasons a student is absent.

1. After the 4th, 6th & 8th time a student is absent, a letter will be mailed to the parents stating the day of the absences, the length (A.M., P.M., or all day) of the absences, and if they were excused, unexcused, or if truancy was involved. After the 6th absence, the administration will contact the student and a conference with the parent(s) may be scheduled depending upon the reason for the absences.
2. After the 10th absence, the parents will be contacted again by letter or by phone to discuss the absences of their son or daughter. Moved into #1 The student may be referred to the attendance assistance program through the Regional Superintendent's office. More information may be found in this handbook under truancy.

Unexcused Absences

Unexcused absences are given to those students whose

reasons do not fall in the excused categories or who return to school without a note from a parent or guardian. The classroom teacher may require missed work to be made-up without credit. A zero may be given for any work missed during an unexcused absence as long as it is not a school suspension. All tests and some work may still need to be made up upon return to school. The school discourages students from leaving school for family vacations and similar reasons. When necessary to be absent, however, a student should bring a written request at least two days prior to being away. This will enable a student to arrange for some assignments. Requests may be denied (at the administration's discretion) because of a poor attendance record, poor disciplinary record, and/or a poor academic record. Students who are absent five percent (5%) of the previous 180 days will be turned over to the truant office as required by the school code.

The following are examples of unexcused absences:

- A. Parents do not contact the school
- B. Students do not bring in a note to the office upon their return
- C. Haircuts, beauty shop appointments, etc.
- D. Shopping Trips
- E. Work
- F. Babysitting
- G. Oversleeping
- H. Car Trouble (decided by office)
- I. Any absence during the school day if the student fails to check out through the office, etc.

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.

The junior high school staff feels attendance in school is very important. To make sure we have open communication with parents, we will do the following- regardless of the reasons a student is absent.

1. After the 4th time a student is absent, a letter will be mailed to the parents stating the day of the absence, the length (A.M., P.M., or all day) of the absence, and if it is excused, unexcused, or if truancy was involved.
2. After the 6th absence, the parents will be contacted again by letter or by phone to discuss the absences of their son or daughter. The administrator will contact the student, and a conference with the parent(s) may be scheduled depending upon the reasons for the absences. The attendance assistance program

caseworker will also be contacted, and a truancy referral form will be completed.

3. After the 8th absences, the student will be on step 2 of the truancy program, which could lead to court action against the parent and/or the student.

Truancy Program

1. Referral to the attendance assistance caseworker on the 4th day of absences. A letter from the coordinator will be sent to the parents.
2. On the 9th unexcused absence, the Regional office will submit the truancy form to the States 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/she may be:
 - a. Committed to the Regional Superintendent for a multi-disciplinary 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 26-2a of the 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.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child

to be truant is in violation of State law.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Attendance for Participation in Extra-Curricular Activities

In order for a student to participate or attend a scheduled extra-curricular practice or activity on a school afternoon or night, he or she must be in attendance at school the **ENTIRE DAY**. The only exception will be by prearranged administrative 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 and/or attend any after school activity. This includes participation in physical education classes. Any student receiving an unexcused absence on a Friday will not be allowed to participate and/or attend any Friday evening or Saturday events.

Students who have had more than two detentions, a suspension, and/or a class removal during a nine week grading period will not be allowed to attend social functions, field trips, student council activities, or other activities, etc., during the 9 week period.

Students attending these functions and displaying inappropriate behavior MAY first receive a verbal warning before parents are called to take the student home. If parents cannot be contacted, the student will be isolated from the rest of the students, but will remain under the supervision of a chaperone. If students cannot follow expectations, students can be restricted from attending extra-curricular events.

Arrival and Leaving School

The doors will be opened each day at 7:30 A.M. FOR STUDENT ARRIVAL. Upon entering the building, students should go directly to their lockers and report to their homerooms. Students must use the South Main Entrances when entering and leaving the building each day unless they are riding buses. Students walking to school should use the sidewalk along Wood Street. Students riding bicycles should also use Wood Street but should not ride their bikes on the sidewalk. Students riding bicycles should obey all rules of the road when riding to school. All students riding buses will enter and leave from the north side of the school. Students will not be allowed to loiter or walk around the hallways. Students may seek permission from their homeroom teacher to use the media center or work in a teacher's classroom.

ALL cars bringing students to school in the A.M. and picking up students in the P.M. will need to access the school from Wood Street. The entrance off of Route 47 will be limited to buses from 7:20 A.M. until 8:00 A.M., and from 2:35 P.M. until 3:05 P.M.

Once a student arrives at school, he/she will not be permitted to leave the school grounds or building without seeking permission from the office. Students are not allowed to congregate or loiter on neighboring properties before school, during the school day, or after school.

SCHOOL RULES AND PROCEDURES

Students are responsible for obeying school rules. Clearly defined regulations will be distributed to all students at the beginning of each school year or when enrolling during the school year.

Assemblies

Assemblies are a regular scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience.

- Talking, whispering, whistling, stamping of feet and booing are discourteous.
- Yelling is appropriate only at pep assemblies.
- Students who are removed from an assembly program may be disciplined and could be removed from additional social functions.

Assignments

It is beneficial for all students to have an assignment book to use throughout the year. Students should note their assignments each day in an organized fashion. These books will be provided to students. Teachers ask that these books be carried by the students at all times.

Parents of students who are going to be absent for an extended number of days may call the office to get assignments.

THE RESPONSIBILITY FOR ALL MAKE-UP WORK RESTS ENTIRELY WITH EACH STUDENT. The student will have two days for each day of **excused absence** to complete make-up work **assigned during the missed days**. Example: If you miss Tuesday, you would have Wednesday and Thursday to work on missed assignments. They would be due at the beginning of

class on Friday. All other previous assignments and/or tests **scheduled before the missed days** should be due on the instructors required date.

All students are REQUIRED to have a library book or magazine with them AT ALL TIMES. When work is finished, students will be asked to read their book(s) or magazine(s). All Prairie Central Junior High teachers will support this reading improvement.

Homework

Students must expect to receive homework each day. Homework may be completed during the last few minutes of class time, during study hall, and/or at home.

A failing grade may be recorded when students do not complete homework or tests in accordance with arrangements worked out by the student and his or her teacher.

ALL MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT.

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced each morning. Students responsible for putting notices in the daily bulletin must have their notices approved by the advisor and in the principal's office by noon on the previous Friday. Announcements will also be posted on the main bulletin board weekly.

Students should not place posters, advertisements, or bulletins on any hall bulletin board without first securing permission from the office. **Students will not be allowed to use tape or any other adhesive to attach items on classroom walls, hallway walls, or lockers.**

Busing

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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary

referral, student bus problems will be investigated and handled by the building dean of students and/or principal.

Students riding buses are expected to behave in such a manner that will not interfere with the driver of that bus. Any student that chooses not to behave will be may forbidden to ride the bus, as this is a privilege and not a right.

All participating students are required to ride approved school transportation to and from extra-curricular activities.

Students may ride home with approved adults (grandparent(s), parent(s), or guardian(s) of another participating student), by presenting a note with parent/guardian signature to the coach before the bus leaves for the event.

Parents may provide the coach with a note at an event to say they would like for their son or daughter to ride home with them. Once at an event, students may ride home on school transportation or with their parents. No other transportation will be acceptable unless emergency conditions have warranted approval by the coach.

The video camera on school buses may be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the videotapes may be used in a student disciplinary proceeding. Videotapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration.

Students are prohibited from tampering with the video camera. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy and shall reimburse the School District for any repairs or replacement necessary as a result of the tampering.

Illinois law states that a student must behave in such a manner so as not to endanger the safety of the operation of the bus. Students may be denied the right to ride if behavior warrants. All school rules apply to students on the bus, those waiting to get on the bus, and those exiting the bus.

BUS RULES: All school rules apply while on the bus, at the bus stop, or while waiting for the bus.

DO

1. Be on time.
2. Sit in your immediately upon entering the bus.

3. Wait until the bus comes to a complete stop before entering or getting up to leave.
4. Keep hands, head, and anything else inside the bus at all times.
5. Keep the bus clean, sanitary, and safe at all times.
6. Be absolutely QUIET when approaching a railroad crossing.
7. Remain in the bus and in your seat if there is a road emergency. The driver will give you instructions if it is necessary to leave your seat or the bus.

DO NOT

1. Leave your seat while the bus is in motion.
2. Disturb others while loading and unloading.
3. Poke, punch, or grab others students' clothing, or lag behind.
4. Make excessive noise. This includes loud talking, laughing, whistling, singing, etc.
5. Tamper with the bus or its equipment.
6. Throw anything on the bus or out of the bus.
7. Get off the bus at any stop other than the pickup point or the discharge point unless the driver is supplied with a note from your parents.
8. Ask the driver to stop at other than planned stops.
9. Eat or drink on any bus without permission of the driver.

BUS REMOVAL

The riding of school buses is a privilege granted to district students by the Board of Education. Any violation of bus rules may result in the removal of individual riding privileges.

When a student is removed from a bus, he/she is removed from all buses, including shuttle buses, and extra-curricular buses. This suspension from buses would also exclude the student from any school extra-curricular activities at home or away from school. The student may practice if the parent provides transportation for the student.

When a Bus Driver has a written conduct slip on a student, the following are possible consequences:

****There will always be a student conference with the dean of students and/or principal****

1. Warning
2. Parent phone call and/or conference with dean of students and/or principal
3. Lunch detention(s)
4. Bus removal
 - a. Bus removal can be immediate, depending on the severity of the misconduct
5. Alternative measure

If continued offenses occur, the Board of Education shall be notified of recommendation for permanent removal from the bus for the remainder of the current school term.

All bus drivers will inform the student as to why he/she will be given a Bus Conduct Form as the student leaves the bus. Students receiving a bus conduct report may be asked to remain until other students have departed from the bus.

Parent's having questions about bus problems should address their concerns to the following people in the appropriate sequence:

- A. The bus driver
- B. The transportation director
- C. The assistant principal
- D. The principal
- E. The superintendent

PCJH Expectations:

1. Respect yourself, others, property and learning.
2. Arrive prepared and on time for class.
3. Behave in a manner that does not take away from the learning time of others.
4. Approach all situations with positivity.

Abiding by the expectations may result in the following:

- Call parent/guardian
- Student/Athlete of the week
- Hawk-I quarterly celebration
- Special privileges (teacher/administrator created awards)

Deviations from the expectations may result in the following:

- Call parent/guardian
- Student conference
- Lunch detention
- Saturday detention
- In school suspension
- Out of school suspension
- Loss of privileges
- Alternative measure

Signing of Detentions, Suspensions, or Bus Reports

All students must sign any detention, suspension, and/or bus reports. Signing acknowledges the information has been shared with the student. Refusing to sign will result in additional discipline being given.

After School Detention Rules

1. DETENTION WILL START PROMPTLY AT 2:50 P.M. AND ENDS AT 4:00 P.M.
2. A student may or may not be admitted if he or she is late. If too late, a student's detention time will be doubled.

3. If a student forgets to come for an after school detention, the number of after school detentions will be doubled. The second time he or she fails to stay will result in a Saturday suspension.
4. While in detention, students are to study or read a library book. No one will be allowed to just sit or sleep. Reading or study materials are to be provided by the student. Additional after school detentions or suspensions may be added should a student need to be constantly reminded of what he or she should be doing.
5. Students will need to make arrangements for transportation after detentions have been served. Students will not be permitted to remain in the building unsupervised.

AFTER SCHOOL DETENTIONS WILL BE OVER AT 4:00 P.M. EACH DAY. Parents may pick up the student at the south doors. If students are going home with another student or walking somewhere to meet parents, the parents **MUST** contact the office by sending a signed note or calling the office. If the school does not have either one, parents will be contacted by phone if possible.

6. Parents may request the day of the after school detention be changed if transportation problems arise. However, this change must be requested by the parent(s) and it will be their responsibility to make sure the student is aware of the requested change. Parents must call the office to request this change. After school detentions cannot be changed because of extra curricular activities. If a parent requests a detention to be changed on the night an activity is taking place, the student will not be eligible to participate in the activity.
7. Parents are required to arrange transportation to pick up their child at 4:00 p.m. Supervision after 4:00 P.M. will not be provided, and students will not be allowed to remain in the building unless they are under the direct supervision of a teacher.

Hall Passes

Student movement within the building at times other than passing periods will be restricted to those students who have hall passes. Hall passes will be issued with selectivity and only when absolutely necessary. All passes will be noted in the student's agenda book by the teacher issuing them.

Each student entering a class or study hall after the beginning of the period will be counted tardy unless he or she has an excused pass either from the office or from the teacher who held the student late. Students should pass from class to class in an orderly manner, proceeding to their next class on the right side of the hallway. Students out of class on a pass to another room or the restroom are to take the shortest route to their nearest designation and are to return by the same route.

Violations will result in penalties.

Lockers

Lockers are the property of the school, loaned to students for their convenience. **Lockers offer limited privacy and are subject to searches by school officials.** Locks are provided, and students should take care to keep their lockers secured at all times. Students should not share their locker combinations, hallway or P.E., with other students. Students needing help with their combination should ask school personnel for help.

Students may not place any signs, etc., on the inside or outside of their lockers. Decorations placed on the inside of the locker **must be held by magnets**, and must not be offensive (school's judgment) or adhesive in nature. Lockers should be kept clean and free of litter. No food, or drink (except with the exception of water), gum, or candy, may be placed in your locker.

Lockers should not be banged, kicked, defaced, or otherwise damaged. Students will be charged for damage to lockers.

Students will also be assigned a P.E. locker with a lock. The above statements also apply to the PE locker.

Students will not be allowed to place their own padlock(s) on either their school locker or their physical education locker. Students should not open other student's lockers for any reason. **Students are not permitted to share lockers. Students who do may receive a warning, or a detention/suspension may be given.**

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.

Gum and Candy

Chewing gum or eating candy will not be allowed at any time during the school day, unless a teacher grants special permission after he/she has obtained permission from the administration.

Gym bags/Carryalls/Large Purses

Gym bags, carryalls, purses, and backpacks will **NOT** be permitted to be carried to class during school hours. Gym bags, carryalls, purses and backpacks may be brought to school and placed in the student's locker before school and taken home after school. Students carrying gym bags, carryalls, and backpacks to class during normal school hours will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion.

Pest Management

The school district does have a limited spraying program for pest control. Should a parent, guardian of a student or employee wish to receive written notification prior to application of pesticides to school property, a pesticide notification needs to be completed and to be on file in the building (principal's office). Those on the notification list will be notified of the spraying at least two business days prior to the application. This requirement does not include antimicrobial agents such as disinfectants, sanitizer, or deodorizer, or insecticide baits or rodenticide baits.

Media Center/Library

The media center is a service provided by your school. Students should take pride in the center and should care for and return materials they have checked out. This will ensure that material and information is available for all students when it is needed.

Media center procedures are as follows:

1. The center will be open to students to use before and after school (7:30 – 3:10)
2. Study hall students must report to study hall before signing out to go to the media center.
3. When students arrive in the media center, they may be assigned seats.
4. All students should report to the librarian upon arrival.
5. Disruptive behavior will result in dismissal from the media center for a period of time specified by the librarian or the principal. Detentions may also be given for disruptive behavior.
6. Some study halls may be located in the media center.
7. Additional rules will be explained by the librarian.

Roller Skates-Skateboards- Skate Shoes- Playing Cards-Hackysack Balls, Petitions, Aerosol Cans

The above mentioned named items or similar items are not permitted in school or on school grounds. Not only do they disturb classes, but they are often lost or stolen. Items that interfere with the classroom will be confiscated by the teacher and turned over to the office. Parents may make arrangements to pick up the item from the office. Permission to use any of the above in the school building must be obtained from the school office.

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, IMP3 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 (smart watches, fitbits, etc).

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. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and in hallway locker during the regular school day unless: (a) the building principal grants permission: (b) use of the device is provided in a student's individualized education program (IEP/504); or (c) it is needed in an emergency that threatens 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 and the parents will be notified.

Third and subsequent violations: The student shall receive After School and/or Saturday Detention(s) and the device shall be confiscated by the school authorities until such time the parent(s) 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 an After School and/or Saturday Detention. Should the content on the device become a legal issue, local authorities will be contacted with appropriate legal action to be taken.

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.

Restrooms

Students may use the rest rooms before and after school, between class periods, and during the lunch period. Students are expected to keep the area clean. Students are not to loiter, smoke, vape, write on walls, or damage the facilities in any

way.

Students who are feeling ill are to report to the principal's office, and not remain in the rest room.

Study Halls/WIN

Study halls will be conducted in individual classrooms and/or in the media center. Students may be allowed to leave the study hall to use the media center. However, there will be rules, which must be followed in both the study hall and the media center.

Each student in the study hall must have something with which to occupy him or herself for study purposes. Books and other material needed for study are to be taken there at the beginning of the period. Each student will be assigned a regular seat.

Study Hall/WIN Procedures

1. Anyone not in his assigned seat when the bell STARTS to sound will be reported as tardy.
2. Come to the study hall prepared with books, pencil, paper, notebook, and come ready to study for the entire period. Visiting, sleeping, or otherwise wasting time will not be permitted.
3. Permission to talk must be obtained from the teacher.
4. No one will be allowed to leave the study hall area until after roll call has been taken, and then only with the permission of the study hall teacher.
5. A student may not leave his or her seat without permission from the teacher.
6. Study hall teachers will not issue passes to any student except for the student to go to the office or to the media center.
7. Students needing to use the media center should report to study hall before signing out to go to the media center.
8. Outer apparel is not to be worn or taken to the study hall under normal conditions.

Tardiness

Tardies are disruptive to the classroom and also have an adverse effect on the student's educational process.

Students are to be in their seats 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. In the event of tardiness at any time during the school day, the student will be reported to the principal's office.

Each teacher will be responsible for taking care of tardies to his/her room. The following procedure is recommended:

1. After three (3) instances of tardiness during the school year, the student will receive a detention, and his/her

classroom teacher will notify his/her parents.

2. Each additional 3 tardies will result in an after school detention with the teacher.
3. For every three tardies to school, with no valid excuse, the student will receive 1/2 day of unexcused absence.
4. A student receiving more than four detentions (accumulative) in a semester will be referred to the dean of students to create a plan to work on tardiness.

Telephones

The office telephone is a business phone and should be used by pupils for emergencies only. Calls should be made before school, during lunch period, or after school. Calls during the regular school hours will not be permitted without permission from the office.

GENERAL SCHOOL POLICIES

Advertising on School Bulletin Boards

No advertising for individual or corporate gain is permitted on the bulletin boards.

Corporal Punishment

Teachers and other certified educational employees shall maintain discipline in the school. In all matters relating to the discipline in and 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, including all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardian.

A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self-defense or the defense of property, and may remove a student from the classroom for disruptive behavior according to Policy 715.04.

The policy of the Prairie Central Board of Education is that slapping, paddling, or prolonged maintenance of students in physically painful positions or the intentional infliction of bodily harm is prohibited based on Section 24-24 of the Illinois School Code.

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, however, be consistent with good judgment, common sense, decency, respectability and community standards.

Students at Prairie Central 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, and/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. Spaghetti-strap tops, halter-tops, tube tops, and tank tops are not permitted unless additional clothing is worn that will fit securely at the shoulders and at the arms.
2. A garment may not expose the torso under any condition. Shirts, blouses, and tops, which are not tucked in must be long enough to cover the midsection when the student is in a sitting or standing posture.
3. No garment may be worn which advertises drug products, alcohol, or tobacco products. Examples of shirts that are not acceptable are Big Johnson, Hooters, or other shirts that have anything on them that is not school appropriate, as determined by administration.
4. Patches and other decorations may not be suggestive or degrading in nature and may not be suggestive in their location on clothing.
5. Sunglasses are not acceptable unless by doctor request.
6. Shoes must be worn on school premises at all times.
7. Students may wear shorts and flip flops to school during warm weather months. Shorts must be of reasonable length and fit. Shorts, pants, or tops made of spandex material (tight fitting) will not be acceptable regardless of the length. This policy pertains to dress-type shorts as well as all other types of shorts. Students wearing unacceptable shorts will be asked to

change into acceptable attire, or students will call parents for a change of clothing. Students will be given a warning for the first incident. Additional incidents will result in a detention.

8. Shorts, skirts, or skorts must be of reasonable length (slightly above the knee). The length of a student’s skirt or skort may not cause or create a classroom or school disturbance.
9. Unusual or “costume dress” is not acceptable. The administration will exercise its discretionary authority to determine if a garment or attire is disruptive in nature. Headbands, sweatbands, pajama pants, etc., are considered to be “costume” dress and potentially hazardous to student safety.
10. Pants/shorts should be worn at the waistline. They need to completely cover the lower under garment. The mid torso or under garment may not show while sitting or standing.
11. Athletic uniforms may not be worn to class unless special directions are given to the athletes by the coaches.
12. Outer garments, (hats, coats and jackets included) may not be worn during the school day unless permission from the classroom teacher is received. These items should be placed in your locker before school and taken out of the locker after the end of the last period of the school day.
13. Shoes leaving black marks on hallways are not acceptable.
14. Students are not allowed to write or place stickers on their body or clothing; wear tops that show cleavage: wear clothing that is see through: or clothing with a confederate flag on it. Consequences of violation of this policy will include warnings, detentions, Saturday Suspensions, Internal Suspensions, and/or External Suspensions.

Student Materials

Students are expected to take the following to class everyday: book, student handbook, paper, pencil, black pen or natural blue pen and pencil.

Equal Education Opportunity

The right of a student to participate fully in classroom instruction and extra-curricular activities shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage or any other reason not related to his or her individual capabilities.

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 school 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 his/her work. This is not to be thought of as a punishment but rather as a desire of the teacher to help the student make the progress of which he or she is capable. Teachers will notify the student and his or her parents when requests are made to keep a student after school.

Guidance

Counseling service is available to all students. Many difficulties concerning both school and one's personal life can be helped by counseling with a competent person. The principal, school counselor or a teacher will be happy to help students with any difficulties they might wish to discuss with them. Appointments can be made by requesting a pass from a teacher, the office personnel, or the counselor. Here are a few of the services offered:

1. Testing
2. Planning and scheduling courses
3. Helping with personal problems
4. Advising on careers and providing job information
5. Arranging outside help with school work

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school for an extended period of time, because of a medical condition may be eligible for instruction in the student's home or hospital.

Internet Policy

Prairie Central is pleased to bring Internet access to our schools. The Internet is an electronic highway connecting thousands of computers and is used by educators, businesses, the government, the military, organizations and individuals. It can be used to educate, to inform, to entertain and is a tool similar to books, magazines, video, CD-ROM and other information sources.

We believe the Internet offers an opportunity for students to locate material appropriate to their educational needs, communicate with other students and individuals, and to ask questions of and consult with experts. Students and teachers have access to: electronic mail communication; information sources such as NASA and the Smithsonian; many University Library catalogs and the Library of Congress; and discussion groups on topics ranging from Environmental issues to music or politics.

Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. Prairie Central educators will take an active role in ensuring to restrict student access to controversial material. However, on a global network it is impossible to control all materials an industrious user may discover. Prairie Central educators firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Prairie Central School District.

Prairie Central C.U.S.D. #8 has established guidelines for student use of Internet accounts. These guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities and state the consequence of violation of these guidelines. These guidelines are provided here so that you are aware of the responsibilities of Internet use. In general this requires efficient, ethical and legal utilization of network resources. IF A PRAIRIE CENTRAL STUDENT VIOLATES ANY OF THESE PROVISIONS, HIS OR HER ACCOUNT WILL BE TERMINATED AND FUTURE ACCESS MAY BE DENIED.

Internet Terms and Conditions

Acceptable Use: - The Prairie Central C.U.S.D. #8 Internet connection is provided to support research and education. The use of your account must be in support of education and research consistent with the educational objectives of Prairie Central C.U.S.D. #8. Transmission of any material in violation of any US 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 generally not acceptable. Students, staff and parents are advised that some systems may contain inappropriate material. The Prairie Central Board of Education, Administration and staff do not condone the use of such materials and do not permit usage of such material in the school environment.

Privileges: - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and building administrator(s) will deem what is inappropriate use and their decision is final. The administration, faculty and staff of Prairie Central C.U.S.D. #8 may request the system administrator to deny, revoke, or suspend specific user accounts. System administrators may close an account at any time, as required.

Lost and Found

Students who find lost articles are asked to bring them to the office where they may be claimed by the owner. Items not claimed by the end of each semester will be donated to an appropriate organization or disposed of.

Noon Hour Policy

CAFETERIA

The school district operates a cafeteria where students and staff may buy an excellent lunch at cost. A well-balanced meal is served each day under the Government Lunch Program. Any student may stay for the hot lunch program which will be served in the commons area. Lunch menus will be posted in advance.

An ala carte line is operated in the commons area of the cafeteria. This service is also available to all students and staff.

Students may deposit money into their lunch account during any school day. Deposits should be made in the morning before school or during homeroom. Deposits may not be credited to a student's account in time for lunch on the day of the deposit. Students will not be allowed to accumulate a negative balance.

Students with a zero or negative balance are denied an ala carte items after parents have been notified by a call or by a letter sent home with the student.

Students from low-income families may pick up an application in the principal's office for free or reduced lunches. The guidelines and instructions are included with the application, which should be returned to the school as soon as possible. All information is confidential and used only to determine eligibility for the lunch program.

Students approved for free or reduced-cost lunches are not permitted to purchase lunches for other students.

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.

Students Going to and Returning From Lunch During 4th Period

Students should refrain from talking, banging lockers, or making other noise in the hallways as they leave for lunch or return to their classrooms during fifth period. Classes are in session

during this time, and noise in the hallways is very distracting.

Students Who Bring Lunch

Students who bring their lunches must eat in the commons area. Students will not be allowed to bring pop cans or bottles in their lunches. Drinks may be purchased in the commons during lunch.

Student Conduct in the Cafeteria/Commons Area

The lunchroom should be an orderly, well-mannered place where students and faculty may enjoy a good meal. Each student will be expected to conduct himself-herself properly. Students are asked to remember that they are now young adults, and loud and boisterous talking or other displays of bad manners will not be permitted.

Students who do not act appropriately in the cafeteria may be asked to eat in a different location and/or at a different time. Students causing problems may also be asked to work in the cafeteria or kitchen area. Students throwing any food or other items may be assigned a detention the first time or may work in the cafeteria/kitchen area and additional instances may result in After School or Saturday Detentions or additional/alternative consequences.

Students Eating at Home

Students eating at home must file a permission card in the office at the beginning of the school year. The permission card does not entitle the student to go uptown for lunch.

Students will not be allowed to leave the school grounds unless a permission card to go home has been filed in the office.

Students will not be allowed to go home with other students for lunch.

All students must leave and enter the building by using the south main entrance. Students returning during the noon hour must report to the office and go to the cafeteria and wait until the bell sounds before going to their lockers and/or classes.

Message/Deliveries From Home

Parents may leave a message to be delivered to a student between classes. Students will not be called from class except for an emergency.

Physical Education

All students enrolled at Prairie Central Junior High must take physical education as required by the State of Illinois. A student must be in physical education class each day unless excused by the building principal. Students who are ill or have an injury, upon request in writing by the parents, may be

excused for one to three days of classes.

Absence from physical education classes for more than a three-day period will require a statement from a medical doctor.

A student who does not dress and has not been excused from dressing will remain with the class. On the second day a student does not dress and is unexcused, the teacher will notify the parents of the problem and a detention with the teacher will be issued.

Physical Education and No Dress Policy

1st unexcused no dress - warning to the student

2nd unexcused no dress - parents notified by the PE teacher and student may be issued a detention

3rd unexcused no dress - parents notified by the PE teacher and student may be issued two detentions

4th unexcused no dress- parents notified by the PE teacher and student may be issued three detentions

Any additional unexcused no dress may result in an After School, Saturday detention and/or additional/alternative consequences.

PE uniforms for the school year will consist of Prairie Central matching top and shorts designed to be worn by both boys and girls. All physical education students will be asked to purchase these uniforms to wear in class. Please place your name on all parts of your uniform with a permanent marker.

Tennis shoes are a must for all activities to be conducted in the gym, and on the P.E. field. Students are not to wear the clothes they wear to school in P.E. class. P.E. clothes should not be worn in the regular classroom unless requested by the administration and/or teachers(s). We ask that all students have a pair of tennis shoes that will be used for indoor activities only. Students may play in outdoor activities with tennis shoes worn to school. Tennis shoes which leave black marks on the court will not be allowed in the gym.

Students will not be allowed to place their own padlock(s) on their physical education locker. Only school issued locks will be permitted. (See locker section)

Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

- 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.
- 3) A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

A student may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal Law.

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 Child 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.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Medications

Parents have the primary responsibility for the administration of medication to their children. The Board, therefore, requests that 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 and Non-Prescription medication required daily to control illness and disease for required treatment of colds, allergies, asthma, etc. will be self-administered according to the following guidelines. A Self-Administration Medication Form must be completed and signed by the Physician and parent/guardian. The following information is required: child's name, date of birth, name of medication, dose, time to be self-administered, route to be administered, purpose 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. 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, etc. Therefore, children will only be able to self-administer herbal medication by Doctor's orders on our "Request For Medication Self-Administration" form.
4. 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 cough drops. A "new" note must be sent for each illness requiring cough drops.
5. Acceptable containers for medication:
 - 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 unopened non-prescription medicine in small bottles containing 100 tablets or less.
6. A record will be maintained for each student, by the administration, of all medications dispensed. Children are monitored closely while taking their medication.
7. The school retains the ability to reject requests for self-administering medication. Parents will be notified of the rejection and why.
8. Parent(s)/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.

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

Searches of Students and/or Lockers

Searches of a student's person, personal possessions, or locker shall be conducted by the principal or assistant principal, or a teacher, if there is 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 school 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 the 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, which may involve the school building, school lockers, and/or school grounds.

Public Display of Affection

Hand-holding, 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.

Student Insurance

Student insurance fees for the school year will be established and set by the beginning of school. Both school time (covers any accident during school time and at school functions) and 24-hour coverage (covers students around the clock) will be available during registration in August.

All athletes and cheerleaders are required to either purchase the school-time insurance or sign a waiver form provided by the school.

An insurance claim form should be obtained from the office as soon as possible following an accident. It must be signed by the principal and/or the supervisor/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 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.

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 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 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.

8. 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

Substitute Teachers

Prairie Central Junior High 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.

Students causing problems for substitute teachers will be disciplined by the substitute teacher, the classroom teacher, and/or the principal.

Transportation To and From Extra-Curricular Activities

All participating students are required to ride school-approved transportation to and from extra-curricular activities.

Students may ride home with approved adults (grandparent(s), parents(s), or guardian(s) of another participating student), by presenting a note with parent/guardian signature to the coach before the bus leaves for the event.

Parents may provide the coach with a note at an event to say they would like for their son or daughter to ride home with them. Once at an event, students may ride home on school transportation or with their parents. No other transportation will be acceptable unless emergency conditions have warranted approval by the coach.

Visitors

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Video cameras are located at the entrances to the building. Guests and visitors must register in the office. PARENTS must also register in the office but ARE ALWAYS WELCOME. Students wishing to bring a guest to school must obtain prior approval from the office and secure a pass. Visitors are expected to leave promptly when their business is completed.

Student visitors are discouraged. Many times these visitors have attributed to a less than acceptable academic environment. Absolutely no student visitors will be allowed to visit Prairie Central Junior High unless prior permission has been granted through the office and then only under special circumstances.

STUDENT HEALTH & SAFETY

Health and First Aid

INJURED AT SCHOOL

In spite of our caution, accidents sometimes happen at school.

If the accident is serious, the parent will be notified. A minor accident will be handled at school. If parents cannot be contacted, the person designated on the Emergency/Medical Information section of the student information (registration) sheet will be notified. **Please be sure your information is up to date.** All staff is asked to fill out an Accident Report on any accidents that they feel are reportable. These are filed in the principal's office.

Student Illness

Please keep the following guidelines in mind when deciding whether or not to send your child to school. This will help to control the spread of illnesses at school and allow your child to be available for learning. Students should remain home for the following reasons:

- Students should not come to school with temperatures above 100 degrees. Children should be **fever free for 24 hours without taking fever reducing medications** to control symptoms before returning to school
- If diagnosed with a strep infection, students need to be on an **antibiotic for a minimum of 24 hours and fever free** before returning to school.
- If your child has vomited, has had persistent diarrhea, or flu-like symptoms (body aches, stomach pain, nausea, headache) during the night or in the morning before school, he/she should not be sent to school.
- If your child has pinkeye (conjunctivitis), he/she needs to have **completed 24 hours** of medication and have no visible redness or discharge before returning to school.

It is important to follow these guidelines for your child's health and the health of his/her classmates. Please continue to remind your child of the importance of frequent hand washing and healthy eating. When notifying the school of your child's absence, please give us the reason for the absence so that we can take the necessary extra precautions to prevent spreading of the illness.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with

the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. School health personnel will assist the parent or guardian in seeking appropriate treatment for a communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice Policy

According to the American Academy of Pediatrics, head lice do not cause serious illness or carry any diseases. Head lice is usually spread from close, prolonged, head-to-head contact; **head lice cannot jump, hop, or fly.** According to the Center for Disease Control and Prevention, between 6 and 12 million children between the ages of 3 and 11 are affected by head lice each year. The CDC also emphasizes that getting head lice is not related to the cleanliness of a person or his/her environment.

Our school nurse is prepared to advise parents on treating suspected or actual head lice manifestation. However, in order to reduce the number of head lice cases, **it is imperative that parents complete head checks on a regular basis at home.** Per our school handbook, our district will observe the recommendations of the Illinois Department of Public Health regarding head lice. Our policies and procedures are outlined below.

Please Note: Parents/guardians will only be contacted if *their* child has head lice or nits (eggs). In order to protect student privacy, we will not inform the entire class or school of the head lice case. The school will provide written instructions to parents/guardians regarding appropriate treatment for infestation (upon request).

4. Return to school:
 - **Parents are required to bring their child to school and accompany him or her to the office.**
 - **A student excluded because of head lice is prohibited from riding the bus to school to be rechecked for head lice.**
 - Students will only be permitted to return to school when the parent/guardian brings the child to school to

be checked by the school nurse or building principal, and the child is determined to be free of head lice and eggs (nits).

- If lice or nits are discovered, same as #3.

5. Information to parents:
 - **More information on head lice, how to complete a head check, and proper treatment can be found under the "Health Issues" page on our district website.**

Fire Drills

Fire drills will be held at regular intervals throughout the school year when weather permits. When the fire alarm is sounded, all work should be stopped immediately and people in the building are to act according to the procedures for evacuating the building. Teachers will post these instructions in each classroom and will discuss them with students.

Students and all other personnel should move to the exit indicated and out of the building in a quiet and orderly manner.

The first student to reach the outside door is expected to hold it open until everyone has left the building. Students and other personnel are to remain away from the building until a signal to reenter the building is given by the principal or an authorized representative.

Teachers are to remain with the classes throughout the drill and make sure all students are accounted for once they clear the building. All classroom doors and windows (if practical) should be closed during the fire drill.

Any problems during the drill should be reported to the principal immediately after the completion of the drill.

SPECIFIC FIRE EXIT ROUTES:

ROOM	EXIT
101	South door
105	Southwest door
106	Southwest door
107	Southwest door
108	Southwest door
109	Southwest door
111	Northwest door
114 & 117	Northwest door
118	Northwest door
123	Southwest door
124	Southwest door
125	Southwest door
126	Southwest door
127	South office exit
128	Northwest media exit
129	Northwest media exit
133	Northeast media exit

134	Northwest media exit
135	Northwest media exit
136	South office exit
137	South office exit
142	Locker room door
145	Locker room door
153	South events entry
155	South events entry
160	South events exit
161	South events entry
162	South office exit
Gym	North doors

Storm Drill Procedures

Drills will be conducted to reinforce student understanding of the following rules.

WARNING SIGNALS

Listen for warning beep and message over intercom and report immediately to the assigned area.

SAFETY RULES

When a tornado approaches, immediate action may mean life or death. Teachers should know the following rules and post them in their areas.

1. There should be absolutely NO TALKING when evacuating your classroom area so additional emergency directions may be given.
2. Upon entering your designated safety area, students should quietly file along the walls and listen for additional directions.
3. Assume a safe position - knees and arms on floor with face and head cradled on your arms
4. Stay away from windows and outside doorways.
5. Stay close to inside walls.
6. Face the walls.
7. Avoid outside walls.
8. Remain quiet and orderly.
9. Be attentive and listen for directions at all times. They could save your life.
10. If there is NO TIME FOR A WARNING:
 - a. Students should get under anything that will give them protection
 - b. Students should move away from open doorways and windows and take position of safety.
 - c. Students on buses should lower windows opposite approaching storm and take a position of safety on the floor of the bus.
 - d. Students outside and in open areas should seek the lowest possible level and assume a position of safety.

Designated Safety Areas

Following are the safety areas, which have been recommended for Prairie Central Junior High. Teachers should be sure their students have been instructed in following these safety procedures.

All students should proceed to the areas listed below, and assume a kneeling position along the wall with their heads down and their hands over their heads. Students should be facing the wall. In a real situation, they should pull any table, desk, etc., around them as added protection.

There may be some areas with double lines of students around some of the walls depending on the number of students in an area during the time of the drill or the alert.

- | | |
|-----|---|
| 101 | Go in restrooms |
| 105 | Go to room 126 |
| 106 | Go to room 126 |
| 107 | Go to room 123 |
| 108 | Go to women's Restroom |
| 109 | Go to women's Restroom |
| 110 | Go into men's Restroom |
| 111 | Go into men's Restroom |
| 114 | Go into men's Restroom |
| 117 | Go into men's Restroom |
| 118 | Go into women's Restroom |
| 123 | Remain in room |
| 124 | Go to room 123 |
| 125 | Go to room 123 |
| 126 | Remain in room |
| 127 | Remain in room along East & North Walls |
| 128 | Go into room 136 |
| 129 | Go into room 136 |
| 133 | Go into room 134 along South & West walls |
| 134 | Remain in room 134 on South & West walls |
| 135 | Go into room 136 |
| 136 | Remain in room along South & West walls |
| 137 | Remain in room along South & East walls |
| 144 | Go into boy's shower/locker area |
| 145 | Go into girl's shower/locker area |
| 152 | Go into the office & restroom |
| 153 | Go into east-west corridor |
| 155 | Go into girl's shower/locker room |
| 158 | Go into room 127 |
| 159 | Go into room 126 |
| 160 | Go into men's restroom |
| 161 | Go into girl's shower/locker room |

- 162 Go into Women's restroom
- 163 Go into room 164

Cancellation, Delays or Dismissal

When weather conditions make it necessary to close school, the following radio, television and websites will be broadcasting this information. The district will also attempt to communicate via mass calling in the event of inclement weather. It is extremely important to update telephone numbers when necessary!

<u>Radio:</u>	
WJEZ	Pontiac
WJBC, WBNQ, WLDC, WTRX	Cumulus Media Stations
WGCV	Gibson City
<u>Television:</u>	
WCIA	Champaign
WHOI/WEEK	Peoria
WMBD	Peoria
<u>Websites:</u>	
WJBC	wjbc.com
WMBD	centralillinoisproud.com
WEEK-TV	week.com

Please use these sources for your information and do not call administrators or other school personnel. Should roads become bad in your area, the school welcomes parents to call the school and give this information. **Parents may also pick up their children before school is dismissed if weather conditions warrant.**

Asbestos Statement

Prairie Central Junior High is asbestos free.

LEAD TESTING REQUIREMENTS

Illinois state law requires that all children entering school for the first time must show evidence of having completed a lead screening test. A test result or physician's verification are both acceptable documentation.

EXTRA-CURRICULAR ACTIVITIES

Scholastic Standing for IESA Activities

A student shall be doing passing work in all school subjects as determined by the local school district, and the school shall certify compliance with this by-law. Use of a player, contestant, or participant shall be deemed such certification.

Passing work shall be checked weekly to govern eligibility for

the following Monday through Saturday.

The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last day of student attendance that week.

Grades shall be accumulative for the school's grading period.

Attendance at School for Participation in Extra-Curricular Activities

In order for a student to attend a scheduled extra-curricular practice or activity on a school afternoon or night, he or she must be in attendance at school the ENTIRE DAY. The only exception will be by prearranged administrative approval.

If a student misses any part of the school day because of illness, he or she will not be permitted to attend 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.

A student will not be allowed to leave an extra-curricular activity with a specified time until the event is over, unless a note or prior contact from the parent or guardian is arranged. (Examples: Student Council Dance 7:00-9:00 P.M.) The school would not be held accountable for activities where parents and students come and go such as athletic contests, music concerts, and other activities without a specific announced time.

Home Schooling and Athletics

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

Athletics

JUNIOR HIGH ATHLETIC AWARDS:

Patch: Issued the first time a student participates in a sport regardless of any other award (inc. manager).

Letter & Insert: Issued to the student for the first sport he/she letters.

Insert: Issued to the student for any additional sports lettered in after the above has been awarded.

Certificate & Insert: Issued to the student the second time him or her letters in a particular sport.

Managers

1st year: Patch And Mgr. insert

2nd year: MRG insert and certificate

TO EARN A LETTER IN:

Softball: Play in 1/2 of the innings played by the team you are on.

Baseball: Play in 1/2 of the innings played by the team you are on.

Basketball: Play in 1/2 of the quarters played by the team you are on.

Volleyball: Play in 1/2 of the matches played by the team you are on.

Wrestling: Wrestle in 1/2 of the meets, or place 1st, 2nd, or 3rd, in the

IESA Regional

Cheerleading: All squad members will receive a letter.

Track: Earn a share of total team points or place in the Livingston County Meet, the Twin County Conference Meet, or the IESA Regional

Athletic Training Rules (including grades 7-8)

COACH/SPONSOR: PLEASE FOLLOW THESE PROCEDURES

The following training rules apply to all IESA sanctioned interscholastic participants during their enrollment in the Prairie Central Junior High School, including summer vacation periods. An IESA sanctioned interscholastic participant is defined as an individual who takes part in an athletic and/or non-athletic interscholastic activity or event that is governed by the Illinois Elementary School Association. An IESA sanctioned event includes Volleyball, Basketball, Wrestling, Track, Baseball, Softball, Band, Chorus, Scholastic Bowl, F.F.A., Speech Team, Math Team and Cheerleading.

APPLICABILITY OF TRAINING RULES

These training rules apply to any participant in interscholastic activities or any other activities or contests governed by the Illinois Elementary School Association (I.E.S.A.).

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.

ACADEMIC ELIGIBILITY

Students in junior high school must meet IESA scholastic standing requirement to participate in interscholastic events. A

student must be doing passing work in all courses including music and physical education.

I understand my participation in extracurricular activities at Prairie Central Community Unit School District No. 8 is a privilege, and I 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. vaping, chewing and/or smokeless).
2. Consume, possess, transport, distribute, or be in the presence of (*) alcoholic beverages. * An event at which alcohol is illegally served.
3. Consume, possess, transport, or distribute, or be in the presence of illegal drugs or substances, including any medication which requires a prescription, but which were not prescribed for me, and also including any substance that I believe to 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 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 (except 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 or school personnel, or be disruptive to school activities.
7. Participate in or observe in the hazing and/or initiation of any person (this violation will fall under penalty number 9).

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

1. FIRST OFFENSE:
 - a. Suspension of 20% of regular season contests (fractions will be rounded up. For tournaments each day equals one (1) contest).
 - b. 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.

2. SECOND OFFENSE:

- a. Suspension for one calendar year from all interscholastic activities.
- b. Rehabilitation Programs Upon successful completion of the Alcohol and Drug Rehabilitation program or the Community Service Rehabilitation program, the student will become eligible to participate under the following conditions...
 - i. The student successfully completes the program prior to 20% of regular season contests elapsing (eg. Prior to 3rd football contest).
 - ii. A student enrolled in either rehabilitation program will be allowed to practice if the scheduled completion date of the rehabilitation is prior to 20% of regular season contests elapsing (eg. Prior to 3rd football contest).
 - iii. Eligibility for interscholastic participation will be terminated under these conditions.
- iv. If the student fails to complete the rehabilitation program prior to the 20% deadline, then the student will become immediately ineligible for that sport season and he/she will not be allowed to practice further in that sport.
- v. If a student enrolls in a rehabilitation program and fails to successfully complete the program, the student will be suspended for one calendar year from all interscholastic activities. The student will not be allowed to re-enroll in a second rehabilitation program in order to become eligible.

3. THIRD OFFENSE:

- a. Suspension from all interscholastic activities for the remainder of the student's junior high school career.

4. Reinstatement:

- a. Following a third offense, if the student completes one calendar year without any additional violation, then, in the discretion of the athletic director and the principal, the principal shall consider the seriousness of prior offenses in determining whether to reinstate the participant to a second offense status. If any prior offense was dangerous to other persons or property,

5. FOURTH OFFENSE:

- a. 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.

6. Out of season violations will apply to the next activities the student participates in. If a student is participating in numerous activities during a season, the penalties will be assessed to all activities.
7. Specific guidelines for the above penalties will be determined by the coach/sponsor during which the violation occurs (or the coach/sponsor of the participants next activity if out of season.)
8. Penalties for serious or disruptive offenses:
 - a. The limited penalties for the First Offense and Second Offense may be by-passed if the remainder of the student's career.

TRAINING RULES - ADDITIONAL 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 approval of the athletic director.

Student Attendance at School for Participating in Interscholastic Activities:

In order for a student to participate or attend a scheduled interscholastic practice or activity on a school afternoon or evening, he/she must be in attendance at school the entire day. The only exception will be by prearranged administrative approval. If a student misses any part of the school day due to illness, he/she will not be permitted to participate or attend 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. Any student receiving an unexcused absence on a Friday will not be allowed to participate and/or attend any Friday evening or Saturday events.

TRAINING RULES - MINOR VIOLATION PROCEDURE

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 of the violation will be mailed to the parents.

TRAINING RULES - PROCEDURE FOR DEALING WITH MAJOR VIOLATIONS

1. Upon evidence or information that a major training rule violation has occurred, the athletic director and/or coach will meet to discuss the alleged violation and shall conduct an investigation concerning the alleged violation. The athletic director and/or principal 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 principal may include a coach of the appropriate sport if he or she deems appropriate. The student and parents/guardians 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 principal 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 principal. A written response will be mailed to the student and/or the students(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 with ten (10) calendar days of the response provided by Step A. Such a 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 the student's parent(s)/guardian(s) with 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 the student's

parent(s)/guardian(s). A written response will be mailed to the student and/or the student's parent(s)/guardian(s) with 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 will 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 athletic director will attend the meeting. The student and/or student's parent/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.

Organizations

Student Council - Mrs. Vogel, Mrs. McClure

The student council is an organization of five elected officers and thirty elected homeroom representatives. The students use parliamentary procedure to plan their agendas and run their meetings. The council plans activities in community and school service, scholarship, and school spirit. There are academic and behavior requirements to remain a member.

Yearbook – Mrs. Bazzell

The yearbook staff meets once a month from October through March to help produce our thirty-six page, soft-cover yearbook. Staff members take snapshots at school events, provide input into the design and theme of the yearbook, identify students in-group photos, and assist with proofreading. The staff is limited to 10 students.

Math Club - Mrs. McClure, Mrs. Lawent

Math club meets monthly and is made up of students interested in mathematics and the manipulation of numbers. We look at topics not covered in the math textbooks, such as number patterns, bases, models, etc. Members of our WINNING math teams are selected from our math club membership.

Scholastic Bowl - Mr. Saffer, Mr. Klekamp

Scholastic Bowl is an IESA competition that pits Prairie Central Junior High against other schools in central Illinois. During the match, each school is asked questions about spelling, math,

literature, grammar, science, art, agriculture, social studies, home economics, sports, music, and T.V. Each team consists of five students. Try outs are held during the fall. They include a written test. The team will consist of the top 8 eighth graders and the top 8 seventh graders for the 16-member team. Most practices are held during school hours. Matches occur after school and in a few cases on Saturdays.

Computer Club - Mrs. Smith

Students electing to join this club are given time to run educational software that they will not have an opportunity to run during regular computer class.

Speech Club – Mrs. Wenger

Speech club involves the memorization and the performing of five to nine minute humorous or serious literary selections. These selections are prewritten and can be done as a monologue or as a duet. Our goals are to be a success at the State Literary Contest and to have fun.

Student Librarian - Mrs. Gresham, ~~Mrs. Hinz~~

The student librarians assist the librarian and become more familiar with the library. Some students work behind the checkout desk and pull magazines, others assist the coaches in taping athletic events, and others help create the bulletin boards.

C.A.R.E.S. Clowns -Mrs. Kratochvil

C.A.R.E.S. Clowns, which stands for Children Are Really Extra Special, is an organization for students who choose to make positive choices in their lives and wish to promote those positive choices to their fellow classmates and the younger members in our school district. Each fall the clowns march in the P.C. Homecoming Parade. In the spring they travel to the five elementary schools in Prairie Central to perform skits and songs about those positive choices, including saying no to drugs and alcohol, staying away from strangers, being good friends, and staying in school. Clowns meet once a month during school and also practice after school to prepare for the spring performance. Students must be passing all classes to participate in this fun and creative club.

Art Guild –

Art Guild meets on the third Thursday of every month. During Art Guild students engage in art activities that are in addition to class projects. Art Guild assists other groups in promoting their special activities. Students need to be in good disciplinary standing to participate in Art Guild.

F.F.A. - Mr. Rothert

The F.F.A. is a national agriculture organization that is open to all students enrolled in Ag, Industrial Tech, or Ag/Tech. Dues

for the F.F.A. are \$10.00. Members will have the opportunity to participate in section and state contests, meetings, and other social activities conducted by P.C.J.H. F.F.A.

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.

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.

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 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 be stored in the student's locker 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 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, 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 (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Using language deemed by school staff or administration to be inappropriate or improper for the school or classroom setting.

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

1. On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. On a school bus or at a school bus stop;
3. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;

4. Traveling to or from school or a school activity, function, or event; or
5. Anywhere, if: a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Theft

Any student who commits or attempts to commit a theft or who is guilty of breaking and entering at school, may be suspended and/or referred to the authorities, with parental notification. Theft includes stealing school property from faculty, school employees or other students. Breaking and entering includes the school building, lockers, locked rooms or other areas prohibited to students.

Stolen or lost property should be reported to the office promptly.

Weapons

The board of education will comply with the federal Gun Free Schools Act. Students are prohibited from using, possession, distributing, purchasing, or selling explosives, firearms, knives or any other object that can reasonably be considered, or looks like a weapon. Violation of this policy is punishable by notification of law enforcement authorities and expulsion from school and all school sponsored events and activities for not less than one nor more than two calendar years, provided that the appropriate procedures are followed.

Required Notices

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

The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose

discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Disciplinary Measures

Disciplinary measures may include:

1. Removal from classroom.
2. Seizure of contraband.
3. After school detention.
4. Lunch hour detention.
5. Disciplinary conference.
6. Withholding of privileges.
7. Notifying parents/guardians.
8. Suspension from school social activities.
9. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes", alcohol, or weapons.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on all Prairie Central CUSD #8 school grounds.
13. Suspension of bus riding privileges, provided that appropriate procedures are followed.

14. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on all Prairie Central CUSD #8 school grounds.
15. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 by phone call or in writing.

**Complaint Manager:
Paula Crane**

605 N. Seventh Street Fairbury
(815) 692-2504
pccrane@prairiecentral.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.¹

BULLYING

Prevention of and Response to 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 school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*
PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*
PRESS 7:190, *Student Discipline*
PRESS 2:260, *Uniform Grievance Procedure*

Teen Dating Violence Prohibited

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

Student Rights Procedure

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.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. 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 the superintendent, building principal, and in the junior high 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 fourteen (14) 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 of this meeting.

STEP 2: If the grievance is not resolved, it should be submitted in writing within ten (10) days to the junior high principal. 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 within (10) days and a written response made within five (5) days of this meeting.

STEP 3: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response of Step 2. A meeting between parties will be held within ten (10) days and a written response made within five (5) days of this meeting. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 4: If the issue is not satisfactorily resolved in Step 3, the grievant(s) may appeal the grievance in writing to the school board within five (5) days from the receipt of the written response. The board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

Discipline -- 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 exclusion for a period not to exceed ten (10) school days provided that if an act justifying suspension occurs within ten (10) school days at 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 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/herself, other persons or property or constitutes an on-going 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 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 of 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 extra-curricular 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 26-12 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, Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical 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.
- m. Being in possession of a weapon. Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun-Free Schools Act of 1994, Title VIII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun-Free Schools 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 subjected to disciplinary procedures as outlined in those statutes.

For the 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. paragraph 91, 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 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 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,
- 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 limited to:
 - i. Improper release of a school alarm or tampering with fire extinguishers.
 - ii. Starting a fire in, on or near school property or attempting to do so.
 - iii. 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.

to his 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, or as soon as reasonably possible, a form will be sent home with the student explaining what warranted the student's removal from class. It is the responsibility of the student to have his parents sign the letter, and set up a conference with his teacher to discuss the problem. Upon returning to school, the student must present the completed form to the principal. Subsequently, the student will be readmitted to class. 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 by the teacher to the parent or guardian explaining the infraction. After the parent or guardian has been notified, the student will be sent back to class. If the teacher is unable to contact the parent or guardian, the student will remain in the office for that class period. The student may receive a zero for all work missed from being absent from class.

SECOND OFFENSE: If a student is removed from class for a second time, a letter is sent to the parents requesting a conference be arranged between them, the teacher, the student, and/or administrator. The student remains out of class and under the supervision of the administration until the conference is held. For all second removals from class a student will receive at least a Saturday suspension, internal suspension, or external suspension.

THIRD OFFENSE: If a student is removed from a class for a third time, he/she will receive at least 2 in-school suspensions, or 2 external suspensions. Additionally, a conference will be held with the teacher, student, and student's parents to determine future/continued placement in the class.

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Procedure for Removal From Class

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.

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.

A form should be completed by the teacher indicating the reason for the dismissal. The following minimum procedures will be followed:

FIRST OFFENSE: A letter will be sent home with the student

Suspension (External-Internal-Saturday-Removal From Bus)

The Superintendent, Principal(s), Assistant Principal, and/or Dean of Students shall have the authority to suspend a student from school or 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.

Students who are externally suspended 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. Any work not completed during that time will receive a grade of "0". Students/parents will be solely responsible for getting missed assignments during suspension.

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 shall 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 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 10-22.6 of the school code.

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

- The seriousness of the student's conduct;
- The history or record of the student's past conduct;
- The likelihood that such conduct will affect the delivery of educational services to other students;
- The severity of the punishment; and
- The interests of the student.

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. For a suspension of 3 school days or less, written notice will include an explanation that the student's continuing presence in school would either pose:

- a) A threat to school safety, or
- b) A disruption to other students' learning opportunities.

For a suspension of 4 or more school days, an explanation:

- a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or

- ii) Substantially disrupt, impede, or interfere with the operation of the school.

For a suspension of 5 or more school days, the information listed above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

1. 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 hearing officer appointed by the board.
2. 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 Mental Health and Developmental Disabilities, if appropriate.
3. 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.
4. The rules of evidence shall not be applicable during the suspension review process.
5. 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.
6. 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.

DISCIPLINE - 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 each student's parent or guardian within fifteen

days of the student's enrollment. The disciplinary policies may be included in the Student Handbook provided to parents or guardians who should share this information with their student. Each family will receive one copy per child in the Junior High. 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.

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The public school system is designed to meet the needs of the students. Teachers and principals recognize that they have a responsibility to work with the students who violate existing school rules and regulations in an attempt to help solve problems. If, however, it is apparent that unacceptable student behavior is not being modified and the educational environment of other students is being disrupted, it is the responsibility of the principal or assistant principal to temporarily exclude the student from class or school. The following policy sets forth the requirements for Saturday suspension:

Saturday Suspension

Saturday suspensions will start promptly at 8:00 A.M. and end at 12noon. You must be inside the assigned room and seated by that time. The doors will open at 7:45 a.m. and the Saturday supervisor will lock the door at 8:00 a.m. sharp!! Students should enter the building at the South Main Entrance (by the office). Students will be asked to leave the building at 12:00 noon so transportation must be available or a location determined as to where the student may walk to secure a ride. Local students may walk home. Students walking to a designated location will need a note from home stating where they are to walk.

1. You are expected to bring schoolwork with you, which you are to work on at the start of your suspension on time. If you do not have any schoolwork, you need to see the supervisor before 8:00 a.m. to discuss it with them. Other materials that are allowable are:
 - a. Books or novels
Magazines that are not pornographic
 - b. Your own note paper or writing paper - you will not be allowed to borrow from someone else
- ***The Saturday Supervisor will make the determination on the appropriateness of anything brought into the room.
2. Students will remain awake and will sit in an upright position. Students will sit properly at their desk with their feet on the floor at all times.
3. You must stay quiet and on-task for your entire time. The Supervisor will keep track of your time.
4. You will not be allowed to work with anyone.
5. You will not be allowed to write notes or letters.
6. If you are asked to leave before finishing your time, you will do so immediately and quietly. Students will have access to the phone to call parents, if the pick-up

time is before 12:00 noon.

7. If you are ill, your parents must call the school before 8:00 a.m. on Saturday.
8. Failure to serve your suspension or misbehavior resulting in being asked to leave will result in internal and/or external suspension(s). This applies to being late, also. First offense = one day of internal and /or external suspension; Second offense = 3 days of internal and/or external suspension; Third offense = 5 days of internal and/or external suspension; Fourth offense = 7 days of internal and/or external suspension; Fifth offense = 10 days of internal and/or external suspension. These suspensions will automatically begin the Monday or the first day of school following the Saturday detention.
9. Students who fail to report to Saturday suspension will be internally and/or externally suspended and these days will be considered as truant.
10. Any disrespect to the Saturday Supervisor will result in an automatic 3-day external suspension.
11. A postponement of one Saturday per year may be arranged for illness, death in the immediate family, or other extreme emergency. Unacceptable reasons for postponement are jobs, extra-curricular activities, recreational activities, etc.
12. All arrangements for a postponement must be made by a parent/guardian with administration before the end of the school day on the Friday prior to your suspension.
13. Supervising teacher will grant a rest room/drink break during the morning. No food, candy, drinks, etc., are allowed in the suspension area.
14. All student handbook policies will apply during Saturday suspensions.

External Suspension From Extra-Curricular Activities

Students who are externally suspended from school are also suspended from all school related activities such as concerts, plays, athletic events, etc. during the time of the suspension. AT NO time should an externally suspended student be on school property.

School Board Review of Contested Suspension

1. The review of a contested suspension shall be conducted by the School Board in executive session within thirty (30) days of the notice of suspension or the review hearing, whichever is later.
2. The School Board shall take such action as it deems appropriate, including affirming or over-ruling the suspension.
3. The decision of the School Board shall be final and shall be made in public session except that the name

- of the student need not be announced.
4. If the Board shall determine that the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused". The student shall be afforded every opportunity to make up all lost educational opportunities, including but not limited to test makeup's.
 5. Written notification of the Board decision on the suspension review shall be mailed to the student and the parents or guardian within 48 hours after the School Board meeting.

Discipline - 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 a summary of evidence which supports such charges, unless the same have already been done by 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 designee 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 /her 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 use in reaching the decision; the 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 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. A tape recording of the meetings 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 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 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; and
5. The interests of the student.

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Procedure for Expulsion Hearings

1. The hearing shall be held in executive session.
2. The student and his parents or guardian may attend the hearing and be represented by a representative of the student's choice.
3. Presentation of Evidence

- a. The school officials shall present their evidence first. Such evidence may be in oral or written form.
 - b. The student may present evidence to refute the charges either orally or in writing. He shall be afforded an opportunity for cross-examination of the witnesses and in examination of any written evidence presented.
 - c. Pertinent and relevant evidence shall be received with regard to the rules of evidence in such a manner as is appropriate to the circumstances
 - d. The hearing may be recorded stenographically or by tape. If either party would like a record to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
 - e. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
 - f. There may be short closing arguments by the parties at the conclusion of the hearing.
 - g. A motion to exclude witnesses may be made by either party.
4. The Department of Mental health shall be invited to send a representative to the hearing to consult

with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

Student Due Process

The board will extend to students their full rights as provided by the law. It is the board's desire that the exercise of authority necessary in a school setting be fair and that student's 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/guardian of the involved students prior to contacting law enforcement authorities.

Civil Rights Statute

P.C.J.H.S. does not discriminate on the basis or race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:, Kristal Deming Principal.