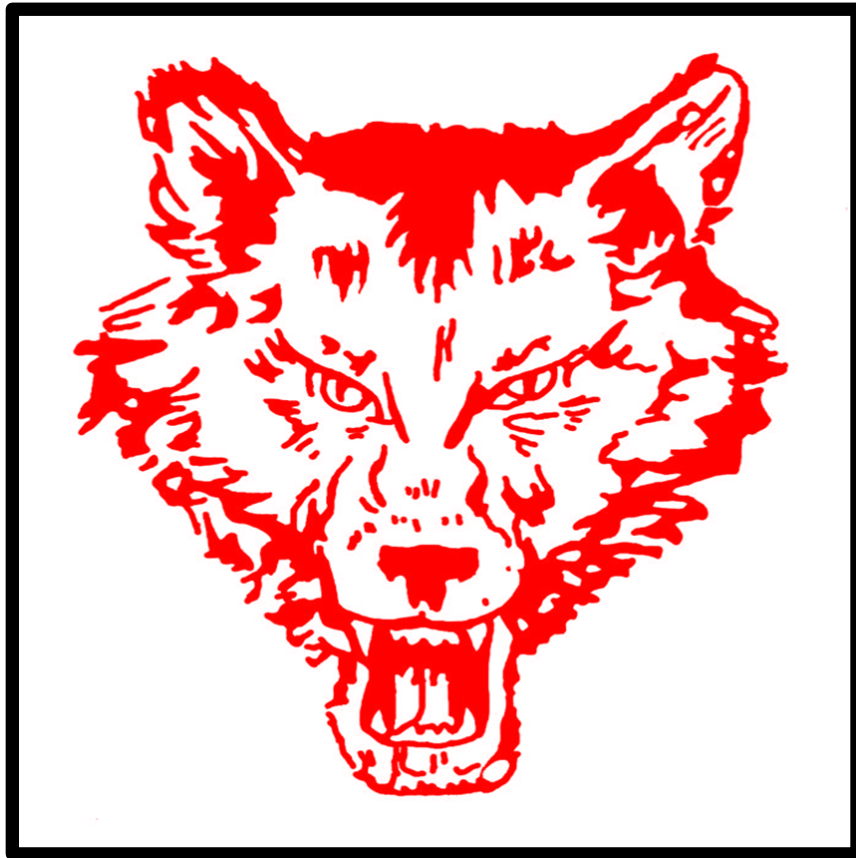


Pearl City School District #200

District Handbook



“Inspire in Everyone a Passion to Excel”

Home of the Wolves



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Pearl City School District #200
2016-2017
Important Dates to Remember

August 17	Teachers' Institute
August 18	Teachers' Institute
August 19	First Day of Student Attendance Full Day (dismiss at 1:45) Pre-K and Kindergarten Parent Meeting
August 30	Lifetouch picture day for PK-8
September 2	Lifetouch picture day for High School
September 5	No School – Labor Day
September 23	Early Student Dismissal 11:15 Teacher Institute P.M.
October 6	Lifetouch picture retakes for PK-8
October 10	No School – Columbus Day
October 21	End of 1st Quarter
October 27	No School - Parent Teacher Conferences 1:00-8:00
October 28	No School - Parent-Teacher Conferences, 8:00 a.m.–1:30 p.m.
November 23	Early Student Dismissal 11:15 Teacher Institute P.M.
November 24 & 25	No School – Thanksgiving Break
December 21	Early Dismissal 1:30 P.M.
Dec. 22 - Jan. 2	No School - Winter Break
January 3	School Resumes after Winter Break
January 6	End of 2 nd Quarter
January 13	No School - Teacher Institute
January 16	No School – Martin Luther King Day
February 17	Early Student Dismissal 11:15 Teacher Institute P.M.
February 20	No School – President's Day
February 22	Lifetouch Spring pictures PK-8
March 17	End of 3rd Quarter
March 24	Early Dismissal 11:15 Teacher Institute P.M.
April 10-14	No School – Spring Break
April 17	School Resumes
May 19	Last day of school if no emergency days are used
May 21	Graduation 1:00 P.M.
May 31	Last day of school if all emergency days are used



WELCOME TO PEARL CITY SCHOOL DISTRICT

MISSION STATEMENT

In partnership with parents and community, we will promote educational excellence in a positive environment to inspire lifelong learning and responsible citizenship.

This handbook was prepared with the student in mind. Its purpose is to acquaint students with our school community. It is necessary that all students read the handbook carefully and ask questions if any part is not clear. Students and parents are responsible for reading and abiding by all policies in this handbook. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at www.pcwolves.net. The handbook is a guide. For further clarification of Pearl City School District's procedures or policies, please refer to the School Board of Education Policies.

BOARD OF EDUCATION

Chad Bremmer, President Amy Lieb, Vice President Nikki Keltner, Secretary
Doug Visel Scott Johnson Ron Johnson Nicole Sheffey

Board Meetings:

Regular School Board meetings are usually held on the third Wednesday of each month at 6:30 p.m. in the Pearl City High School IMC. The public is invited. All communications to the Board of Education are to be in the hands of the Superintendent twenty-four hours before a meeting in order to be considered at that meeting. Also, a "public comment" time is scheduled during each meeting. Pearl City School District is located at 100 S. Summit, Pearl City, IL 61062.

Grievance Procedure:

The Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public. Such concerns are best dealt with through communication with the appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board. The following guidelines are suggested as the proper procedures to be followed by persons with questions or complaints:

- Matters concerning individual students should first be addressed to the teacher.
- If the matter is unsettled, problems and questions concerning individual schools should be then directed to the principal of the school.
- If the unsettled matter was not resolved with the teacher and principal, problems and questions should be directed to the Superintendent.
- If the matter cannot be settled after following the above procedures, it should be brought to the Board of Education.

Administration

Tim Thill
Kelly Mandrell
Chris Wallace

Superintendent
JR/SR High Principal
Elementary Principal

tthill@pcwolves.net
kmandrell@pcwolves.net
chriswallace@pcwolves.net

Elementary Staff

Chris Wallace
Lauren Krause
Katie Werhane
JoDeen Bunker
Kelly Lawler
Shanon Duncan
Judy Robinson
Milena Teske
Allison Brouhard
Sally Schaeffer
Barb Visel
Kim Lorig
Sandy Scott
Sean Downey
Scott Woodley
Shauna Endress
Nicole Merboth

Elementary Principal
Blended Preschool
Kindergarten
1st Grade
1st Grade
2nd Grade
2nd Grade
3rd Grade
4th Grade
4th Grade
5th Grade
6th Grade
6th Grade
PE
PE/IT
Title I/Reading
Special Ed.

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sendress@pcwolves.net
nmerboth@pcwolves.net

Secondary Staff

Kelly Mandrell
Tom Bull
Ann DeZell
Sean Downey
Kristi Fransen
Jamie Graf
Brian Greene
Deb Hamilton
Steve Hawkinson
Bill Johnson
Craig Kreiser
Adrian Kostallari
Megan Lawler
Ashley Moore
Jennifer Pitts
Josh Robbins
DJ Scott
Megan Spahr
Carla Whitebread

JR/SR High Principal
Agriculture
Science
PE
Math/AD
English
Business/Computers
Math
Drivers Ed/PE/Health
Social Studies/Math
School Counselor
English
PE/Health
Science
Special Ed.
Social Studies
Math/Language Arts
Special Ed.
Spanish

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djscott@pcwolves.net
mspahr@pcwolves.net
cwhitebread@pcwolves.net

District Staff

Tammy Ehlers
Brittany Gerstner
Deanna Koester
Matt Milam
Jen Petta
Beth Schneider
Janis Sheffey
Courtney Smith
Trina Strock

Music
School Psychologist
School Nurse
Band
Speech
Administrative Assist.
Bookkeeper
Art
Administrative Assist

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dkoester@pcwolves.net
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jpetta@pcwolves.net
bschneider@pcwolves.net
jsheffey@pcwolves.net
csmith@pcwolves.net
tstrock@pcwolves.net



GENERAL SCHOOL INFORMATION

- Breakfast Bell 7:30 a.m.
- JR/SR High Entry Bell 7:45 a.m.
- First Bell Rings 7:55 a.m.
- School Day begins 8:00 a.m.
- School day ends 3:10 p.m.
- Buses leave 3:15 p.m.

Students are required to sign in after 8:00 and sign out when leaving before 3:10 in the Main Office.

Students should arrive at school no earlier than 7:30 a.m. unless prior arrangements have been made with the teacher or principal.

Students should wait at designated areas before school. Students are not allowed in the cafeteria before school if they are not eating breakfast. There is no supervision outside of the building before 7:45 a.m. Children arriving earlier than 7:45 a.m. frequently find it difficult to settle down because they are over stimulated due to extended periods of play before school starts.

Students are considered tardy when not present in the room by 8:00 a.m. When a student is tardy, a written excuse should be sent to the teacher/principal. Even with an excuse the student will still be counted tardy.

Elementary Lunch times are dependent on individual classroom schedules but are between 11:00-12:30.

JR. HIGH / HIGH SCHOOL SCHEDULE:

Period 1	8:00 - 8:46
Period 2	8:49 – 9:35
Period 3	9:38 – 10:24
Period 4	10:27 – 11:13
Period 5A	Lunch 11:13-11:43 Class 11:46-12:43
Period 5B	Class 11:16-11:43 Lunch 11:43-12:13 Class 12:16-12:43
Period 5C	Class 11:16-12:13 Lunch 12:13-12:43
Period 6	12:46-1:32
Period 7	1:35-2:21
Period 8	2:24-3:10

Student Use of Building

Students will not be permitted to be any place in the building other than the lobby before 7:45 am and after 3:30 pm unless under the supervision of a member of the teaching staff or an activities sponsor. If any authorized group of students is using the building before or after school or during the evening, they will be using it through the sponsorship of some staff member and the sponsor will be responsible for all the actions of the students during the time they are in the building.

The building will be secured during the school day. After dismissal, the school will be closed and locked at 4:00 pm. Students may only be in the building during school hours or after school if they are taking part in a supervised extra-curricular activity.

WEB SITE / CALENDAR

The Pearl City School website will have the most current information. It is updated regularly when calendar changes are made. It can be found at **pcwolves.net**. All families receive a district calendar in the mail. This calendar provides additional handbook information as well as important dates. Each monthly newsletter will also have any updated calendar information. Please use the calendar to remain aware of important dates throughout the school year.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

If you are chaperoning a field trip, you cannot post pictures of other students to your personal Facebook, Twitter, or other social media. If you take a picture and feel it is one you would like to share please share it with the classroom teacher for it to be posted on the school-affiliated website.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Alcohol, E-Cigarettes, Drugs, and Tobacco

Alcohol, E-Cigarettes, Drugs, and Tobacco are strictly prohibited from being on school property. This includes all athletic fields as well.

VENDING MACHINES/CANDY/GUM

Vending machines are to be utilized by 7th-12th grade students. Pop, candy and gum are not permitted unless permission is given for special occasions.

LOCKERS

Students in 4th-12th grade will be assigned a hall locker and lock. No stickers of any type or lewd or indecent photos or memorabilia should be attached to the locker. Locks must be returned at the conclusion of the school year or a \$5.00 fee will be charged. Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school works to protect all personal properties, but is not responsible for them. Protect yourself, lock your locker.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students.

VOLUNTEERS/VISITORS AT SCHOOL

Volunteers and visitors are always welcome. Everyone is asked to check in at the office when they visit. Volunteers and visitors must have approval of the principal and teacher. It is common courtesy to call ahead to speak to teachers. During the school day, their primary duty is to provide instruction and supervision for students. Before and after school and during prep times teachers are available for conferences and questions. Volunteers and Visitors must sign in at the main office and wear a tag to identify themselves as a guest. Volunteers and visitors are expected to abide by all school rules; those who fail to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties.

PHONE CALLS AND MESSAGES

Office telephones are for official school business. Students will be permitted to use office telephones in an emergency or with the permission of one of the office staff. Staff will accept calls or messages for students from a parent or guardian only. Please make sure your child comes to school prepared to avoid excessive use of the phone. Calling after 2:30 to inform us about changes in the routine gives the staff limited time to get the message to the teacher and the student.

EARLY DISMISSAL

Announcements concerning school closing will be made through the School Messenger Calling System and over WFPS 92.1, WCCI 100.3, and local television. It is important to instruct your child where to go in the event school is dismissed early and you are not home.

Each parent needs to complete the Early Dismissal section on the school contact form. The School Reach Calling System will call the phone number on file, so it is important that contact information is updated when changes are made. The classroom teacher has been instructed to send the child to that address, in case of early dismissal. WE WILL NOT ALLOW YOUR CHILD OR CHILDREN, AT ANY TIME, TO GO HOME WITH ANYONE ELSE UNLESS WRITTEN PERMISSION HAS BEEN GIVEN. Therefore, if you change work numbers, babysitters, or have another person to contact PLEASE NOTIFY THE SCHOOL SO WE CAN UPDATE YOUR CHILD'S/CHILDREN'S CARDS. Please make sure that your email is on file along with a cell phone number incase School Reach is not working and we must send a text.

With approximately 500 students in the district, it is impossible to notify all parents of an early dismissal. Your child MUST know ahead of time what to do in case of an early dismissal. In-town students will not be allowed to call unless they have an unusual circumstance.

Medicaid Data Release-Special Education Students Only

If your child receives special education services and is also Medicaid eligible, your Pearl City School District can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. Families would need to apply for Medicaid on their own; it is not done through or by Pearl City School District.

The reimbursement process requires the Pearl City School District to provide Medicaid with your child's name, birth date, and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

Your Child's case manager will ask you to sign a letter giving Pearl City School District your consent to release information to Medicaid OR objecting of the release of information to Medicaid.

Regardless of your decision the Pearl City School District must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in the program CANNOT:

- a) Decrease lifetime coverage or any other public insurance benefit,
- b) Result in the family paying for services that would otherwise be covered by Medicaid
- c) Increase your premiums or lead to discontinuation of benefits or insurance, or
- d) Result in the loss of eligibility for home and community based waivers.

Your continued consent allows the Pearl City School District to recover a portion of the costs associated with providing health services to your child.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Kelly Mandrell – JR/SR High School Principal or Christina Wallace – Elementary School Principal at (815) 443-2715.

MANDATED REPORTERS

All school personnel are required by law to report any suspected cases of child abuse or neglect to the Illinois Department of children and Family Services.

HOMELESS INFORMATION

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

VIDEO & AUDIO MONITORING SYSTEMS

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

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious

beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

SAFETY DRILLS

Safety drills will occur throughout the school year. Students are required to comply with directives of school, fire and law officials during emergency drills. Drills will include: evacuation, severe weather (tornado), law enforcement (lockdown) and bus safety. **During these drills students could leave the school grounds and go to St. John's Lutheran Church 229 S. First Street, Pearl City.** Drills may not be preceded by a warning to students or staff.

PESTICIDE APPLICATION NOTICE

The District maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. To be added to the list, please contact the Main Office: 815-443-2715.

TUITION INFORMATION FOR NON-RESIDENTS

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. A non-resident student's parent(s)/ guardian(s) have the right to petition the School Board to request the ability to attend school on a paying tuition basis.
2. The student can attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
3. Students will only be accepted if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school each day.

STUDENT/PARENT NOTIFICATION OF RIGHTS

Pearl City School District is in compliance with the following legislative directives.

PARENT'S RIGHT TO KNOW

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, you will receive an explanation of the qualifications of your child's teacher(s). You will also receive information regarding the names and qualification of any paraprofessionals that works with your child.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents, until the student is 18, and students over 18 years of age (eligible students) certain rights with respect to the student's education records: They are:

1. The right to inspect and review the student's education records within 15 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Pearl City District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational 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 contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official 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.
4. 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 are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605



ACADEMICS

SKYWARD PROGRAM – STUDENT/PARENT ACCESS TO GRADES

Skyward offers parents the opportunity to check student progress in all classes via the internet. Please call the school and a password will be provided for your access at home or work.

MAKE-UP WORK PROCEDURES

Students are responsible to go to each individual teacher on the first day back from their absence between 7:45 and 8:00 am to get their assignments. Each teacher should designate a place where students can obtain their make-up work. A student will be allowed 2 days for each day they have an excused absence (up to a maximum of 10 days) to make up work, unless the absence was prearranged. The individual teacher and the Principal will determine make-up work for extended illnesses.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the student's ability, grade level and teacher.

PROMOTION

Pearl City School does not follow the practice of "Social Promotion", and placement in the following grade must be earned before students are promoted. Student progress will be monitored on an on-going basis by teachers, administrators, and parents to ensure appropriate academic progress.

The decision as to pupil placement (retention or acceleration) shall be made by the school principal after careful consideration of the following:

- Teacher Recommendation.
- Attendance.
- Grades.
- A student who fails their grade level benchmarks will be considered for retention. Grade Level Benchmarks are the very minimum skills required for students.
- A student who fails mathematics or reading for the year will be required to attend summer school or will be retained at current grade level.
-

GRADE REPORTING

Report cards are issued four times during the school year (except for kindergarten students). Students will be responsible for hand carrying report cards home. Parents can keep that copy of the report card.

Parents can also view their child's assignments, grades and attendance online at our Skyward Family Access. Parents should contact the Main Office, 443-2715, to receive their password to access their child's information.

HONOR ROLL

Three level of honor roll will be printed each nine weeks and at semester to recognize achievement.

- ◆ Highest Honors ~ to be eligible must have all A's
- ◆ High Honors ~ to be eligible must have A's and B's without C's, D's, or F's
- ◆ Honors ~ to be eligible must have A's, B's & only 2 C's without 3 C's or more, D's, or F's

GRADING SCALE GRADES K-1

M = Student is highly motivated & has mastered the goal

S = Student is showing satisfactory progress

N = Student needs to show improvement

GRADING SCALE GRADES 2 - 12

Grades will be determined on the following scale:

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - 0 = F

An incomplete (I) means that a student has not completed all of his/her assignments and may result in failure (F) if work is not made up.

The grading system will be based on a nine (9) week period. Two nine (9) week periods will constitute a semester. Your nine (9) week averages and your semester test scores will determine the semester grade, which is part of your permanent record and the grade that will appear on the student's transcript.

The highest grade that a student may achieve is a 100%.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3rd – 8th will take the PARCC. Students enrolled in Math 3 and English 3 will be taking the PARCC. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students in achieving their best by doing the following:

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

Students will be assessed with a universal screener such as AIMSweb or MAP to determine if the student is meeting grade level benchmarks and is in need of Rtl interventions at least 3 times each year (Fall/ Winter/Spring).

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.
2. Be in good standing
3. Completing all courses described below, as determined by when the student entered the 9th grade.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Taking the Prairie State Achievement Examination or PARCC.
6. Students Entering the 9th Grade in the 2012-2013 School Year.
7. Four years of language arts- two years of writing intensive is built into the English Courses.
8. Three years of mathematics, one of which must be Math 1 or Math 3 and one of which must include Math 2 content.
9. Three years of science.
10. Three years of social studies, of which at least one year must be U.S. Survey, one year of Geography, half credit of Government.
11. Half year of Health
12. Three and half years of Physical Education
13. Half year of Tech 21
14. Half year of Consumer Education
15. Half year of Keyboarding
16. Half year of Computer Concepts
17. Two years chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

GRADUATION CEREMONY

The graduation ceremony is to recognize students who have met the requirements and are “in good standing” set forth by the Board of Education in a public ceremony. This ceremony is a privilege and may be denied.

CERTIFICATE OF HIGH SCHOOL COMPLETION

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

ACCEPTANCE OF CORRESPONDANCE WORK FOR CREDIT

Correspondence course work may be completed for High School Credit for work completed provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools.
2. The student is a fourth or fifth year senior.
3. The student assumes responsibility for all fees.
4. The Building Principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student’s high school graduation.

RIGHT TO NOT TAKE SEX ED IN LIEU OF OTHER WORK

No Student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation if his or her parent/guardian submits a written objection to the Building Principal.

1. The Building Principal approves the substitution on and the vocational or technical educational course is completely described in curriculum material along with its relationship to the required course; and
2. The student’s parent/guardian request and approve the substitution in writing on forms provided by the district.

PHYSICAL EDUCATION & RECESS EXCUSES

Most children who are in school should be able to participate in the entire school program, including P.E. and recess. Please do not indiscriminately send notes excusing them from these valuable activities. We certainly wish to cooperate if your child has been extremely ill and is returning to school. For any period longer than one day, a doctor’s statement is required, or the student will return to P.E. and/or recess.

Athletic shoes with non-marking soles are required for physical education class. Shoes not conforming to the guidelines include, but are not limited to “skater shoes”, sandals, flip-flops, Crocs and any other type of deck shoe. This is a safety request to avoid ankle and foot injuries. All shoes must also remain tied while in physical education class.

At the Junior/Senior level students are expected to wear the Pearl City Physical Education t-shirt, with sleeves. Student may wear their own shorts but short must meet the requirement of reaching to the end of the student’s thumbs when arms are placed straight down at his/her side.

Exemption from Physical Education Requirement

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students’ names, addresses and telephone numbers. Parents who do not want their child’s name to be released (or students over the age of 18 who do not want their name released) must be put in writing and given to the High School Principal.

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the School District office.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 443-2715.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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 building principal. Parents/guardians are responsible for and must:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and District routinely disclose “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of the student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities, when necessary for the discharge of their official duties, who request information before adjudication of the student; and in other cases permitted by law.

You have the right to complain to the U.S. Department of Education if the School or District fails to comply with the above. Federal officials can be contacted at: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue. SW Washington, D.C. 20202-4605

COLLEGE VISITS

As juniors and/or seniors many students may take 2 college visits per semester. A college visit to look at a particular institution that they may attend following high school. We encourage students to make informed decisions; therefore we support the practice of planned college visit(s). The practice of non-planned college visits will be counted as an unexcused absence.

The procedure to follow for planned college visits is as follows:

1. All college visits must be preplanned and organized through the office of the counselor, usually at least one week in advance of the visit.
2. Students when preplanning a college visit should go to the counselor and discuss where they want to go and the reasons for their visit.
3. If the counselor approves the college visit the counselor will help the student make the appropriate arrangements for the visit.
4. The counselor will provide the student with the college visit permission and sign-out sheet to take home for their parents to sign and to have their teachers sign after the counselor has signed the form.
5. All classroom work must be finished prior to the student going on the college visit or the work will be given a grade of zero.

CollegeNOW Information

Pearl City students have the opportunity earn college credit at Highland Community College while in high school. Students may earn up to 15 credit hours upon entrance as a senior and completion of the program. Students may earn their Associates Degree upon entrance as a junior and completion of the program. All cost that comes with this program is the responsibility of the student and family. Please contact the high school for more information.



BUS TRANSPORTATION

Bus transportation is a service and a privilege, which is provided by the school district to those students who live 1.5 miles or more from the school. Appropriate bus behavior is expected from all students so that they can have a safe ride. If school bus rules are violated, the bus driver is obligated to share that information with the principal. Students who cannot follow the bus rules will be disciplined and may be denied the privilege to ride the bus. You may call the transportation department at 443-2715 if you have any questions. **Pick-up and drop-off points:** Bus drivers have been instructed to pick up and drop off students only at their residence. If parents want their children picked up and/or dropped off at a different location (slumber parties, emergency sitters, etc.) the student must bring a note to the principal that is signed by the parent requesting the change. The principal will approve the note and return it to the child for presentation to the bus driver. If the student does not have an approved note, the driver will not make the change.

Bus Conduct

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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



SCHOOL FEES

INSTRUCTIONAL MATERIALS FEES

Fees are due at registration. Checks for fee payment is made payable to Pearl City School. One check may be written for all students from one family enrolled in the district.

Book Rental Fees:

\$60.00---Grades K-12

Lock Rental Fees:

\$5.00---Grades 4-12

Technology Fee (K-12)

\$ 20.00--Technology Fee

Jr. High Fees:

\$8.00 for---Rotation classes (7th & 8th Grades)

High School Fees:

\$16.00---Intro to Ag

\$8.00 ---Vet Tech

\$8.00 ---BSAA

\$8.00 ---PSAA

\$8.00---Ag Business Management

\$8.00---Natural Resource Management

\$15.00---Food Science Technology

\$8.00---Environmental Science

\$10.00---Keyboarding

Actual Cost – AP Calculus Test

\$200.00--Drivers Education

\$20.00--Drivers Permit Fee (Actual Cost)

\$10.00---Biology

\$10.00---Biology II

\$10.00--Art 1/2/3/4

\$100.00-- - CareerTec Fee

\$10.00---Chemistry I

\$10.00---Chemistry II

\$10.00---Physical Science

WAIVER OF FEES

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.



CAREER TEC FEES

Fees for the 2016-2017 school year:

FEES TO BE COLLECTED DURING REGISTRATION:

CATS (Careers in Auto Technology & Serv I & II) \$40.00

ECE I (Early Childhood Education) \$15.00

Graphic Design I & II \$30.00

Culinary Occupations I \$100.00

Culinary Occupations II \$25.00

HOYA I (Health Occupations) \$99.00

HOYA II (Health Occupations) \$54.00

CIS I (Computer Information Systems) \$25.00

CIS II (Computer Information Systems) \$25.00

As a reminder;

- ☐ Auto Body Repair
- ☐ Cosmetology
- ☐ CIB (Careers in Business)
- ☐ HCC Auto Mechanics
- ☐ CIS (Computer Information Systems)
- ☐ Welding Fabrication & Print Reading

All are yearlong dual credit courses (earning college credit as well as High school credit) so the student will pay fees to HCC for the applicable HCC class(es) in their program when they register with HCC. (HOYA I & II students will have fees to pay HCC when they register for their respective spring dual credit course in December.)



FOOD SERVICES

BREAKFAST AND LUNCH PROGRAM

Breakfast/lunch money can be given to the teacher or paid in the main office by 9:00 A.M. Milk is included with hot lunch. Students are encouraged to have a nutritional lunch. Please try to stay away from pop and excessive sugar or candy when sending lunch from home. Breakfast and lunch menus will be in the monthly newsletters as well as posted throughout the school. The purchase of juice does not count as part of the students' meal.

Milk Break Pre-K-3 semester	\$26.00	<u>Ala Carte</u>	
Milk Break Pre-K-3 year	\$52.00	Salad	\$1.75
Daily Breakfast	\$ 1.25	Main Entrée	\$1.75
Daily Lunch K-6	\$ 2.00	Dessert	\$.75
Daily Lunch 7-12	\$ 2.40	Bottled Juice	\$1.00
Staff / Adults	\$ 3.00	Bottled Water	\$1.00
		Milk	\$.30
		Breakfast	\$1.00
		Fruit/Vegetable	\$.75

It is acceptable and preferred to send one check for the family. Please specify on your check how much should be credited to each child's account. PLEASE BE SURE THAT YOUR CHILD EITHER HAS HOT LUNCH MONEY OR BRINGS A COLD LUNCH EVERY DAY.

Pearl City Schools use the electronic Lunch Box program. **There will be no cash taken in the lunch line. All lunch money will be handed in to the office by 9:00 A.M. each morning, so the student's account can be properly credited.**

Students who are eligible for free and reduced lunch will receive one meal per day. Any extra items will need to be purchased with their card at full price.

Healthful Food and Beverage Options for School Functions*

At any school functions (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- ❖ Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- ❖ Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- ❖ Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- ❖ Fruit salad
- ❖ Cereal and low-fat milk
- ❖ 100% fruit or vegetable juice
- ❖ Frozen fruit pops with fruit juice or fruit as the first ingredient
- ❖ Dried fruits – raisins, cranberries, apples, apricots
- ❖ Single serving applesauce or canned fruit in juice
- ❖ Peanut butter with apple wedges or celery sticks
- ❖ Fruit smoothies made with fat-free or low-fat milk
- ❖ Trail mix (dried fruits and nuts)
- ❖ Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- ❖ Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- ❖ Party mix (variety of cereals, nuts, pretzels, etc.)
- ❖ Pretzels or reduced fat crackers
- ❖ Baked chips with salsa or low-fat dip (ranch, onion, bean, etc.)
- ❖ Low-fat muffins (small or mini), granola bars, and cookies (graham crackers, fig bars)
- ❖ Mini bagels with whipped light or fat-free cream cheese
- ❖ Pasta salad
- ❖ Bread sticks with marinara
- ❖ Fat-free or low fat flavored yogurt and fruit parfaits
- ❖ Fat-free or low fat pudding cups
- ❖ Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, cheese cubes)
- ❖ Flavored soy milk fortified with calcium
- ❖ Pure cold ice water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*



HEALTH SERVICES

A full-time nurse serves the District. Students and parents are encouraged to contact the school nurse regarding specific conditions affecting the student's school performance. If your child has health concerns that may require special attention, such as asthma, diabetes, history of seizures, special diet or any other special concerns please contact the school nurse. Emergency first aid will be provided in cases of injury or sudden illness. In most cases of injury or illness, parents will be called and asked to pick up their student at the school.

Other health services include:

- a. Maintenance of student health records, including physical exam and immunization records required by the State of Illinois
- b. Vision and hearing screening according to the Illinois Vision and Hearing Test Act
- c. Health counseling for students with particular needs

IMMUNIZATIONS, HEALTH, EYE, AND DENTAL EXAMS

Required Health Examinations and Immunizations

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

1. Entering Preschool and Kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Dental Exams

All students are required to present appropriate proof that the student received a dental examination within one year prior to:

1. Entering Kindergarten
2. Entering second grade
3. Entering sixth grade

Eye Examinations

Eye Examinations are required within one year of entering Kindergarten and for students entering a school in Illinois for the first time.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

MEDICATION INFORMATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the Districts procedures on dispensing medications.

MEDICATION POLICY

All medications that are to be given at school must have a completed medication form and be in a properly labeled container.

****If your child has asthma and carries an inhaler the nurse must have an asthma medication form signed by the parent, physician, and student on file.

****If your child will be carrying their inhaler during sports activities the school needs a signed asthma medication form on file. ****

The Illinois state law states that the administration of medication during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.

Pearl City School District has a form that needs to be filled out before students will be given prescription or over-the-counter medications in school. This form needs to be signed by the parent/guardian and physician. These permission forms are only good for one school year. They need to be renewed each year.

Any prescription medication must be brought to school in a container labeled by the pharmacist. If medication must be given at home and school, you can ask the pharmacist for an extra bottle with a label on it. Most pharmacies will provide the bottle at no extra charge.

Non-prescription medications, such as Tylenol, Advil, TUMS, cough drops, and more, must be brought to school in the original container with the child's name affixed to it. This includes any pain relief medications or cough drops.

Medication that is not brought to school in the proper container or without a physician's signature will not be accepted.

WHEN SHOULD I KEEP MY CHILD HOME?

As a general rule, you should let your child stay at home if he/she has an illness that is still contagious, or is feeling so miserable that he/she won't be able to pay attention in the classroom anyway. The following symptoms certainly warrant keeping your child home from school.

- A temperature of 100 degrees or higher. Their temperature needs to be normal (98.6 degrees F or below) for 24 hours without taking any Tylenol, Advil, or other analgesic before returning to school. Body temperatures are usually lowest in the morning, so make sure you have checked their temperatures several times throughout the day.
- Vomiting and/or severe nausea. Student should be kept home for 24 hours after the last bout of vomiting. Students need time to re-hydrate themselves after vomiting.
- An unexplained rash or a rash accompanied by a fever.
- A contagious condition or a serious illness that requires acute care such as pinkeye or ringworm.
- Diarrhea. Student should be kept home for 24 hours after the last bout of diarrhea. Student needs time to re-hydrate after diarrhea.

We cannot advise too strongly to keep your child at home whenever he/she is sick. Even colds when neglected can lead to serious illness. When you keep him/her home until well, you protect your own child as well as the other children with whom he/she mingles in school.

Please contact the school when your child has anything that is contagious such as pink eye, strep throat, chicken pox, influenza or other contagious disease. Some contagious diseases need to be reported to the Stephenson County Health Department.

PEARL CITY SCHOOL DISTRICT COMMUNICABLE DISEASE POLICY

The guidelines used by the Pearl City School District follow the recommendations of the Illinois Department of Public Health. These are the conditions the district will follow for excluding students with the following illnesses from school. Your cooperation in following these guidelines will be greatly appreciated.

Chicken Pox

Cases must be isolated and excluded from school or day care for not less than five days after the eruption of the last vesicles (chicken pox) or until the vesicles become dry. Students need to have a normal body temperature (98.6 degrees F) for 24 hours before returning to school.

Common Cold

Incubation period is usually 1 to 3 days, showing symptoms of runny nose, watery eyes, and generalized tired feeling. Student will be excluded if they have an oral temperature of 100

degrees F or greater. They will be excluded until they have a normal body temperature (98.6 degrees F or below) for 24 hours.

E. Coli

Diarrhea and severe abdominal pain are typical symptoms. Students will be excluded until diarrhea has stopped for 24 hours.

Gastroenteritis, Viral

Early signs are stomachache, nausea, vomiting, and diarrhea. Students will be excluded from school until 24 hours after the last occurrence of vomiting and/or diarrhea. Student must also be fever free for 24 hours prior to returning to school.

Measles

The incubations period for measles is about 10 days, but may be 7 to 18 days from exposure to onset of fever; rash usually appears about 14 days after exposure, but may be as long as 21 days. Measles is one of the most highly communicable infectious diseases and is primarily spread from person to person by droplets or direct contact with throat and nasal secretions of infected persons or by indirect contact with articles soiled by infected person's nasal and throat secretions. **Cases must be isolated and excluded from school until four days after the appearance of the rash.**

Head Lice

A student with head lice will be excluded from school until the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied. Student will need to be checked by school nurse, or other school personnel, in the absence of the nurse, before being allowed back into their classroom.

Impetigo

Student will be excluded from school until 24 hours after treatment begins. Lesions need to be covered while in school.

Infectious Mononucleosis

Student does not need to be excluded unless he/ she has a fever of 100 degrees F or greater or is not well enough to participate in usual activities. Due to the risk of rupture of the spleen, contact sports should be avoided until physician gives permission to participate.

Influenza

Symptoms may include rapid onset of fever, headache, muscle aches, sore throat, and dry cough. Student will be excluded from school until fully recovered, i.e., absence of fever for at least 24 hours.

Mumps

Students must be excluded from school until 9 days after the onset of swelling.

Pertussis (Whooping Cough)

Early signs/symptoms include an irritating cough that develops into a violent, spasmodic cough within 1 to 2 weeks. Person may develop the characteristic "whoop" during the coughing spasms. If the symptoms are untreated, they may last 1 to 2 months. Cases must be isolated and excluded from school until at least 5 days after the start of antibiotic therapy.

Pink Eye (Conjunctivitis)

Student will be excluded until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.

Ringworm

Students with ringworm will not be excluded if lesions can be covered with band-aids.

Salmonella

Students will be excluded from school until they have a normal body temperature (98.6 degrees F) and have had no diarrhea for 24 hours.

Shigella

Students will be excluded from school until they have a normal body temperature (98.6 degrees F) and have had no diarrhea for 24 hours.

Strep throat or Scarlet Fever

Students will be excluded from school until 24 hours after treatment begins. Student will be readmitted to school if student has had a normal body temperature for 24 hours.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

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



TECHNOLOGY

ACCESS TO THE INTERNET

The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Individual School Board members and Administrative-Staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

CURRICULUM

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use.

ACCEPTABLE USE

All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

Cell Phones

In the high school, students are allowed to have the cell phones on their person. When the student enters into a classroom, he or she needs to lay the phone face down on the desk. The students are not allowed to use them for personal use during class time. The student is only allowed to use the phone if the teachers ask the student to access the internet. During lunch high school students will be allowed to use their phones for personal use. Cell phones are strictly prohibited to be used in the locker room as well as the restrooms. This is a privilege. If the cellphones are misused in anyway, this privilege will be revoked. Junior High and Elementary students need to have their cell phones off and in their locker during the entire

school day. It is illegal to video tape someone with audio without their permission. This includes just audio recordings as well.

AUTHORIZATION FOR INTERNET ACCESS

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s) /guardians(s) must sign the Authorization before being granted unsupervised access. School Board members and Administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss or privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

TERMS AND CONDITIONS

- Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 3. Downloading copyrighted material for other than educational use;
 4. Using the network for private financial or commercial gain;
 5. Wastefully using resources, such as file space;
 6. Gaining unauthorized access to resources or entities;
 7. Invading the privacy of individuals;
 8. Using another user's account or password;
 9. Posting material authored or created by another without his/her consent;
 10. Posting anonymous messages;
 11. Using the network for commercial or private advertising;
 12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 13. Using the network while access privileges are suspended or revoked.

- Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 1. Be polite. Do not become abusive in your message to others.
 2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 3. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 5. Do not use the network in any way that would disrupt its use by other users.
 6. Consider all communications and information accessible via the network to be private property.
- No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence of your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
- Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator, or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including surcharges, and/or equipment or line costs.



STUDENT CODE **OF CONDUCT**

ATTENDANCE PROCEDURES

Please call 443-2715 to report a student's absence. If possible, contact the teacher concerning homework. All teacher emails are located on the webpage or on page 3 of this handbook. Students are allowed two days to make up academic work for each day missed due to illness. Credit will not be given for unfinished or missing work. In case of a doctor's appointment, please send a note or call prior to the date of the appointment if at all possible. **The student needs to bring back a note from the appointment.**

Regular attendance at school pays off in many ways. Here are some important reminders about attendance:

- Regular attendance at school is required by Illinois law.
- By law, parents or guardians of students are responsible for seeing that the student attends regularly.

Students are expected to be in school, on time, every day unless excused due to.....

1. Personal illness (The school may require a note from the doctor.)
2. Family emergency
3. Death in the family
4. Religious holiday
5. Other valid, unavoidable reasons authorized by the principal

5 parent excuses per semester- after 5 absences a doctor's note will be needed to for the absence to be excused

- Medical and dental appointments should be made for after school hours whenever possible. **Students returning from an appointment must bring an appointment card for the absence to be excused.** If at all possible, please send a note or call prior to the date of the appointment if the appointment is during the school day.
- Students should not be taken out of school for family vacations unless unavoidable. A written note should be sent to the principal. The principal will give the information to the classroom teacher.

Note: We take this matter of school attendance seriously! When a student is absent, he/she misses the presentation of material and the exchange of ideas delivered in the unique atmosphere of the classroom. This kind of learning is difficult to "make-up." Excessive absence, even when excused, may cause the student to fail.

UNEXCUSED ABSENCES

Students who are absent from school and are past the 5 excused absences are considered unexcused unless the student has a doctor's note for being gone. **If a student has an unexcused absence, he or she will receive a zero in all the assignments/tests/quizzes that happen on the day and were due on the day of the absence.** Unexcused absences can also be that a student over slept, did not feel like coming to school, had an appointment that was not with a medical doctor, went shopping, past the 5 days of excused absences, etc.

PREARRANGED ABSENCES

Students may be given excused absences as long as the absences are pre-arranged. The building principals will determine whether an absence would be acceptable. All homework must be turned in prior to the absence along with the correct paperwork. Any tests taken on the day of the absence must be made up either before they leave or on the day they come back. A student may have 5 days of excused prearranged absences. This would be 1 vacation that consists of 5 days of the student being absent. **Anything over the 5 days will be unexcused.** If a vacation is longer than 5 days the first 5 days are counted as excused and any day after would be unexcused.

- **Deer hunting will no longer be considered an excused absence.**

TRUANCY

The following guidelines have been adopted by the Pearl City Board of Education regarding absences and tardies.

- *5 parent excuses per semester– after 5 absences a doctor's note will be needed to be excused.*
- Students returning from an appointment must bring an appointment card for the absence to be excused.
- Students absent from school are not allowed to attend any extracurricular activities the day of the absence.

TRUANCY PROGRAM/STUDENTS ELECTING TO WITHDRAW

Students who are 17 years and younger and wish to withdraw from school must choose one of the two following options.

- 1) Work on a GED through Highland Community College or a WIA program.
- 2) Be enrolled in a homeschooling program.

TARDINESS

Being late to school is disruptive to the classroom and is detrimental to the learning of the student. Whenever a student is tardy, he/she must first report to the office. Excessive tardiness will be reported to the parents and then to the truancy department. The tardies will start over every month.

The tardy policy will be broken down as follows:

3 tardies- 30 minute detention

6 tardies- (2) 30 minute detentions

9 tardies- ½ day of Alternative Placement

12 tardies- 1 day of Alternative Placement

15 tardies – 2 days of Alternative Placement

The tardies will start over every month.

DRESS GUIDELINES

- Hats are not allowed to be worn inside the school buildings at any time. Hoods and scarves are considered hats.
- Clothing worn is not to be suggestive or indecent.
- Short shorts, dresses skirts or shirts that expose a student's navel or stomach will not be allowed. Guideline to be used is two finger widths for straps on shoulders and with hands down to the side, shorts, dresses, and skirts reaching at least the level of the tip of the student's thumbs.
- The length of shorts for Physical Education class must also reach the tip of the student's thumbs when hands are at their sides.
- All pants must be worn above the hips.
- Pants that have holes in them, where skin can be seen, need to have the skin covered by another pair of pants or the holes need to be covered.
- Clothing and general appearance is to be such as not to constitute a health or safety hazard.
- T-Shirts cannot be worn that have the sleeves cut off of them.
- Clothing and general appearance is not to be the type that would cause a disturbance or interfere with the instructional program.
- Clothing displaying inappropriate slogans, pictures, or language will not be allowed.
- **All decisions to whether a student's dress is appropriate will be determined by the Principal.**
- If a change in dress is required a detention may be assigned by the Principal.
- Personal headphones are not allowed to be worn in the hallways. They may be brought to class if the teacher asks the students to do so.
- Students are not allowed to wear slippers to school.
- Chains to connect wallets are not allowed at school.
- Leggings or compression yoga pants cannot be worn as pants unless the shirt that the student is wearing meets the requirement of reaching a student's thumbs when arms at the student's side. These shirts must also be the same length in front as it is in the back.

Homecoming Dance and Prom

- Dresses may be strapless for the dances.
- The length of the dresses must come to the student's thumbs when hands are placed at their sides.
- Dresses cannot be mid-drifts.
- Baseball hats cannot be worn.
- All decisions on whether the student's attire is appropriate will be determined by the Principal.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or

by the Building Principal, all electronic devices must be kept powered-off and in the students hallway 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student or a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in

aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

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

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

DISCIPLINARY MEASURES

Disciplinary measures may include:

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

will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

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

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

WEAPONS

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items

which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

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, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) 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 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 Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

TYPES OF DISCIPLINE

Out-of-Class (Recess) Suspension – Students must report to the school office instead of the class (es) he/she is excluded from. The student will still be responsible for any work and/or assignments due that day or the next. All assignments are due upon return to class. It will not be the responsibility of the office or teacher to furnish the student with the assignment.

Detention - A student may receive a detention for various reasons. Any member of the staff may issue a detention. Detentions are consequences for inappropriate behavior. Failure to report for detention will result in further punishment. Students will be given a 24 hour notice prior to serving the detention unless the student has arranged with the principal to waive the notice.

Elementary students (Grades PreK-6) will serve detentions as prescribed by the Principal. Secondary Detentions (Grades 7-12) will be served in a detention hall on Tuesdays and Thursday afternoon, usually 3:15-3:45 pm. Students will be expected to serve their detention during this Detention time.

Alternative Placement - Students must report to the school office by 8:00 a.m. They will be held in an isolated room with adult supervision all the time. Students on in-school suspension, must do school work the entire day and will receive full credit for work done during the suspension. Students will not be allowed to attend school activities during the time they are on suspension. Alternative Placement will take place within 24 hours of parent notification.

Out of School Suspension - Students will NOT report to school and will be excluded from classes on scheduled days of suspension. The student will still be responsible for work due in each class and upon their return to school, will receive full credit for work done during the suspension if it is turned in on the day they return to school. If the student does not turn it in by this time it is a zero. Students will not be allowed to attend school activities during the time they are on suspension. Students are not to be suspended to exceed ten (10) consecutive school days. Students may not be on school property during the time they are on suspension from school. Student, Parents, and Administrative staff must meet prior to the student returning to school.

Expulsion - Student is excluded from school for a period of time not to exceed two full calendar years by the Board of Education. Students are not allowed to receive credit from Pearl City School District #200 during the period of expulsion. Expulsion may be preceded by suspension. Students will not be allowed to attend school activities or be on school property during the time they are on expulsion. Student, Parents, and Administrative staff must meet prior to the student returning to school.

BEHAVIORAL LADDER

The Behavioral Ladder is a system designed to allow students to show with their behavior how they wish to be treated by the school. If a student finds his/her self on a rung of the behavioral ladder, good behavior can reduce and over time, remove the consequences for inappropriate behavior. However, repeated or continuation of negative behavior will result in further advancement on the ladder of consequences.

Placement on the behavioral ladder is done by the principal after the classroom management plan of the teacher has been found ineffective.

For each month of positive behavior the student, who is at a particular behavior step, can reduce the consequent behavior step one level. This allows students to restore a positive behavioral image. All teachers will use an Assertive Discipline plan with CLEAR student expectations. The felony type offenses may necessitate immediate referral to the Board. The ladder behavioral policy is a guideline for Pearl City.

If behavior necessitates a more severe consequence for gross disobedience or misconduct the school officials reserve the right to do so. It must be noted that not every possible infraction is mentioned. The administration reserves the right to assign the ladder step to "gray area" infractions.

Consequences for Steps on Behavioral Ladder:

<u>Step 1-</u>	30 minute detention (parent notification)
<u>Step 2-</u>	1 day suspension (parent notification) **
<u>Step 3-</u>	2-3 day suspension (parent notification) **
<u>Step 4-</u>	4-5 day suspension (parent notification) **
<u>Step 5-</u>	6-9 day suspension (parent notification) **
<u>Step 6-</u>	10 day suspension (parent notification) and recommendation for expulsion to the Board of Education

**** Multiple Suspensions could result in an expulsion.

The following examples are meant to be a guide not the rule for every situation. Circumstances will vary.

<u>Violations (Examples)</u>	<u>Starting Step (or appropriate placement)</u>
After 3 rd Tardy	1
Skipping School	1
Bus or Playground Rules Violation	1
Cell Phone 1 st time use Violation	1
Public Display of Affection	1
Profanity	1
Confirmed cheating/Plagiarism	1
Acts of Misconduct Coercive to the Education Process	1
Driving Privilege Violation	2
Acts that Endanger the Safety of Others	2
Defacing Personal or School Property	2
Internet Contract Violation	2
Acts of Insubordination/Defiance	2
Fighting	2
Use/Possession of Tobacco Products	2/3
Bullying/Threatening other Students	2/3
Stealing Personal or School Property	3/4
Sexual Harassment – Verbal/Physical	3/4
Verbal Abuse of School Personnel	3/4
Being Under the Influence of Drugs/Alcohol	5/6
Breaking and Entering School Property	5/6
Sale of Drugs/Alcohol on School Grounds	6
Physical Abuse of School Personnel	6
Written Death Threat towards Faculty or Student	6
Possession/Use of a Weapon	6
Conviction of Felony	6

SUSPENSION PROCEDURES

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

If the Board determines that the suspension was not justified, the student's records shall be expunged of any and all notations regarding the suspension and the student's absence shall be marked "excused".

EXPULSION PROCEDURES

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as

charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

BULLYING/STUDENT AGGRESSION/INTIMIDATION

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

SEXUAL HARASSMENT PROHIBITED

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

TEEN DATING VIOLENCE

Teen Dating Violence may take various forms. These may include but are not limited to: threats, stalking, physical violence, sexual harassment, sexual violence, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. The implications of the dating violence may have an effect in one or more of the following: (1) Placing the student in reasonable fear of harm to the student's person or property. (2) Causing a substantially detrimental effect on the student's physical or mental health. (3) Substantially interfering with the student's academic performance. (4) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

A student who is in a situation where teen dating violence is occurring needs to report the issue to the Elementary or Jr./Sr. High School Principal. A written report will be taken and handled with the correct authorities. The school will protect students against retaliation for reporting incidents of teen dating violence.

PUBLIC DISPLAY OF AFFECTION

There is to be no public displays of affection in during school hours. This includes but is not limited to: hand holding, kissing, hugging, rubbing on another student, piggy back rides, carrying other students, or anything else deemed inappropriate by staff and administration.

CYBER-BULLYING

Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel will result in disciplinary action. Cyber-bullying using home-based or off-campus devices that result in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. More information is available in the technology section of this handbook.

SEXTING

Sexting by students is prohibited. Sexting is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet, that are taken with or without consent. If you received the sexting, you need to bring it to administration. If you do receive it, the issue needs to be brought to administration. If it is not brought to administration, then the receiver will be part of the discipline as well.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps: (1) Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes. (2) each school will designate a suicide prevention coordinator, School Counselor, Elementary Principal, and/or Secondary Principal, to serve as a point of contact for students in crisis and to refer students to appropriate resources. (3) When a student is identified as being at risk, he/she will be assessed the School Counselor who will work with the student and help connect them to appropriate local resources. (4) Students will have access to national resources which they can contact for additional support. (5) All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in a need of help. (6) Students should also know that because of life or death nature of these matters confidentiality or privacy concerns are secondary to seeking help for students in crisis.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS

The school administration may ask a student or his/her guardian/parent 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. The school administration will ask this if school authorities have reasonable cause to believe that a student's account on a social networking websites contains evidence that a student has violated a school rule, procedure, or is bullying another student. The school administration will notify the parent/guardian if their child is asked to provide this information.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. The cell phone needs to be off and in the hallway locker for Junior High and Elementary Students
2. Cellphones need to be on silent without vibration, place upside down in the right hand corner all the student's desk when they sit in the classroom for High School Students.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.
5. **First offense is detention; second offense is an alternative placement.**

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, laptop computers, and iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods®, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The School District is not responsible for the loss or theft of any electronic device brought to school.

SCHOOL PROPERTY CONCERNS

All lockers and desks are owned and controlled by the Pearl City School District. Students use the lockers and desks, but they may be searched at any time. Students have no expectation of privacy in any locker or desk. The Administration has the right to inspect any and all lockers and desks at any time. It is recommended by the Administration that hallway lockers be locked at all times. Students are responsible for items stored in their lockers and desks. Student lockers may be searched if there is reasonable suspicion.

INTERROGATIONS AND SEARCHES

In protecting and safeguarding the health and character of students may require immediate action by school authorities. In pursuit of these goals, the Board authorized the Superintendent, Principal and persons appointed by the Superintendent to inspect student lockers and desks for suspected contraband materials.

In addition, school officials may request the assistance of law enforcement officials, for the purpose of conducting reasonable searches of school grounds and lockers for the illegal contraband, including searches conducted through the use of specially trained dogs.



CLUBS/ORGANIZATIONS

CLASSES, CLUBS, AND ORGANIZATIONS

POLICIES

- Each advisor should meet with the officers before each meeting and establish an agenda.
- Parliamentary procedure will be followed in all meetings.
- A tentative list of projects should be turned into the Principal after the first meeting. Approval will depend upon the type of project and what the money will be used for. Classes will be limited to two major projects and clubs to one. The Principal must approve all projects in advance.
- Whenever the club treasurer or sponsor deposits money for his club or class, it should be turned into the office secretary who will give an activity fund receipt to the treasurer for the money turned in. The treasurer should place the receipt in the treasury record book and bring their balance up to date. All money should be turned in promptly.
- Whenever a club or class wishes to pay a bill or invoice, they must request an activity fund purchase order before the office will write a check. When this purchase order is filled out and when an invoice or bill has been presented, the check will be written.
- No bills are to be paid by cash.
- Classes may leave no more than \$100.00 in their account for future use after graduation.
- In case there is a difference in the treasurer's book, the office record book will be the official report.
- All clubs and organizations will adhere to the weekly eligibility. If participation is reflected as a grade in a class, the student is able to participate. If there is not a grade attached to a class and the student is deemed ineligible, he or she is unable to attend the extra-curricular activity.

CLUBS AND ORGANIZATIONS

Chess Club (Grades 4-12)

Chess Club meets regularly throughout the school year to practice with peers. There is opportunity for individuals to compete in area tournaments.

Lego League (Limited number of students ages 9-14)

FIRST LEGO is a program designed to inspire children to pursue careers in science and engineering. The children will design, build and program robots made out of LEGO Mindstorm kits and do a research project. The children will take this project to a regional tournament in December. This group will meet 1-2 times per week from September to December.

Student Council (H.S.)

An organization composed of representation of each club and class. Its purpose is to serve as a student advisory group to the Principal. Advised by the Student Council Advisor.

FFA (H.S.)

To instill a desire to learn more about agriculture through study and projects. Advised by the Agriculture teacher.

N.H.S. (National Honor Society) (H.S.)

Students who have maintained a 90% or higher average during the preceding three semesters will complete an information form if they wish to be considered for membership. Academic standing does not automatically result in membership, but rather, the student must show strong evidence of leadership, character, and service as well. Advisory input is gathered from the high school faculty and presented to NHS members. The final membership decisions are made by a faculty council made up of five teachers appointed by the Principal.

Wolf Pack (Lettermen's Club) (H.S.)

An organization composed of male and female athletes who have earned a varsity letter in some sport. It is to work with the coaching staff to help establish qualifications for awarding letters. Advised by the A.D.

Spanish Club (H.S.)

To promote use of a foreign language and study of foreign cultures. Goals may include trips. Advised by the Spanish Teacher.

Art Club (H.S.)

Advised by the Art Teacher, this club will offer opportunities for those interested in Art.

A-Team (H.S.)

A group, which meets throughout the school year, which focuses on providing activities, designed to heighten awareness of drugs and alcohol. Advised by a staff member.

Athletics – Girls (Jr. High/H.S.)

Football Cheerleaders: the coaching staff will determine the cheerleading squad each year.

Girls' Sports: Volleyball--Basketball--Golf—Softball --Track

Athletics – Boys (Jr. High/H.S.)

Football--Basketball--Golf—Baseball—Track

Fine Arts and Academic Activities (H.S.)

Speech

The speech team competes throughout the state for three months during the IHSA winter season and is open to all high school students.

Fall Musical

Spring Play

Academic Team

Show Choir

Servant Leadership- (H.S)

This is for Juniors and Seniors. Servant Leaders will meet at Highland Community College each month to learn leadership skills and provide community service to the surrounding community. Advised by High School Staff.

WYSE- (HS)

World Youth in Science and Engineering is a state wide academic competition that is sponsored by the University of Illinois Engineering department. Advised by High School Staff.

SCHOOL PUBLICATIONS

Elementary Yearbook

This is a yearbook for PreK-8th grade students. Orders are taken in the Spring and they are delivered before the end of the school year.

The Howler

This is the school newspaper, which is published by the students. Each student receives a paper.

Pearlanna

This is the yearbook of Pearl City High School, which is prepared by an all school staff. Orders are taken in the fall by the staff members and the price is determined by the production cost, ads sold, and projects money received.

SCHOOL SOCIAL EVENTS

Dances

A dance may be sponsored by any organization after an athletic event. A request for permission to hold a dance should be submitted to the Principal at least two weeks in advance. All necessary information should be included in this request. All guests must be in high school or under the age of 21. All guests who do not attend Pearl City High School must be approved by the High School Principal.

Homecoming

This event is held in September or October and is sponsored by the Student Council. High School Classes decorate the hallway and spirit activities are held during the noon hours. A community-wide Pep Rally is held usually on Thursday evening and open to the public. A King and Queen are selected. Each class selects their own attendants. The game is usually held Friday evening followed by a dance Saturday night in the gymnasium.

All guests must be in high school or under the age of 21. All guests who do not attend Pearl City High School must be approved by the High School Principal.

Junior-Senior Prom

This annual event is held during the second semester. It is a formal affair, which may be attended by seniors, juniors, and their guests. All guests must be in high school or under the age of 21. All guest who do not attend Pearl City High School must be approved by the High School Principal.

CLASS AND ORGANIZATION PARTIES

Elementary classrooms have organized parties for Halloween, Christmas, Valentines' Day and an end of the year 'Spring Fling'. Each Jr. High and H.S. class and organization is allowed one party per year. The group must have prior permission from their sponsor and administration. Requests should be made at least two weeks in advance.

INVITATIONS

Pearl City High School students may invite only one guest to any party or dance and the student invited must be at least in high school or under the age of 21. The student is responsible for his/her guest's conduct.

EVENT CURFEWS

All weekday parties or dances must be over by 10:00 p.m. and Friday and Saturday parties by 11:00 p.m.

Classes and organizations having parties or dances must have at least six chaperones including at least three faculty members. Their names should be given to the office at least two days in advance.



ATHLETICS

In order to help develop good sportsmanship, team play, strong character, and extend skills, certain sports activities will be offered. Participants will be under the jurisdiction of the coach or advisors, squad rules as well as the academic faculty. Academic eligibility will be regulated by the teachers, athletic director, and principal subject to annual review and change. Currently we have teams in for boys and girls. Boy's teams are as follows: Football, Golf, Basketball, Track, and Baseball. Girl's teams are as follows: Golf, Volleyball, Basketball, Track, Softball, and Football Cheerleading.

The goals of athletics at the Junior High level are to:

1. Allow the athletes opportunities to experience and to participate in sports in order to learn the fundamentals of the sport, learn and understand the importance of teamwork
2. Participate and enjoy a non-academic activity with their peers
3. Experience athletics without the pressure of winning over-emphasized
4. To allow for their determination of their possible level of involvement at the high school level
5. Participation and exposure to the sports are the fundamental efforts of these programs.

The goals of athletics at the High School level are to:

1. Know the importance of teamwork
2. Develop good sportsmanship on and off the field
3. Develop their fundamentals
4. Build upon their previous fundamentals to acquire a successful team

The members of the district's coaching staff will work closely with all athletes to ensure that each individual who exhibits a dedication to the team will be rewarded with a level of involvement. The term dedication refers to the following areas: positive work ethic at practice, maximum and consistent attendance at school and practice, respect shown for others, adherence to the rules and policies of the program, positive behavior during the school day, and positive academic standing. Participation in the programs is a privilege earned by those willing to commit the time and efforts necessary to participate at this level. This privilege can be revoked if the athlete does not adhere to all district policies. The athletes who demonstrate these qualities will be provided opportunities during practice and game settings to develop their skills.

ACADEMIC QUALIFICATIONS & ELIGIBILITY REQUIREMENTS

QUALIFICATIONS (Jr. High/H.S)

All students who participate in any inter school competition must meet certain requirements:

- Pass a complete physical examination.
- Be passing all hours of course work at all times during the semester and receive a passing mark in subjects from the previous semester.
- Must be of good moral character.
- Display good sportsmanship on and off the athletic field.
- Girls participating as cheerleaders are subject to the qualifications listed in cheerleader regulations given to the girls at the beginning of the season.

A weekly Academic Improvement List (AIL) for all students in grades 7-12 is compiled. Each Thursday by 11:59 pm, Skyward will pull the current grades within each teacher's gradebook. On Friday, the list is shared to the staff and coaches. The students will be able to speak with any teachers where they are earning a failing grade. The teacher will allow the student to hand in work by 3:30 pm on Friday for the grade to be changed. After 3:30pm on Friday, grades will no longer be able to change. Students with class grades of 60% or higher are eligible to participate in extra-curricular activities. Students will become ineligible for participation in extra-curricular activities when any class grade falls below a 60%. Students with any class grade below 60% will be ineligible to participate in any extracurricular activities for a one calendar week period (7 days), from the following Monday through Sunday. If by the next publishing date of the next AIL the student has raised all class grades to at least a 60%, they are eligible to participate in extra-curricular activities at Pearl City High School.

The exceptions for a student to be ineligible would be:

- beginning a new quarter
- a new semester
- The teacher or Principal may allow a student to be eligible if there is not sufficient amount of grades entered into the gradebook.

Students are not allowed to view the eligibility list, but may ask whether or not they are on it. All Junior High and High School students grades will be posted on the AIL at the beginning of the school year; however students will not be counted ineligible until the second week of their season.

ADDITIONAL INFORMATION FOR CONSISTENT ADMINISTRATION OF AIL POLICY

- Activity coordinators, coaches, teachers, parents, and students need to actively pursue open communications in regard to student progress.
- Coordinators monitor their participants closely.
- Teachers share concerns with coordinators as they arise.
- Parents are to be kept informed as much as possible or practical. (Progress reports/phone calls).
- Parents do have access to their student's grades by using the SKYWARD system.

CONCUSSION INFORMATION

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with a force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. All athletes and parents/guardians must sign a concussion sheet in order to participate.** Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

PEARL CITY JUNIOR/SENIOR HIGH SCHOOL

EXTRA CURRICULAR POLICY COVERING ALL IHSA EVENTS

The following information has been developed by the coaching staff and administration in an attempt to foster understanding between home and school as to the minimum standards necessary for students to participate in athletics. Parents/guardians will be required to sign an athletic policy, concussion form, IHSA Random Drug Testing form, consent to treat form, and must have their student registered with the school. This is to ensure that the parents/guardians received the policies, and will be completed before their son or daughter will be allowed to participate in practice sessions.

The basic reason behind establishment of any regulation is concern for the health and safety factor of participants. Additionally, the manner in which the game is played, the players' reactions, and the players' appearance reflects directly upon the school and indirectly upon the community and parents. An athlete in good condition physically and mentally has his/her body disciplined to react to the requirements of a specific competition. Additionally, the athlete must be conditioned and disciplined to react to the coach's instructions, his/her teammate's actions, and opponent's reactions in a particular situation. The athlete can't be "tuned-in" to spectators if his/her mind is on the job at hand-to think for himself is a necessity. The athlete needs to be disciplined to listen to his/her coach, react to his/her coach and call upon his/her own skills to better compete. For these reasons, and others, more is asked of an athlete, and therefore, an athlete needs to be prepared to sacrifice some personal "comforts" in order to best support his/her team and school.

PURPOSE

It is the purpose of Pearl City High School to provide the best athletic programs the facilities will permit. The athletic programs are meant to:

- to allow as many students as possible to satisfy their individual needs and desires
- to develop strong character
- a sense of team
- school loyalty
- spirit
- a sense of good sportsmanship

POLICIES

To represent one's school is an honor. To represent it well and honestly is a responsibility. For this reason, the administration and coaching staff have established a school athletic policy.

ATHLETIC TRIPS

Any student that is a varsity athlete and successfully completes an athletic season will be given an excused absence to attend the state final of the sport in which they participated. Any student not participating in the activity and attending the state final will be considered unexcused.

The school cannot assume any responsibility what-so-ever for such a trip. The students must arrange their own transportation and accommodations in addition to submitting a signed note of approval from the parents to the office before leaving.

The athletic policy covers any student who is participating in interscholastic athletics, speech team or academic team.

EXTRA-CURRICULAR ACTIVITIES

If a student is going to be leaving extra-curricular activities with a parent or guardian, a note has to be provided to the principal before or on the date of the extra-curricular activities. The note has to be signed by the parent and principal. The note will then be provided to the coach/sponsor and the athletic director. If a student does not comply with this, the student will not be allowed to participate in the next extra-curricular activity. If it is the last event of the season, the consequence will carry over to the next season's competition that the student is involved in.

ELIGIBILITY REQUIREMENTS

High School - Athletes must meet all requirements as set forth by the I.H.S.A. This includes doing passing work in 20 hours of academic work per week for high school credits. In addition, all athletes must be passing all academic subjects on a week-by-week basis with a 60% to be eligible. However, the athletes must also meet the standards of Pearl City High School, which are stricter in nature than those of the IHSA.

Athletes not meeting the eligibility requirements will be required to practice; however, they will not be allowed to participate in interscholastic competition.

ACTIVITIES ELIGIBILITY POLICY

A concern has existed as to what level of participation should students who are not eligible to participate in activities, be allowed to remain involved? In the past, we have allowed individual coaches or sponsors to determine their rules regarding ineligible student participation in practices, traveling with the squad, and when should they be removed from the squad for failure to remain academically eligible. The following rules have been developed and will be in effect for all extra-curricular activities, except when a class grade is given for participation in the activity.

Athletic Eligibility Policy:

1. The first week a student is ineligible to play will be a probation period. The athlete gets to play during this week and is considered on probation. They get one probation period per sport. During this probation period they receive a card to be filled out with subject(s), grade(s), and comments by the teacher as to why the student has the grade and what the athlete can do to get off the AIL list. The student then will bring the card to his or her coach on Monday. This holds the athlete accountable and is better communication and information between the teachers and the coaches about the athlete. This also holds true for an athlete that is IHSA eligible. The student cannot have more than 2 F's in a week's time. If the athlete has more than two F's, they will not be able to be on probation and will be ineligible for the following week. The first week that a student is ineligible due to grades, they are required to practice and travel with the team. They cannot suit up for games or events however, they are required to sit on the bench with the team or the squad.
2. If the Friday comes and they are still on the AIL for the next week, the athlete does not get to play, but can practice. The athlete is placed on Week 2 of the dismissal steps, which means they are required to practice and travel with the team. They cannot suit up for games however; they are required to sit on the bench or with the squad.
3. The third week a student is ineligible due to grades, they are required to attend practices but cannot go to the games or activities.
4. The fourth week of any season that a student is ineligible due to grades, they are removed from the squad for the remainder of that season.

For the short weeks, the athletes will remain ineligible unless the athlete has completed the required work to raise his/her grade above failing. This week of ineligibility will not count toward the fourth week removal rule. Student athletes can become eligible during a short week, but they cannot become ineligible during the shortened week.

ATTENDANCE

Full day of attendance is required to participate in sports the same day. Exceptions would be for doctor or dental appointments confirmed ahead of time. Occasionally, an excused absence/tardy will be issued for a situation, which is not listed above, but considered excusable by the Principal. The full day attendance policy is also applicable for athletic practice.

Coaches will outline (in writing) rules specific to their particular sport and review these intermittently during the season. Consequences for non-compliance will also be clearly defined.

BEHAVIOR

Athletes should set high standards of behavior to be followed at all times. Those who do get into trouble (in school or out of school) will face disciplinary action. Athletes involved in illegal activities outside of school will be removed from the team upon confirmation of guilt by the investigating agency. Athletes who miss practice because of detention time will be required to make up that time. The coaching staff will decide the type of action taken for misbehavior.

Athlete behavior is expected to be good at all times. Athletes represent themselves, their parents, the school and the community. If a student cannot behave, then participation in extracurricular activities can be withheld until behavior has been corrected.

APPEARANCE

Athletes will be expected to dress appropriately at all times during the season, with the health factor being of the up most importance. Coaches may establish particular dress requirements for their squads with respect to game dress or health reasons. Coaches will warn players only once to meet the above requirements. Coaches should not have to remind players of the requirements. Those players who do not abide will not be allowed to participate.

QUITTING THE TEAM/SQUAD

Quitting Policy (Junior and High School)

If an athlete would like to quit a team/squad the following steps must be adhered to:

- 1) The athlete with or without parent/guardian needs to communicate to the coach the reasons for wanting to leave the team/squad. After the conversation is completed a letter needs to be drafted to reflect the reasons for the ending of the participation in the sport. The athlete, coach, and parent all need to sign the letter. **There will be no penalty given if this is completed.** The Athletic Director will send home a letter restating the reasons for quitting. **The equipment/uniform needs to be turned in when the athlete is speaking with the coach.**
- 2) If an athlete quits a team/squad without talking to the coach with or without their parent/guardian, the athlete will have to sit out 20% of the next sport.
- 3) If the coach does not sign off on allowing the athlete to quit, the athlete needs to appear before the Athletic Council, which is consisted of all coaches (jr. high- high school), except those associated with the sport in

question, and explain to the Council the reasons for quitting. The athlete may bring their parent/guardian with them to this meeting. The athlete will be the one expected to talk to the council. The parent may not speak on his or her behalf. At this time the Council will listen to the athlete's reason for quitting and discuss, as a group, the athlete's outcome. This outcome will be that the athlete may quit the sport but it is up to the Athletic Council if it is with or without penalty. The penalty would be the athlete will have to sit out 20% of the next sport.

REMOVAL FROM THE SQUAD FOR DISCIPLINARY REASONS

1. First Offense - Forfeits 50% of next sport season
2. Second Offense - Eliminated from sports for one calendar year from the time of the offense.
3. Third Offense- The student may not participate in athletics for the rest of his or her time as a Pearl City Student.

TRAINING

Substance Abuse - there shall be absolutely no use or possession of alcohol, tobacco, or drugs by any athlete at any time from August 1 through July 31. The punishment for violation of this policy will be suspension from the athletic program for the following amount of time.

1. First Offense - suspension of 20% of games, rounded to the nearest whole game, with carry-over in to the next sport (if current sport is nearing completion). Additionally, authorized personnel will administer mandated substance abuse assessment and subsequent education. Refusal to undergo substance abuse education may further delay or prevent readmission to athletic competition.
2. Second and subsequent offenses - suspension from athletic program for one calendar year. If another violation occurs within 180 school days, the additional one-year penalty will begin at the conclusion of the first penalty. Mandated substance abuse education will be assessed and administered by appropriate qualified personnel.
3. The Athletic Council (comprised of coaches and administrators) will determine the validity of any charges brought against an athlete for training rule violation.

The coach of an athlete charged with training rule violation will contact the student and parent(s) to explain the charges and provide an opportunity for them to attend the Athletic Council meeting at which the charges will be discussed and a decision made.

Athletes who have been suspended may have their suspension reviewed before the Athletic Council providing the following criteria have been met:

1. An attitude change for the better has been achieved and clearly demonstrated over time.
 2. A member of the council will sponsor the athlete for the review.
 3. A full calendar year has passed prior to the sponsorship and review.
 4. The parent(s) or guardian of that person is willing to come before the council to pledge their support in helping said athlete to maintain his or her proper attitude and behavior.
- The Athletic Council, in closed session, shall discuss and vote on readmission. A 75%

affirmative or better vote is necessary for readmission to the program. Special terms or conditions may be set by the Athletic Council or coach for the athlete to be readmitted to the athletic program. For any incident that is taken before the Athletic Council, the parent(s) of the athlete may be required to attend the council meeting as a condition of the athletes return to the athletic program.

EXTRA CURRICULAR DRUG AND ALCOHOL TESTING PROGRAM

The district maintains an extracurricular drug and alcohol-testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent Form" will result in non-participation.

See board policy for complete program and procedures.

ATHLETIC FEES

Athletic fee per sport, which includes cheerleaders and speech, is as follows:

Junior High - \$40.00 Senior High: \$60.00



Pearl City School District #200 Parent/Student Handbook Information, Compliance, and Release Form

Please initial the following:

☐ **Athletic Code (Jr. High and High School only)**

In order for the student to be eligible for participation on a District sponsored athletic team the student and a parent or guardian must acknowledge receipt of the athletic code each year of a student's athletic career. Coaches of all sports will also review the athletic code of conduct at the beginning of each season as a reminder to student athletes of the commitment.

☐ **Student Information (Initial to release information as appropriate)**

School student records are confidential and information from them shall not be released other than as provided by law. Throughout the school year, the District may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place. Permanent records are kept for 60 years. Temporary records are kept for 5 years after withdrawal

☐ **Publicity/Photo/Name Release**

Schools may occasionally have reason to publish names and/or pictures of students in our local newspapers, or on our website. Pictures of their accomplishments or pictures of their participation in District programs may also be included. If you agree to have your child's picture, name, and/or project included in these publications, please indicate your consent by initialing.

☐ **Emergency Medical Care**

In case my child becomes ill or is injured at school and needs emergency medical care and I cannot be reached, the school district is authorized to have my child transported to the nearest medical facility. The decision to send my child to the hospital is determined at the discretion of the Pearl City School District staff. I agree to assume all responsibility and expenses incurred by the handling of this emergency care.

☐ My son/daughter has school insurance. Contact the school if you wish to purchase accident insurance.

☐ My son/daughter is completely covered by a family insurance policy

☐ **Student Code of Conduct**

I understand that I have received the Student Code of Conduct and am responsible for my understanding and my child's understanding of the information contained in the Code of Conduct. I recognize my responsibility as a stakeholder in my child's education to assist the school in enforcing the standards of conduct.

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date



Pearl City Schools Internet Acceptable Use Sign Off

Authorization for Electronic Network Access Form

Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

Staff members need only sign this *Authorization for Electronic Network Access* once while employed by the School District.

Please check the appropriate box:

- ☐ Staff member
☐ Parent/Guardian of student
☐ Student *

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

User Name (*please print*)

User Signature

Date

User Name (*please print*)

User Signature

Date

User Name (*please print*)

User Signature

Date

User Name (*please print*)

User Signature

Date

*** Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board Members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date