# Putnam County High School

## Putnam County Community Unit School District #535

## - Student & Parent Handbook –

## 2026-2027

Mr. Cody Martzluf, *Superintendent*

Mr. Dustin Schrank, *Principal*

Mr. Christopher Newsome, *Assistant Principal*

***Providing foundations together, Cultivating individual growth***

## TABLE OF CONTENTS


Student Handbook Acknowledgment ..... 6
General School Information ..... 7
Basic Guidelines Disclaimer ..... 7
Safety Program ..... 7
Convicted Child Sex Offender and Notification Laws ..... 8
Mandated Reporter ..... 8
Equal Education Opportunities ..... 8
Sex Equity ..... 9
Administrative Implementation ..... 9
Fundraising ..... 9
Integrated Pest Management Plan ..... 10
Asbestos Materials ..... 10
Grading Periods ..... 14
School Cancellation/Dismissal Due to Weather ..... 14
Visitor Conduct on School Property ..... 15
Community Relations ..... 16
Professional Personnel ..... 17
Operational Services ..... 18
Instructional Programming ..... 20
Instruction and Curriculum ..... 27
Attendance, Enrollment, and Registration ..... 32
Admissions ..... 32
Attendance Policy ..... 32
Academic Information ..... 38
Academic Offerings and Requirements ..... 38
Student Conduct & Expectations ..... 50
Student Internet Rules ..... 57
Restrictions on Publications and Written or Electronic Material ..... 59
Criminal Acts ..... 61
Student Regulations ..... 70
Student Services ..... 80
Awards and Certificates ..... 80
Cafeteria ..... 82
Media Center ..... 82
Guidance Services ..... 82
Response to Intervention (RtI) ..... 82
Suicide and Depression Awareness and Prevention ..... 83
SCHOOL BUS INFORMATION ..... 83
STUDY HALL POLICY ..... 85
MEDIA CENTER POLICY ..... 87
Extracurricular Activities ..... 89
Extracurricular Activities ..... **Error! Bookmark not defined.**
Illinois high school association (ihsa) ..... 90
Description of extracurricular activities ..... 90
Parental/Guardian Notification ..... 93
Student and family privacy rights ..... 93
Immunization, Health, Eye, and Dental Examination ..... 97
Residence ..... 98
Every Student Succeeds Act Notifications ..... 102
Teacher Qualifications ..... 102
Testing Transparency ..... 102
Annual Report Card ..... 102

# 2026-2027 OFFICIAL SCHOOL CALENDAR

## Putnam County Community Unit School District #535

ATTENDANCE LINE – 815-882-2800 OPTION 6

**SCHOOL CALENDAR 2026-2027 (No Election Day Holiday)**

### AUGUST 2026

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | | | | | | |
| 3 | 4 | 5 | 6 | 7 | | |
| 10 | 11I | 12I | 13P | 14P | | 2 |
| 17 | 18 | 19 | 20 | 21 | | 5 |
| 24 | 25 | 26 | 27 | 28 | | 5 |
| 31 | | | | | | 1 |
| 13 Student Days (13) | | | | | | |

### SEPTEMBER 2026

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | 1 | 2E | 3 | 4 | | 4 |
| 7H | 8 | 9 | 10 | 11 | | 4 |
| 14 | 15 | 16 | 17 | 18 | | 5 |
| 21 | 22 | 23 | 24 | 25 | | 5 |
| 28 | 29 | 30 | | | | 3 |
| | | | | | | |
| 21 Student Days (34) | | | | | | |

### OCTOBER 2026

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | | 2 |
| 5 | 6 | 7E | 8 | 9I | | 4 |
| 12H | 13 | 14 | 15 | 16Q | | 4 |
| 19 | 20 | 21C | 22C | 23 | | 4 |
| 26 | 27 | 28 | 29 | 30 | | 5 |
| | | | | | | |
| 19 Student Days (53) | | | | | | |

### NOVEMBER 2026

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| 2 | 3 | 4E | 5 | 6T | | 5 |
| 9 | 10 | 11 | 12 | 13 | | 5 |
| 16 | 17 | 18 | 19 | 20 | | 5 |
| 23 | 24 | 25 | 26H | 27 | | 2 |
| 30 | | | | | | 1 |
| | | | | | | |
| 18 Student Days (71) | | | | | | |

### DECEMBER 2026

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | 1 | 2E | 3 | 4 | | 4 |
| 7 | 8 | 9 | 10 | 11 | | 5 |
| 14 | 15 | 16 | 17 | 18E | | 5 |
| 21 | 22 | 23 | 24 | 25H | | |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |
| 14 Student Days (85) | | | | | | |

### JANUARY 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | | | | 1H | | |
| 4 | 5 | 6 | 7 | 8 | | 4 |
| 11 | 12 | 13 | 14 | 15 | | 5 |
| 18H | 19 | 20 | 21 | 22 | | 4 |
| 25 | 26 | 27 | 28 | 29 | | 5 |
| | | | | | | |
| 18 Student Days (103) | | | | | | |

### FEBRUARY 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| 1 | 2 | 3E | 4 | 5 | | 5 |
| 8 | 9 | 10 | 11 | 12 | | 5 |
| 15H | 16 | 17 | 18 | 19T | | 4 |
| 22 | 23 | 24 | 25 | 26 | | 5 |
| | | | | | | |
| | | | | | | |
| 19 Student Days (122) | | | | | | |

### MARCH 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| 1H | 2 | 3E | 4 | 5Q | | 4 |
| 8 | 9 | 10 | 11 | 12 | | 5 |
| 15 | 16 | 17 | 18 | 19 | | 5 |
| 22 | 23 | 24 | 25E | 26 | | 4 |
| 29 | 30 | 31 | | | | |
| | | | | | | |
| 18 Student Days (140) | | | | | | |

### APRIL 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | | |
| 5 | 6 | 7E | 8 | 9 | | 5 |
| 12 | 13 | 14 | 15 | 16 | | 5 |
| 19 | 20 | 21 | 22 | 23 | | 5 |
| 26 | 27 | 28 | 29 | 30 | | 5 |
| | | | | | | |
| 20 Student Days (160) | | | | | | |

### MAY 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | | | | | | |
| 3 | 4 | 5E | 6 | 7 | | 5 |
| 10 | 11 | 12 | 13 | 14 | | 5 |
| 17 | 18 | 19 | 20 | 21E | | 5 |
| 24 | 25 | 26 | 27 | 28 | | |
| 31H | | | | | | |
| 15 Student Days (175) | | | | | | |

### JUNE 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18H | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | | | | |
| | | | | | | |

### JULY 2027

| Mon | Tue | Wed | Thu | Fri | | Total |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | | |
| 5H | 6 | 7 | 8 | 9 | | |
| 12 | 13 | 14 | 15 | 16 | | |
| 19 | 20 | 21 | 22 | 23 | | |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

Pupil attendance begins.... August 13, 2026
School Closes.....May 21, 2027
Pupil Attendance Days..... 175
Approved P/T Conference Day.....1
Approved Institute Days—Aug 11-12, Oct 9
Jan 4 .....4
Emergency Days.....5
May 24-28
TOTAL.....181

| LEGAL PUBLIC SCHOOL HOLIDAYS | |
|---|---|
| Labor Day | 9/7/26 |
| Columbus Day | 10/12/26 |
| Thanksgiving | 11/26/26 |
| Christmas Day | 12/25/26 |
| New Year's Day | 1/1/27 |
| Martin Luther King's Day | 1/18/27 |
| Presidents' Day | 2/15/27 |
| Casmir Pulaski Day | 3/1/27 |
| Memorial Day | 5/31/27 |

| CALENDAR LEGEND | |
|---|---|
| Legal School Holidays | H |
| Institutes | I |
| Not in Attendance | X |
| End of trimester (grades K-5) | T |
| End of quarter (grades 6-12) | Q |
| Early dismissal – P.D. – 1 PM dismissal | E |
| Parent/Teacher Conferences | C |

## DAILY SCHEDULES

The "3 PM Regular Dismissal Schedule" is applied during a regular school day unless the Principal provides notice of a schedule change. All other schedules provided will be utilized during the school year based on the school calendar above.

**1 PM DISMISSAL SCHEDULE**

| Period | Start Time | End Time |
|---|---|---|
| 1st-Announce. | 8:00 AM | 8:31 AM |
| 2nd | 8:34 AM | 9:05 AM |
| 3rd | 9:08 AM | 9:39 AM |
| 4th | 9:42 AM | 10:13 AM |
| 7th | 10:16 AM | 10:47 AM |
| 8th | 10:50 AM | 11:21 AM |
| 5th – Class | 11:24 AM | 11:57 AM |
| 5th – Lunch | 11:21 AM | 11:51 AM |
| 6th – Class | 11:54 AM | 12:27 PM |
| 6th – Lunch | 11:57 AM | 12:27 PM |
| 9th | 12:30 PM | 1:00 PM |

**2 PM DISMISSAL SCHEDULE**

| Period | Start Time | End Time |
|---|---|---|
| 1st-Announce. | 8:00 AM | 8:39 AM |
| 2nd | 8:42 AM | 9:21 AM |
| 3rd | 9:24 AM | 10:03 AM |
| 4th | 10:06 AM | 10:45 AM |
| 7th | 10:48 AM | 11:27 AM |
| 5th – Class | 11:30 AM | 12:09 PM |
| 5th – Lunch | 11:27 AM | 11:57 AM |
| 6th – Class | 12:00 PM | 12:39 PM |
| 6th – Lunch | 12:09 PM | 12:39 PM |
| 8th | 12:42 PM | 1:21 PM |
| 9th | 1:24 PM | 2:00 PM |

**3 PM DISMISSAL SCHEDULE W/ACTIVITY TIME**

| Period | Start Time | End Time |
|---|---|---|
| 1st-Announce. | 8:00 AM | 8:44 AM |
| 2nd | 8:47 AM | 9:31 AM |
| 3rd | 9:34 AM | 10:18 AM |
| 4th | 10:21 AM | 11:05 AM |
| 5th – Class | 11:08 AM | 11:52 AM |
| 5th – Lunch | 11:05 AM | 11:35 AM |
| 6th – Class | 11:38 AM | 12:22 PM |
| 6th – Lunch | 11:52 AM | 12:22 PM |
| 7th | 12:25 PM | 1:09 PM |
| 8th | 1:12 PM | 1:56 PM |
| 9th | 1:59 PM | 2:40 PM |
| *Activity Time | 2:40 PM | 3:00 PM |

**3 PM REGULAR DISMISSAL SCHEDULE**

| Period | Start Time | End Time |
|---|---|---|
| 1st-Announce. | 8:00 AM | 8:47 AM |
| 2nd | 8:50 AM | 9:36 AM |
| 3rd | 9:39 AM | 10:25 AM |
| 4th | 10:28 AM | 11:14 AM |
| 5th – Class | 11:17 AM | 12:03 PM |
| 5th – Lunch | 11:14 AM | 11:44 AM |
| 6th – Class | 11:47 AM | 12:33 PM |
| 6th – Lunch | 12:03 PM | 12:33 PM |
| 7th | 12:36 PM | 1:22 PM |
| 8th | 1:25 PM | 2:11 PM |
| 9th | 2:14 PM | 3:00 PM |

# FINAL EXAM SCHEDULE

| 1st Semester: Day 1 | |
|---|---|
| 1st hour | 8:00-9:00 |
| 2nd hour | 9:03-10:03 |
| 3rd hour | 10:06-11:06 |
| 4th hour | 11:09-12:09 |

| 1st Semester: Day 2 | |
|---|---|
| 5th/6th hour | 8:00-9:00 |
| 7th hour | 9:03-10:03 |
| 8th hour | 10:06-11:06 |
| 9th hour | 11:09-12:09 |

| 2nd Semester: Day 1 | |
|---|---|
| 5th/6th hour | 8:00-9:00 |
| 7th hour | 9:03-10:03 |
| 8th hour | 10:06-11:06 |
| 9th hour | 11:09-12:09 |

| 2nd Semester: Day 2 | |
|---|---|
| 1st hour | 8:00-9:00 |
| 2nd hour | 9:03-10:03 |
| 3rd hour | 10:06-11:06 |
| 4th hour | 11:09-12:09 |

## STUDENT HANDBOOK ACKNOWLEDGMENT

Name of Student: _____

**Student 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. 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. In order to help keep my school safe, I pledge to adhere and encourage my student 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 or my student from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Parent/Guardian Signature Date

# General School Information

## BASIC GUIDELINES DISCLAIMER

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences, which will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County High School. Each incident will be considered according to the individual merits of the case. School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

The Board's comprehensive policy manual is available for public inspection through the District's website (www.pcschools535.org) or at the Board office, located at: 400 E. Silverspoon Ave., Granville, IL, 61326

The School Board governs the school district, and is elected by the community. Current School Board members are:
Mr. Reed Wilson (President)
Mrs. Chivohn Holocker (Vice President)
Mrs. Amy Fay
Mr. Matt Holst
Mr. Doug Smith
Mr. Tom Wiesbrock
Mr. Mitch Wilson

The School Board has hired the following administrative staff to operate the school:

Mr. Cody Martzluf, Superintendent
Mr. Dustin Schrank, Principal
Mr. Christopher Newsome, Assistant Principal/Athletic Director

The school is located and may be contacted at:

402 E. Silverspoon Ave.
Granville, IL 61326

## SAFETY PROGRAM

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention, bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill, and

4. One law enforcement lockdown drill to address a school shooting incident

These drills are of minimum requirement; other drills may be implemented as determined by administration. The law enforcement lockdown drill will be announced in advance and the student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

## CONVICTED CHILD SEX OFFENDER AND NOTIFICATION LAWS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school property. A violation of this law is a Class 4 felony.

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/.

## MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois department of children and family services.

## EQUAL EDUCATION OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including

pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities.* Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure.* Dustin Schrank, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4

**SEX EQUITY**

No student shall, based on sex, sexual orientation, or gender identity, 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 may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure.* A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Jodi Peterson, Director of Student Services, Phone number (815)882-2800 ext. 4, is the coordinator for Title IV (Sex equity) and Section 504 (minorities).

**ADMINISTRATIVE IMPLEMENTATION**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

**FUNDRAISING**

The following concession stand assignments are made for the purpose of athletic event fundraising:

Class sponsors will split the concession stands as listed below for Volleyball Games, Girls' and Boys' JV and Varsity Basketball Games, and Wrestling Meets consisting of 3 or more teams.

Freshman Class – About 25% of Games
Sophomore Class – About 25% of Games
Junior Class – About 25% of Games
Senior Class – About 25% of Games, Keeps track of stock

In addition to assigned concession stands, all classes, athletics, and activities may participate in fundraising throughout the school year to support student organization purposes. Fundraising activities must be approved by the Principal or designee at the start of each school year. Faculty and staff sponsors should see the Principal or designee for approval procedures.

Principal: Mr. Dustin Schrank
Principal Putnam County High School
Granville, IL 61326
(815)882-2800 ext. 4

## INTEGRATED PEST MANAGEMENT PLAN

Putnam County CUSD #535 is committed to providing students a safe environment. The District seeks to prevent children from being exposed to pests and pesticides; therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and non-chemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the school building Principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The District is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

## ASBESTOS MATERIALS

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD # 535 have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

## 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 Principal 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. Students and staff requesting to bring an animal on school property should see the Principal.

## FIRE DRILL

As soon as the signal is given for a fire drill, students are to report to the designated room spots with their current teacher or staff member. These locations can be found in any classroom or learning environment.

**FIRE ALARM EVACUATION PLAN**

If smoke or fire is detected within the school building, the nearest fire alarm should be activated. All individuals are to evacuate the building to the assigned spots with occupants out of the fire and emergency personnels' way. The school emergency response team will check restrooms and other areas to assure evacuation. Teachers are to take roll once in the designated location.

The following routes should be taken based on location:

| | |
|---|---|
| Room 0 thru 1 | Move west down hall and exit through eastern main entrance |
| Room 2 thru 6 | Move east down hall and exit through east hallway door |
| Room 7 thru 12 | Move east down hall and exit through east hallway door |
| Room 13 | Move south and exit through eastern main entrance |
| Room 14 & 15 | Move north down hall and exit through north hallway door |
| Room 16 | Move south out of room and exit through west hallway door |
| Room 17 | Move west down hall and exit through west hallway door |
| Room 18 | Exit through shop's north door |
| Room 19 | Move west down hall and exit through west hallway door |
| Room 20 | Move west down hall and exit through west hallway door |
| Ag Shop | Exit through shop's north door |
| Ind. Arts Shop | Exit through shop's north door |
| Media Center | Move east down hall and exit through east hallway door or through exits |
| Auditorium | Exit through eastern and western main entrance door |
| Commons | Exit through eastern and western main entrance door |
| Kitchen | Move north down hall and exit through north hallway door |
| Principal's Office | Exit through main entrance |
| Conference Room | Exit through main eastern entrance |
| Guidance Office | Exit through main eastern entrance |
| Gym | Exit through west exit doors |
| Boy's Locker Room | Exit through north exit door |
| Girl's Locker Room | Move through west door and exit through west exit doors |
| Restroom | Through nearest outside door |

**INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN**

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan. Procedures and assignments are as follows:

1. Students go to an inside wall
2. Drop to your knees facing the wall
3. Bend over knees with hands covering head
4. Students are to remain quiet

| | |
|---|---|
| Room 0 thru 2 | Turn right outside of room and go to the center of the hallway |
| Room 3 thru 6 | Turn left outside of room and go to the center of the hallway |
| Room 7 thru 10 | Turn right outside of room and go to the center of the hallway |
| Room 11 & 12 | Turn left outside of room and go to the center of the hallway |
| Room 13 | Proceed to interior classroom area |
| Room 14 & 15 | Turn left outside of room, go through the double doors, take cover against FCS/kitchen wall |
| Room 16 & 17 | Proceed to interior classroom area |
| Room 18 | Proceed to interior classroom area |
| Room 19 | Proceed to interior storage rooms |
| Room 20 | Turn right outside of room and go to center of the hallway |
| Ag Shop | Proceed to interior classroom area |
| Ind. Arts Shop | Proceed to interior classroom area |
| Media Center | Go to the nearest hallway, go the center of the hallway |
| Auditorium | Out main door take cover against auditorium front wall |
| Commons | Take cover against kitchen, auditorium and faculty wall |
| Kitchen | Take cover in kitchen restroom |
| Principal's Office | Exit office and go to auditorium entrance wall |
| Conference Room | Exit office and go to auditorium entrance wall |
| Guidance Office | Exit office and go to auditorium entrance wall |
| Gym | Go to shelter in the locker room showers |
| Boy's Locker Room | Take cover in the shower room |
| Girl's Locker Room | Take cover in the shower room |

*Students will be released from the Inclement Weather Area by administration.

**EARTHQUAKE DRILL & SAFETY PLAN**

At the start of a drill, or as soon as shaking starts, the teacher asks students to drop and cover, facing away from windows. Students are to remain under shelter and silent until the shaking stops. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees, and cover their heads with their arms. Students should avoid being under the ceiling lights or near objects that could fall, such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down, and cover their heads with their arms. Students who are outdoors should move away from

buildings and utility wires and either lie down or sit down. *Leave building as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

## SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All daily decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education. Any long term changes would be established in conjunction with the Board of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## GRADING PERIODS

**Nine Week Grading Periods**
1st Quarter: August 13, 2026 – October 16, 2026
2nd Quarter: October 19, 2026 – December 18, 2026
3rd Quarter: January 5, 2027 – March 5, 2027
4th Quarter: March 8, 2027 – May 21, 2027

*Report cards to be distributed within 5 days after the end of each grading periods. Report cards are available for review on TeacherEase. Parents/guardians or students may request a paper copy of a report card from the school office at any time.

## SCHOOL CANCELLATION/DISMISSAL DUE TO WEATHER

### Inclement Weather Plan

The decision not to open school because of inclement weather conditions rests with the Superintendent. There are numerous factors involved in the decision, from the state legal requirements for days of school attendance to the safety and welfare of the students. Every attempt will be made for adequate notification to parents through the appropriate media.

### Cancellation

The Putnam County CUSD #535 policy is to hold classes whenever possible. School will be canceled whenever it is determined that the school buses will have difficulty completing their routes. The administration is interested in insuring the safety of the students and must also carry out its assigned task of education. The final decision whether a child should be kept home because of bad weather rests with the parent. Any time parents are worried about bad roads or weather, they may keep their child at home as an excused absence.

### Thrillshare

The District utilizes an app and texting service to alert all subscribers of cancellations or other District notifications. These messages are sent via text message and posted on the school website. Messages may be utilized for school emergencies or general school or District communications.

Coordinator: Mr. Cody Martzluf, Superintendent

### Delayed Start

The Superintendent may elect to delay the start of school by one or two hours for bus route completion. If this decision is made by the Superintendent, an announcement will be made through District communication platforms (e.g., TeacherEase, Thrillshare) as soon as possible. When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed by the same amount of time, and no students are expected in the buildings before the delayed opening time.

**Early Release**

When school is in session and a winter storm is entering the area, every attempt will be made to dismiss classes early to ensure that all students can reach home safely. If an unexpected storm enters the area, all students will be held in the buildings until condition's change to allow their safe return home.

**Extracurricular Events**

Varsity practice and games are not directly affected by school closings because a small number of young adults are involved. For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations or opt to receive texting and app notifications from the District.

1. When school is closed because of weather conditions, all standalone lower level games and practices are automatically canceled. Scheduled varsity and sophomore events may be played.
2. When school is closed, all junior high games and practices are canceled.
3. All other extracurricular meetings after school are canceled when school is closed because of weather.
4. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for insuring that all participants get home safely by following the procedures set for the regular school day.

**School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## VISITOR CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

"School property" – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.
"Visitor" – Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property during school hours. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge to the office. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee may approve of certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

## COMMUNITY RELATIONS

### Parental Involvement

In order to ensure collaborative relationships between students' families and the District and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

**School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

**Parent Advisory Committee**

The Parent Advisory Committee (PAC) for Putnam County Community Unit School District #535 is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the Building Principal.

**PROFESSIONAL PERSONNEL**

**Teacher Qualifications**

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
   a. Have a valid Illinois license that legally qualifies the teacher for the duties for which the teacher is employed.
   b. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
   c. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be licensed for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *certified.*

## OPERATIONAL SERVICES

### Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what 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.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

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

### Fee Waiver: Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The Superintendent or designee will give additional consideration where there are extenuating circumstances.

### Fee Waiver: Eligibility Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

**Fee Waiver: Determination and Appeal**

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

**Free and Reduced Price Food Service (FRPFS)**

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

**FRPFS: Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

**FRPFS: Notification**

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

**FRPFS: Nondiscrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

**FRPFS: Appeal**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in *7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools*. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

## INSTRUCTIONAL PROGRAMMING

### Title I Programs

The Superintendent or designee shall pursue funding under *Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act*, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### English Learners

The school offers opportunities for English 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 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 Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Courtney Balestri by phone at (815)882-2800 ext. 2.

**Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

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

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law. The district's homeless liaison is Jodi Peterson, Director of Student Services. If you need to contact Mrs. Peterson please email petersonj@pcschools535.org or call 815.882.2800.

**Education of Children with Disabilities**

The School District shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (day before 22 birthday) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed. This includes those children with disabilities who turn 22 years of age during the school year.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

**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.

**Exemption from PE Requirement**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

**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.

**Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

**Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

**Accidents/First Aid/Illness**

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen and are prohibited by law from doing more than such treatment.

Parents/guardians of students who are injured or who become ill (i.e., fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; please keep the office informed of any changes. In the event of an emergency, the schools will first try to contact the parent/guardian. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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

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

**Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

**Care of Students with Diabetes**

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

a. Inform the school in a timely manner of any changes 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 Mr. Dustin Schrank, Principal.

**Life Threatening Allergies and Life Threatening Chronic Illnesses**

State law requires the 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 a student has a life-threatening allergy or life-threatening chronic illness, the parent/guardian is asked to please notify the building Principal at 815-882-2800 ext. 4.

If a child requires an inhaler or auto injector, he or she has the option to carry it on him or her, provided the appropriate paperwork is filled out and on file in the school office. Please contact the school's office for needed paperwork.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the 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. The School District also may be able to appropriately meet a student's needs through other means.

**Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

**Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition, or retinal scan.

**Student Medication**

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students 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." 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school.

**Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

**Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

- Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- Copies of the registry identification cards are provided to the District; and
- That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

**Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

**Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## INSTRUCTION AND CURRICULUM

### Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

   Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work

program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State.

    In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

**Sex Education Instruction**

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason

for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

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

**Exemption from PE Requirements**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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.

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program;
- 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
- 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

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

- The time of year when the student's participation ceases;
- The student's class schedule; and
- The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above

**Request to Examine Instructional Material**

A sample of the District's instructional materials and course outline for classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this materials, please complete the following statement and return it to your child's classroom teacher within 5 days:

*I request to examine the instructional materials and course outline for this class.*

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

**Class Attendance Waiver Request**

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following class attendance waiver statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or course on:

___ Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

___ Family life instruction, including in grades 6-12, instruction on prevention, transmission and spread of AIDS

___ Instruction on diseases

___ Recognizing and avoiding sexual abuse

___ Instruction on donor programs for organ/tissue, blood donor, and transplantation

| | |
|---|---|
| _____ | _____ |
| Student (please print) | Parent/Guardian (please print) |
| _____ | _____ |
| Parent/Guardian (Signature) | Date |

# Attendance, Enrollment, and Registration

## ADMISSIONS

### New Students

All eighth grade graduates who live within the District are automatically admitted to the high school.

Any student who transfers into District #535 may enroll if accompanied by a resident parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent. Students transferring in are required to provide a "Student in Good Standing" form provided by the school previously attended.

### Previously Enrolled Students

Any student who was previously enrolled at Putnam County High School may re-enroll under the following conditions:

1. Be accompanied by a parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent.
2. It is recommended that students enroll in the first two weeks of a new semester in order to gain credit. While students may enroll at any time, late enrollment may jeopardize the student's chance to earn credit.
3. Satisfy all debts from the previous enrollment.
4. Be under twenty-one years of age and able to graduate before reaching twenty-one.

### Transfer Students

Any student who wishes to transfer into Putnam County High School must first demonstrate legal residence in the District. Students and parents must be responsible for the transfer of records and compliance with health regulations. Students may not begin school until residence in the District is validated and school/health records are up to date and on file at Putnam County High School. Students transferring into Putnam County High School must also demonstrate that they were students in good standing at their previous school. Students who were serving suspensions or expulsions will not be admitted until their suspension/expulsion are concluded. Students entering Putnam County after extended leaves from school must have transcripts validated and will be placed at the discretion of Putnam County High School. Students entering during a semester may not be able to gain credit during that semester.

## ATTENDANCE POLICY

### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in

confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

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

**Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
10. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers to and from Non-District Schools*.
11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

**Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the School and District.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (i.e., a recognized excuse) are considered truants. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the School and District will take further action, including:

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A truant is defined as any student subject to compulsory attendance at school who is absent without valid cause for a school day or any portion of a school day. Truancy may also be defined as willfully walking out of a class before dismissal or being more than five (5) minutes late to a class.

A student will serve one detention for a one period truancy. A student that is truant for the majority or entire school day may receive an in-school suspension. The length of this in-school suspension will be progressive based on the student's previous truancies.

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

**Excessive Absences**

To encourage students to attend school and class regularly, attendance policy restricts students to a maximum of ten absences from any class for the semester. The eleventh absence per class per semester is considered excessive and may result in a loss of credit for that class. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to gain credit.

- Step 1: When a student has accumulated five (5) absences, excused or unexcused, in the same class in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

- Step 2: Upon the seventh ($7^{th}$) day of absence in the same class in the same semester, a notice will be sent to the parents from the Principal's office.

- Step 3: On the tenth ($10^{th}$) absence from the same class, each semester, a notice will be sent to the parents from the Principal's office. Every absence after the $10^{th}$, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day in that class**.**

**Consideration of Absences after the 10th Absence**

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the Principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. Absences for an extended period of time for a valid medical reason will be blocked and counted as one day absent for the purposes of this policy.

It is within the sole discretion of the high school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The Principal, dean of students, or other designees of the Principal are the only persons who can excuse absences.

**Absences in Driver Education**

Per State of Illinois law, all students enrolled in a driver education course must obtain at least 30 hours of classroom instruction. Based on the scheduled length of the course, any student who misses more than 5 class periods will not be able to complete the required 30 hours and will be dropped from the course.

**Home and Hospital Instruction**

A student who is absent from school for an extended period of time or ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

**Absences**

The State of Illinois allows the school to sanction only absences for "valid cause." Valid cause for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as determined by the Principal or other circumstances that may cause reasonable concern to the parent for the safety and health of the student. Therefore, parents must keep the school informed as to why their children are absent by telephoning the school at either the 24-hour answering machine, 815 882-2800 ext. 6, or, the school office during school hours.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call or email the parents/guardians to inquire why the student is not at school.

A student with a temperature of 100 degrees or above must stay out of school until 24 hours after the fever is gone. Please contact the school nurse with any questions (ext. 547).

Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

**Determining Excused or Unexcused Absences/Tardies**

The Principal or designee will decide whether a student is to receive an excused or unexcused absence/tardy regardless of the parents' approval for their child's absence.

Students have a limited of 10 excused absences per semester, which may be given for the following reasons:

> Illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

All other absences are generally considered unexcused. The school may require documentation explaining the reason for the student's absence.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

Unexcused absences are given for the following reasons but does not serve as an exhaustive list:

1. Oversleeping
2. Problems with the car
3. Shopping
4. Picnics
5. Unexplained "Personal Reasons"
6. Missing the bus

An unexcused absence will result in a student not being allowed to make up class work or assignments, which may result in a loss of a grade for such work. Students may make up assessments (e.g., quizzes, tests) from an unexcused absence. The student holds responsibility for contacting the teacher and scheduling a time for such makeup.

In certain courses and circumstances, the student may not be given the right to make up a missed assessment due to an unexcused absence. An exhaustive list of circumstances pertaining to this exception is not possible, but these cases will be documented in the course's syllabus at the beginning of the semester. The Principal or designee will hold the final decision as to whether or not the student may make up the missed assessment.

PCHS does not encourage students to come to school when they are ill.

**Attendance Computation**

The following are used as a baseline for student attendance:

1. 150 minutes equals one-half day credit in the attendance register.
2. 300 minutes equals a full credit in the attendance register.

**Prearranged Absence**

At times parents become aware that an absence will be necessary and they wish to arrange for the student to be out of school in advance. The procedure for prearranging an absence is as follows:

1. It remains the student's responsibility to obtain all work missed during an absence. If the student obtains the work prior to the absence, the work must be turned in the date of the return to school. If the student does not obtain the work prior to the absence, it will be treated like an excused absence.

A senior or junior may be excused for five (5) college/military days to visit a college, recruitment office, or for a job interview.

**Makeup Work Policy**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student is responsible for coordinating with the teacher(s) to complete and turn in any missed work or assessments. As general guidance for excused absences, the teacher should coordinate with the student to establish due date timelines that are equitable to the days of excused absence. For example, a student absent for two days should be given two days to complete the missed assignments. Consideration of timelines beyond the guidance due to course or student needs must be discussed and agreed upon by the teacher and student. A lack of consensus on timelines can be referred to the building Principal for final determination.

Students who are unexcused from school will not be allowed to make up missed work. The student, though, will be given the opportunity to complete any missed assessments or exams that were given during the absence(s). The student is responsible for coordinating a date and time to complete these assessments. The teacher may elect to provide these assessments immediately upon the student's return to school if the teacher deems the student ready for such completion.

# Academic Information

## ACADEMIC OFFERINGS AND REQUIREMENTS

### Registration Procedures

Every student must enroll in at least seven (7) subjects each semester. Physical education is considered a subject. In addition, students are expected to take a study hall unless other arrangements have been made with the guidance counselor.

### Schedule Changes Policy

All students must take a minimum of seven (7) subjects each semester including Physical Education and Driver Education. Course changes are kept to a minimum in the interest of maximizing the individual educational opportunities for all students. In order to make a schedule change, the following procedures will be applied:

- Students may add and/or drop courses within the first five days of the semester. The student will be required to schedule a conference with the Guidance Counselor. The Guidance Counselor will notify the teachers involved in the course changes and coordinate with the student to receive written approval by the parent/guardian before the finalization of the changes.
- Students must remain in year-long courses unless recommended by a teacher or Principal.
- With parent/guardian and Principal permission, a student may drop a course after the fifth day of the semester with an "F" recorded for the quarter(s) and semester grades. The student will be enrolled in a study hall for the period of the dropped course.
- Students may enroll in 2 study halls during a semester as long as they meet the minimum course load of seven subjects or are enrolled in multiple AP courses with the approval of administration
- Course changes may occur after the fifth day of the semester without penalty for the student for the following:
    - To correct errors
    - With recommendation or direction from the Principal under extraordinary circumstances
        - Grading during a course change will be dependent upon circumstances of the change

Whether within the first five days of the semester or following this timeframe, all schedule changes must result in the student being enrolled in at least seven subjects at a given time.

**Graduation Requirements**

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

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.
5. File a FAFSA with the US Department of Education

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech. [A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision.]
7. One semester of health education.
8. Physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

**Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

**District Graduation Requirements**

A student must earn a total of 25 credits to be recommended for graduation from PCHS. Each semester of coursework is equitable to half of one credit. Within the 25 credits, the following requirements are mandated by the Illinois State Board of Education and/or the Putnam County Community Unit School District #535 Board of Education:

| Subject/Category | Credits Required | Other Requirements |
|---|---|---|
| English | 4 | *All English courses count towards 2 years of writing-intensive courses |
| Mathematics | 3 | *Math 1 and Math 2 include required algebra and geometry content |
| Social Science | 2 | *1 credit must be in US History<br>*0.5 credit must be in Civics |
| Science | 3 | |
| Fine Arts, Foreign Language, or Career-Tech Education | 2 | |
| Computer Applications I | 0.5 | |
| Health | 0.5 | |
| Physical Education | 3.0 | **Continuous enrollment |
| Driver Education | 0.5 | |
| Consumer Education | 0.5 | |
| Total Credits | 25 | |

**Per requirements by the State of Illinois, a student must remain enrolled in Physical Education every semester unless the student has received permission from the Principal for exemption. Only those students lacking necessary credits to meet graduation requirements or students enrolled in appropriate career-technical/vocational courses will be provided with exemption.

In addition to credit requirements, students must fulfill the following as graduation requirements:

- Passing score on the Illinois and US Constitution tests
- Completion of the ACT

- Completion of the Service Learning Program requirement
- Completion of the FAFSA

**Early Graduation**

Students are permitted to graduate within seven semesters if they meet the following requirements:

1. Complete all graduation requirements as listed in this handbook,
2. Complete a formal typewritten letter to the Principal by November 1 of their senior year indicating the request and purpose for request,
3. Secure parent/guardian signature on the letter of request

A student who completes graduation requirements at the end of the seventh semester will receive a transcript and letter signifying completion of all graduation requirements. The diploma will be issued at the end of the school year.

Student status upon early graduation is forfeited, so the student will no longer be allowed to attend school, be involved in extracurricular activities, or attend school events, including dances and prom. However, the student is allowed to participate in the honors event and regular graduation ceremony at the end of the school year. The early graduate will be allowed to attend prom or other school events as the guest of an enrolled student.

Students are encouraged to work closely with the Guidance Counselor to verify their credit status before submitting their formal application. Also, students who want to remain eligible for extracurricular activities or other student opportunities should consult with the Guidance Counselor on other enrollment possibilities.

**Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- PreACT 8/9 – Grade 9 (Spring)
- PreACT 10 – Grade 10 (Spring)
- ACT – Grade 11 (Spring)
- DLM-AA (to defined student groups)
- ACCESS (to define student groups)
- MAP – Grades 9 and 10 (Fall, Winter, Spring)

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

**Service Learning**

The purpose of the service learning graduation requirement is to promote citizenship by preparing students to become tomorrow's leaders through preservation and conservation in our community. These hours must be community-based service whereby a student does not receive financial or other benefit for his/her volunteer work. Also, hours may not be served during the scheduled school day. All students will need 25 service hours to fulfill this graduation requirement. Please refer to the Service Learning Handbook for details related to this program. Students will be responsible for writing a paragraph reflecting on the service learning that was completed.

**Panther Pathways**

PCHS offers various programs that seniors can take part in. The eligibility and program requirement/guidelines for PC College Start, Work-Based Learning, and Area Career Center, can be found on the district website.

**PC College Start**

*PC College Start* is a partnership between Putnam County High School and Illinois Valley Community College that provides an opportunity for academically qualified students to enroll in college classes through IVCC as part of their high school coursework. This unique partnership between PCHS and IVCC allows high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. The financial obligation is a student/family responsibility. Student's interested in *PC College Start* need to see the Guidance Counselor.

**Area Career Center Offerings**

The following courses are available to recommended juniors and qualified seniors at the LaSalle-Peru Area Career Center:

> Intro to Programming, Computer Repair and Maintenance, Illinois Valley Entrepreneurial Opportunities, Machine Technology, Residential Wiring, Welding, Automotive Technology, Basic Fire Skills, Cosmetology, Culinary Arts, Health Occupations, Building Trades, Child Care-Early Childhood Education, Computer Aided Drafting, Aviation

A bus is provided by the school district to transport the Area Career Center students to and from the Center. Therefore, there will be no personal cars driven to and from the Center unless permission is obtained from both schools in advance.

Students enrolled in ACC are held to high academic and behavioral standards considering their enrollment in transition-based courses. Courses are held outside of the PCHS campus, so enrollment comes with greater levels of self-responsibility and self-accountability. As such, all ACC students are subject to progressive discipline outlined in this handbook for behaviors at ACC or when transporting to or from ACC. Removal from ACC for failure to meet behavioral or academic expectations serves as a last measure of this progressive discipline. The following procedures are also defined:

- Daily attendance is required for all ACC courses. Unexcused absences may result in the removal from the program.
- Students are required to attend ACC even when PCHS is not in session.

- Students who miss the bus to the ACC must report to the office and will receive an unexcused absence from ACC.
- Upon return from the ACC, students should proceed to the Media Center for study hall purposes until their assigned lunch period.
- Students returning from ACC are to finish out the remainder of their courses for the day and not depart PCHS grounds without advanced permission from administration.

Any student who fails to meet these procedures or academically fails the ACC course may be responsible for covering the cost of tuition for the semester or year; the cost of such tuition is $1200.00 per semester. In addition, any student who fails their Fall semester of their ACC course may be administratively removed from the program for the Spring semester and enrolled in courses at PCHS.

**Credit for Proficiency, Non-District Experiences, and Course Substitutions**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

- Distance learning course, including a correspondence, virtual, or online course.
- Courses in an accredited foreign exchange program.
- Summer school or community college courses.
- College courses offering dual credit courses at both the college and high school level.2
- Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
- Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
- Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.[3]

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

- The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and

- The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program.[5] A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

**Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration. At PCHS, accelerated placement also includes enrollment in Advanced Placement courses, dual credit courses, dual enrollment courses, and PC College-Career Start. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

**Student Grade-Level Determination**

In high school, a student's academic progress is determined by the number of credits earned from course completion. As such, a student's grade-level is determined by the total number of credits earned rather than the student's date of birth. Grade-levels will be determined at the start of each school year based on completed credits. In addition, grade-level based privileges and activities (i.e., Spirit Week, prom, law day) will be offered to students based on attained grade-level each year. Credit levels for each grade-level are as follows:

Freshman (9$^{th}$ Grade) – 0 to 6 credits

Sophomore (10$^{th}$ Grade) – 6.5 to 12 credits

Junior (11$^{th}$ Grade) – 12.5 to 18.5 credits

Senior (12$^{th}$ Grade) – 19 or more credits

*A student acquiring necessary credits throughout the first semester of a school year that would promote to the next grade-level may petition the Principal at semester to participate in next grade-level privileges and activities. This petition must include an audit of credits earned with assistance of the Guidance Counselor.

**Grade-level determination based on credits will begin the 2019-2020 school year and be applied to the Class of 2023 and all following Classes. The Class of 2020, Class of 2021, and Class of 2022 will continue to have grade-levels determined by birthdate.

**Standardized Testing and Grade Level Determination**

The purpose of standardized testing is to:

1. Help evaluate the extent which each school in Illinois is meeting the state goals for learning.
2. Describe how schools and districts perform in comparison to the state and the nation.
3. Chart the progress of schools, districts, and the state over time.
4. Generate information that can be used for school accountability, policy making, and future improvement.

Putnam County High School will use the following standard to determine grade level and eligibility for testing:

- Grade 9 – A student must have freshmen standing and have earned no more than 6 credits.
- Grade 10 – A student must have sophomore standing and have earned at least 6.5 credits.
- Grade 11 – A student must have junior standing and have earned at least 12.5 credits.

All students meeting appropriate grade levels will be tested; out-of-grade-level testing is prohibited. Accommodations and participation of bilingual students and students with IEP's are governed by the State of Illinois and federal guidelines.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

**GRADING SYSTEM**

Report cards are distributed at the end of each quarter. The following grading scale is used to determine course grades:

| Interval | Grade | GPA |
|---|---|---|
| 100% - 98% | A+ | 4.0 |
| 97% - 93% | A | 4.0 |
| 92% - 90% | A- | 3.67 |
| 89% - 88% | B+ | 3.33 |
| 87% - 83% | B | 3.0 |
| 82% - 80% | B- | 2.67 |
| 79% - 78% | C+ | 2.33 |
| 77% - 73% | C | 2.0 |
| 72% - 70% | C- | 1.67 |
| 69% - 68% | D+ | 1.33 |
| 67% - 63% | D | 1.0 |
| 62% - 60% | D- | 0.67 |
| <60% | F | 0.0 |

**FIGURING SEMESTER GRADES**

Semester grades will be recorded on transcripts and within a student' permanent file. Semester grades are calculated based on the following percentages:

Quarter 1 (or 3) – 40%
Quarter 2 (or 4) – 40%
Final Exam – 20%

The final percentage obtained determines the final letter grade and GPA for the semester.

**GRADING WEIGHTING CLASS RANK**

Weighted courses will include a 1.0 addition to the final GPA obtained for the course, unless the student received an "F," in which case a 0.0 will be the final GPA. Weighted courses include the following:

IVCC Courses with numbers 1000 and above (less than 1000 will not be weighted)

Precalculus AP Calculus Physics

| | | |
|---|---|---|
| AP Biology | Spanish III | Spanish IV |
| Sociology | Adv. Mathematics II | Adv. Mathematics III |
| Honors English I | Honors English 2 | Modern US History |
| AP English Language and Composition | | AP English Literature and Composition |
| Anatomy and Physiology | AP Art | |

*Students taking a nontraditional sequence of courses (e.g., PC College Start) may have college coursework equivalent to the courses listed above weighted for GPA purposes. The Principal holds final decision as to whether or not the course is considered equivalent and can be subject to weighting.

**LATIN HONORS**

The Latin Honors Recognition is established to provide merit to students for their individual academic growth and accomplishments throughout their four years at PCHS. Students are recognized during the graduation ceremony based on their cumulative GPA at the end of eight semesters. Categories for Latin Honors are as follows:

- Cum Laude – 3.33 to 3.79
- Magna Cum Laude – 3.80 to 4.19
- Summa Cum Laude – 4.2+

**CLASS RANK**

Class rank will be determined by the cumulative GPA at the end of each semester.

Any student whose GPA may be disadvantaged when the student takes an extra course in lieu of study hall may have that course not calculated into the cumulative GPA. This provision is subject to approval by the Principal and may only be granted prior to the end of the first semester of senior year. In addition, the grade must be at least an 90% for approval.

The valedictorian, salutatorian, and top ten will be recognized at the end of eight semesters of course work.

## Incomplete Grades

Incomplete grades will be designated on the report card as an "I". Such grades are issued when a student fails to complete assignments or is absent for a period of time. Incomplete grades must be removed within three weeks following the close of the preceding nine weeks. "Incompletes" not made up within the prescribed time limit will revert to a failing grade of "F." The student is responsible for making arrangements with teachers for incomplete work. There will be no incomplete grades issued at the end of the school year.

## Honor Roll

Students achieve "Honor Roll" status by earning between a 3.3 and a 3.69 GPA for all courses during the grading period.

## High Honor Roll

Students achieve "High Honor Roll" status by earning at least a 3.70 GPA for all courses during the grading period.

Additional factors:

1. Students will be named to the honor rolls at the end of each quarter and at the end of each semester.
2. A student will not be considered for either honor rolls until all incomplete grades are made up.

**Graduation Incentives Program for Students at Risk of Academic Failure and/or Dropping Out**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or parent/guardian
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities law, as it may be amended from time-to-time.
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

Students completing any credit recovery program who seek to earn a diploma must complete all other graduation requirements identified in this handbook, including requirements of the service learning program.

**Illinois Hope and Opportunity Pathways through Education (IHOPE) Program**

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by State law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in policy 6:300, *Graduation Requirements.*

**Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is offered 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; and
4. The building Principal approves the course in advance.

**Distance Learning Courses, Including Virtual or Online Courses**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building Principal approves the course in advance.

**Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

**Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building Principal.

**Dual Credit Courses**

A student who successfully completes dual credit courses may receive high school credit, provided:

1. The student is in good academic standing;
2. The course is approved in advance by the student's Guidance Counselor and the high school Principal
3. The student assumes responsibility for all fees.

**Final Exams**

All students at PCHS will be required to take final exams at the end of each semester. Final exams serve as a summative assessment with the purpose of measuring the cumulative learning of a student. Though not practical for all courses, these assessments will be designed to allow for authentic application of knowledge and skills in addition to necessary content recall. As such, final exams requiring extensive timelines may be assigned early in the semester with due dates and final tasks to be completed during the final exam days.

Seniors with at least a “C-” in a course during second semester will be exempt from second semester final exams. Those not earning at least a “C-” will be provided with final exams prior to graduation.

# Student Conduct & Expectations

**Student Responsibility**

The regulations of Putnam County High School have been carefully prepared to provide academic, social, and emotional benefits to the maximum number of students based upon a proven educational philosophy.

It is the responsibility of the Principal, by direction of the School Board through the Superintendent, to operate the school to the optimum educational benefit of the individual students.

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in, or responsibility for, action detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or designee with the aid of the school staff. Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the Board of Education with a recommendation for expulsion. The following responsibilities are required of all students at Putnam County High School:

1. To become informed and adhere to the rules and regulations of Putnam County High School, established by the Board of Education, and implemented by the school administrators, teachers, and other staff members.
2. To respect the rights and individuality of other students, school administrators, teachers, and staff members.
3. To refrain from libel, slanderous remarks, and obscenity, in verbal and written expression.
4. To dress and groom in an appropriate manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present at all required school functions.
6. To refrain from gross disobedience or misconduct or behavior that materially or substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

**Gross Disobedience/Misconduct**

Continuing disobedience and/or chronic violations of school rules, probation terms, or discipline contract which has either interfered with the rights or safety of the faculty/staff and/or other students or disrupted the students' education process is considered gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct. Any behavior that is considered glaringly obvious, flagrant, or extremely course and vulgar behavior will be considered gross misconduct. Gross misconduct is a serious violation of the educational process and, depending on the nature of the act, may be punished with a suspension and a possible recommendation for expulsion.

**Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, and vaping devices or products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:

    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the *Weapons Prohibition* section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building Principal, all cellular phones, smartphones and other electronic devices must be kept in their locker during the regular school day unless the use of the device is provided in a student's individualized education program (IEP).

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building Principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school

or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

**When and Where Conduct Rules Apply**

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

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

**Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges, including but not limited to attendance at dances, extracurricular events, or other school-related activities
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. Lunch detentions
7. In-school suspension.
8. After-school detentions.
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity; such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons; when the misconduct

involves any verbalization or action that could be considered threatening to the safety and security of students, staff, or the learning process; or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

**Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

**Corporal Punishment**

Corporal punishment is illegal and will not be used. 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 Prohibition**

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(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 may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

**Re-Engagement of Returning Students**

In order to foster a successful return to Putnam County High School for students who were issued an expulsion or suspension of 10 or more days, the procedures outlined below have been established by administration. The intent of these procedures is to help a student re-assimilate to the behavioral and academic expectations in the general education setting.

1. Prior to the first day of re-entry to PCHS, the student and his/her parent(s)/guardian(s) will meet with the Assistant Principal and/or Principal to review the academic and behavioral progress of the student and

identify supports necessary for success in the school setting. Items to be reviewed include any behavioral reports or grades submitted by the serving school or support service, as applicable.

2. Within the first week of re-entry to PCHS, the student will meet with the school social worker to address any social or emotional needs that have arisen due to the expulsion or suspension.

3. Within the first 4.5 weeks of re-entry to PCHS, the student will meet with the Assistant Principal and/or Principal to identify behavioral and academic progress within the school setting and review the provision of supports identified prior to re-entry.

4. Between 4.5 and 9 weeks of time after re-entry to PCHS, the student will meet with the school social worker to address any further social or emotional needs that have arisen due to the expulsion or suspension.

5. The Assistant Principal, Principal, or Social Worker at PCHS will communicate with parents/guardians in regards to any behavioral concerns during the first 9 weeks after re-entry.

6. The parent/guardian will seek communication with the Assistant Principal, Principal, or Social Worker in establishing wrap-around support to promote the success of the student in the school setting.

7. Throughout the first 9 weeks of re-entry to PCHS, the student's grades will be informally monitored by the Assistant Principal and/or Principal on a weekly basis. Any notice of declining grades by administration will be communicated to the parents/guardians.

**Teacher-Assigned Detention**

Teachers are the first line of school discipline, and classroom management is the key to effective education. Teachers may assign detentions for inappropriate behavior. The duration of the teacher detention is the determined by the teacher, but the total length may not be longer than an office detention (i.e., 37 minutes). When necessary, teachers will allow one day for students to make appropriate arrangements. Students who fail to report for a teacher assigned detention will be referred to the office and assigned to one office detention.

**After-School Detention**

After-school detentions will be held Monday, Tuesday, and Thursday assuming school is in session every week. The after-school detention will be from 3:05pm - 3:45pm. Students will not be able to use their cell phones during detention. The location of the after-school detention will be communicated to the students. Due to transportation restrictions, work commitments, etc., students will be given at least 24 hours notice of their after-school detention. Failure to serve an after-school detention may result in an in-school suspension and/or loss of privilege(s).

**Lunch Detentions**

Lunch detentions may be assigned to students who fail to exhibit expected student behaviors. In the event that a student is assigned a lunch detention, that student will get his/her lunch upon entering the cafeteria and should proceed immediately to the designated lunch detention location. The location of the lunch detention will be assigned by administration and communicated to the students. Students are allowed to take homework and/or assignments with them to complete during their lunch detention. Students will not be allowed to use their cell phone during lunch detention(s). Students, with permission from the lunch detention teacher, may use their Chromebook for academic purposes only. Failure to serve a lunch detention may result in an after-school detention and/or the loss of privilege(s).

**Social Probation**

Social probation means an exclusion of a student from participation in and attendance at non-mandatory activities, functions, events and extracurricular activities during the period in which the probation is imposed. Example forms of social probation include but are not limited to:

- Change in seating for breakfast and/or lunch,
- Must leave building by 3:30 PM,
- Attending sporting events, dances (including prom), plays, concerts, school club meetings, assemblies and field trips
- Conversation with Athletic Coach and/or Activity Sponsor about sport or student group related consequences
- Withholding of other privileges

**Classroom Evictions**

As stated elsewhere in the handbook, teachers are responsible for classroom discipline; however, occasions may arise when students are evicted from class. In such cases, a student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in an educational manner. The student must report immediately to the Main Office. When possible, the student will have an immediate conference with the Principal or designee. The teacher will complete the behavior referral in TeacherEase. The Principal or designee will note the student's version of the incident. The student will be assigned discipline based upon the actions leading to the eviction and consideration of previous, related actions. The teacher's version and student's version do not have to agree. The teacher who evicts the student from class will contact the parents/guardians of the student as early as possible. A student who self-evicts from a class may be considered in violation of school policy on insubordination. In cases of a student self-eviction, the Principal or designee, and classroom teacher shall meet to discuss the circumstances of the self-eviction and the consequences for the self-eviction.

**Behavior Remediation Plans**

Upon consultation with the Principal and a student's parents/guardians, a teacher may elect to place a student on a remediation plan. This plan will spell out for the parties concerned the expected behaviors for a class. It will also define the consequences for a student's failure to change disruptive behavior. A failed remediation plan may result in the student being dropped from the class or suspended depending on the seriousness of the misconduct.

**In-School Suspensions**

The Principal or designee may assign an in-school suspension to a student for serious or repeated violations of school rules. In-school suspensions are scheduled during the school day and may range from one period to an entire day depending upon the student's actions and previous, related actions. During the in-school suspension, the student will be given all appropriate assignments to be completed from the missed periods of class. Students who complete work (in the designated time) during an in-school suspension will receive full credit for that work. Students will not be allowed to use their cell phones during in-school suspensions. Students who refuse to serve an in-school suspension, or students who are evicted from an in-school suspension for disruptive behavior, may be assigned an out-of-school suspension.

Some infractions that could lead to an in-school suspension include, but are not limited to, the following:

1. Multiple cell phone infractions
2. Leaving school without permission
3. Theft
4. Driving to and from ACC without permission
5. Failure to report to an assigned office detention

A student receiving excessive in-school suspensions may be restricted from extracurricular participation if the coach/sponsor chooses to include this consequence in the team/club rules. The Athletic Director will communicate with the coach/sponsor whenever a student has received excessive in-school suspensions during a season (i.e., 3 or more suspensions).

**Out of School Suspensions**

The Principal or designee may suspend a student from Putnam County High School. Suspensions are issued for serious violations of the discipline policy. In all cases the student will be given an opportunity to meet with the Principal or designee and have the opportunity to explain his/her guilt or innocence. The student must keep in mind that this is not a court of law and school is held only to the standard of "reasonable suspicion." Upon the decision to suspend, the parent will be notified as soon as possible. Students who are not satisfied with the results of the preliminary hearing may request, in writing, a hearing with the Superintendent and/or the Board of Education.

Students who are suspended from school will have the opportunity to earn full credit for schoolwork missed during the suspension if the work is turned in immediately upon return to school or completed via electronic means, i.e. Google Classroom, prior to the conclusion of the suspension. A student will be provided the opportunity to make up any test, quiz, or other assessment. The student holds responsibility for contacting the teacher to set a date and time for the make-up of this assessment.

**Expulsion**

In cases of gross misconduct or conduct, which is specifically in violation of this Code, the Principal or Superintendent may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two years under the School Code.

**STUDENT INTERNET RULES**

Adopted from the Putnam County Community Unit School District's #535's letter to parents and "Authorization for Internet Access" 623.0E2 of the School Board Policy Manual.

**Acceptable Use Policy for Internet Use**

All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed 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 of 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.

Our School District has the ability to enhance a child's education through the use of its electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. All use of the electronic networks shall be consistent with the

District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *PC #535 Device Policies and User Agreement* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. See the *PC #535 Device Policies and User Agreement* for more information on device use and network access.

**Terms and Conditions:**

1. 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.
2. 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 building Principal or designee will make all decisions regarding whether or not a use has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
    a. 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;
    b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
    c. Downloading copyrighted material for other than personal use;
    d. Using the network for private financial or commercial gain;
    e. Wastefully using resources, such as file space;
    f. Gaining authorized access to resources or entities;
    g. Invading the privacy of individuals;
    h. Using another user's account or password;
    i. Posting material authored or created by another without his/her consent.
    j. Posting anonymous messages;
    k. Using the network for commercial or private advertising;
    l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
    m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    a. Be polite. Do not become abusive in your messages to others.
    b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
    c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
    d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
    e. Do not use the network in any way that would disrupt its use by other users.
    f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service 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 negligence or 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.
6. 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.*

7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the 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 use privileges. Any user identified as a security risk may be denied access to the network.
8. 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.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Student, parent(s)/guardian(s), and teachers need sign this *Authorization for Internet Access* annually while enrolled or employed by the School District.

**Additional PCHS Rules**

1. Using the Internet for chat rooms is not permitted at PCHS.
2. Using the Internet in defiance of the rule may result in the loss of Internet privileges or District Internet access.
3. Loss of Internet privileges at PCHS will impact some classes.
4. Using e-mail for any non-educational purpose is not permitted. Using e-mail for other than educational purposes may result in the loss of Internet privileges on school computers.
5. Chromebooks are provided to students for academic purposes only. Please refer to the Chromebook Policy for a detailed list of student responsibilities related to device usage.

**RESTRICTIONS ON PUBLICATIONS AND WRITTEN OR ELECTRONIC MATERIAL**

**School-Sponsored Publications and Web Sites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.
5. All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

**Non-School Sponsored Publications and Web Sites Accessed or Distributed at School**

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd or vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in perception that the distribution or the material is endorsed by the District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity.
    b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains

indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
   d. Is reasonably viewed as promoting illegal drug use; or
   e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.1
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

**Student Created or Distributed Written or Electronic Material Including Blogs**

A student engages in gross disobedience and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**School Jurisdiction**

The following rules and regulations for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student; the conduct may reasonably be considered to be an interference with school purposes or an educational function; or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

**CRIMINAL ACTS**

Any actions by a person that are a violation of the criminal statute of the State of Illinois will be subject to disciplinary action by the administration/school board. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions will include suspension and/or recommendation for expulsion from school. The following is a partial list of criminal acts, which may lead to the arrest and prosecution in the criminal courts. PCHS does participate in the mandated reciprocal reporting of criminal activity with the authorities.

**Arson**

The malicious, intentional attempt to burn any property.

**Breaking and Entering**

Breaking and entering is the forceful entry into the property of another student or into any portion of the school property.

## Title IX and Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:
1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Definitions from 105 ILCS 5/27-23.7
Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

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

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

Complaint Manager:
Mrs. Moriah Mott, PCPS Principal
400 E. Silverspoon Ave., Granville, IL 61326
mottm@pcschools535.org
815-882-2800, ext. 1

Mrs. Courtney Balestri, PCES Principal
326 N. 5th Street
Hennepin, IL 61327
815-882-2800, ext. 2

Mr. Mike Olson, PCJH Principal
13183 N. 350th Ave.
McNabb, IL 61335
815-882-2800, ext. 3

Mr. Dustin Schrank, PCHS Principal
402 E. Silverspoon Ave.
Granville, IL 61326
815-882-2800, ext. 4

Nondiscrimination Coordinator:
Mr. Cody Martzluf, Supt.
400 E. Silverspoon Ave., Granville, IL 61326
martzlufc@pcschools535.org

Title IX Coordinator:
Jodi Peterson, Director of Student Services
400 E. Silverspoon Ave., Granville, IL 61326
mcneliss@pcschools535.org
(815) 882-2800 x527

Anonymous Reporting: https://pcshools535-il.safeschoolsalert.com/

**Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

**Sexual Harassment of Students 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:

1. 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; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. 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.

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

An allegation that one student was sexually harassed by another student shall be referred to the building Principal for appropriate action.

**Teen Dating Violence Prohibited**

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

**Intimidation or Harassment**

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14th Amendment to the U.S. Constitution, Title IX or the Educational Amendments of 1972, and most state constitutions. In its simplest terms, sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcomed and is not asked for. It may be, but is not limited to: physical touching or interference with movement, verbal epithets, derogatory comments or slurs, and/or visual displays of derogatory cartoons, drawings, posters, or messages. In order to constitute sexual harassment, the conduct must be unwelcome, undesirable or offensive to the harassed person, and not be solicited or incited by that person. Likewise, general harassment refers to conduct which targets race, nationality, ethnicity, religion or disability. Harassment of, or threats to students, employees of the District, or the board of education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.

**Cyber Harassment**

Any communication or materials created outside of school, including Internet messages, text messages, phone messages, that are discussed or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

**Fighting or Assault/Battery**

Assault and battery includes attempting to cause and/or causing injury to another student or staff member. Disputes between members of the school community should be settled through proper channels. Any student participating in a fight or assault may be suspended out of school, expelled, or otherwise disciplined. Additionally, any student who incites encourages and/or instigates a fight between parties and is reported as doing so by a staff member may be suspended from school.

**Explosives, Incendiaries, Firearms, Weapons, and Look-alikes**

To bring any kind of explosive material or lookalikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, lookalikes or any other weapons, whether concealed or not. No student will be in possession of any object, which could reasonably be considered as a potential hazard to another person or another person's safety. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the school code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the student code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or

event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or lookalikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

**Fire Alarm and Firefighting Equipment**

Setting off false alarms or tampering with firefighting equipment is unlawful. Suspension and a possible recommendation for expulsion may result.

**Gangs, Gang Activities and Unauthorized Organizations**

The presence of gangs, gang activity, and gang related material causes a substantial disruption of the educational process. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts, disruptive behavior and/or activities prohibited by law or by the school districts rules and regulations. The following rules have been enacted to prevent disruption and prevent gangs and gang activities by restricting the actions which foster such activities or which, because they are performed in relation to gang activity and endanger even those students who do not intend to show gang affiliation or membership. No student on or about school or at any school function:

a. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, sign, symbol, or other things that may be viewed as evidence of membership in a gang. This includes the wearing of coats and hats during the school day.
b. Shall commit any act or omission, or use any speech, either verbal or nonverbal showing membership or gang affiliation.
c. Shall use any speech or commit any act promoting the interests of any gang activity, not limited to: soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening another person; committing any other illegal act or other violation of school district policies; or inciting other students to act with physical violence upon any other person.

Any student who is first suspected of violating any section of the above rules may be required, after being informed of the reasons why he/she is suspected of a violation and given the opportunity to state his/her version of the events, to surrender any material or thing or to take whatever steps necessary to rectify whatever is alleged to violate the policy. A conference may be required. Any material or thing surrendered by the student will be returned to the parent upon request. A refusal to surrender material or things or to rectify the violations can result in the student being suspended for insubordination. Any student who violates the above rules will be subject to suspension and/or expulsion.

Body piercings representing gang affiliation are subject these rules. Body piercing is not always symbolic of gang affiliation; however, it may raise a concern regarding health and safety. Infections, injury to self, and other consequences are possible. These concerns and concern over obvious disruptions of the educational environment will be handled case by case as outlined above.

**Cellular Communication Devices**

Per Board of Education Policy 7:190 (Student Behavior), students are prohibited from using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the building Principal.

In accordance with this policy, students may not possess a cellular device, including phones, smart watches, or other devices connected to cellular service, during the school day (including smart watches or any other communication or electronic device), but it must be turned off and kept in the student's locker. Students who use a cellular device or other personal technology during the school day will be considered non-compliant with this policy. Any students found to be non-compliant with this policy will be issued progressive discipline:

- 1st Violation – The device is confiscated by administration and returned to the parent/guardian at the end of the school day. The student will be issued one after school detention.
- 2nd Violation – The device is confiscated by administration and returned to the parent/guardian at the end of the school day. The student will be issued a four-hour in school suspension and will be required to check in the cell phone/personal technology in the office prior to the start of school each day for the remainder of the semester.
- 3rd or More Violation – The device is confiscated by administration and returned to the parent/guardian at the end of the school day. The student will be issued a four-hour in school suspension. Students who have three or more violations will be required to have a meeting with a parent/guardian and administration to determine future expectations and discipline.

Student violations will accrue on a semester basis.

The following also apply to this procedure:

- Head phones and earbuds are considered personal technology and subject to this procedure.
- Cellular devices or other personal technology are not permitted during study halls with the exception of head phones. Students may receive approval from the study hall supervisor to use head phones.
- Students with an IEP and/or 504 plans that include an accommodation for the use of cellular devices or other personal technology will be provided use as detailed in those plans.
- Videotaping or taking pictures without consent is considered a violation of this policy. Depending on the context of the behavior, this act may also be considered bullying or harassment with discipline issued in accordance with those policies and procedures.
- When a device is being confiscated, students are required to take the device to the main office by direction of the teacher. Failure to provide the device is insubordination and may result in an out-of-school suspension.
- Students using their cellular device or personal technology while in the hallways or other public areas during class periods are subject to discipline.
- See "Access to Student Social Networking Passwords and Websites" in regard to school officials' investigations of student accounts. Failure to comply in the school officials' investigation into a situation is considered insubordination and is subject to discipline.

**Headphones**

All headphones, earbuds, and any other personal audio listening devices must be managed in the same manner as cellular devices - turned off and kept in the students' locker. Students may possess and use said devices in study halls when provided with approval by the study hall supervisor. Violations of this procedure will result in discipline aligned with the "Cellular Communication Devices and Electronic Paging Devices" policy.

**Theft**

Unauthorized removal or possession of students' or staffs' property or of school property will result in disciplinary action appropriate to the offense.

**Trespassing**

All visitors must register in the main office upon arrival. Students are not permitted in restricted areas. Students who are suspended or expelled are not permitted on school grounds during the suspension or expulsion.

**Vandalism**

Littering, defacement, or destruction of property belonging to students, staff, Board of Education, or District #535 will result in disciplinary action. Vandalism can include tampering with safety equipment and the use of spitballs or other materials expelled via one's mouth.

**Alcohol, Controlled Substances, and Lookalikes**

The possession or use of tobacco products, electronic cigarettes, alcoholic beverages, drugs, drug paraphernalia, or look-alike substances, or being under the influence of same, is prohibited at any time, at any school in the District. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco, or tobacco product is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. For the purpose of this policy, look alike substances shall be defined as a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, or markings, would lead a reasonable person to believe that the substance is a controlled substance, or is expressly or impliedly represented to be controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance. For the purpose of determining whether the representation made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance under this clause (2) of subsection (y) the court or other authority may consider the following factors in addition to any other factor that may be relevant:

a. Statements made by the owner or person in control of the substance concerning its nature, use or effect;
b. Statements made to the buyer or recipient that the substance may be resold for profit;
c. Whether the substance is packaged in a manner normally used for the illegal distribution of controlled substances;
d. Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings, or weekends. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance, look alike substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school sponsored event or any other occasion that the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences including up to ten (10) days suspension from school and recommendation for expulsion.

**Reasonable Suspicion-Based Testing**

If a reasonable suspicion exists (based on specific, contemporaneous, and articulable observations), a school administrator may request a student submit to testing to determine if there are any prohibited substances in the student's system. Students who refuse to submit to testing will be suspended for possession and use. A positive test will result in suspension. In either case, a recommendation for expulsion may occur. A portion of the suspension and or the recommendation may be held in abeyance during a probationary period during which the parents may choose to enter their child in a counseling program. The decision regarding this will be made by a certified district administrator.

> Possession: Any student who is in possession of, or in control of, any alcohol, or other illegal or controlled substance. Possession is defined as to the student's person, clothing, supplies, locker, desk, automobile, or school property used for the storage of said substances.
>
> Delivery/intent to deliver: Transfer of, possession, or control of any prohibited substance, whether or not that substance is in that person's immediate possession. Delivery includes but is not limited to any gift, sale, or exchange or other transfer with or without payment or other considerations. Penalties for violations of the above policy can range from suspension to an immediate recommendation for expulsion.
>
> Paraphernalia: The possession, use, distribution, purchase, or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia includes rolling papers, pipes, clips, and needles. Violation of this policy may result in the student being suspended or recommendation for expulsion.

**Search and Seizure**

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

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

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting

that the search will produce evidence the particular student has violated or is violating either the law or the school or District's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

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

**Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy and causes a substantial disruption to learning or the learning environment. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

**Police Assistance**

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

**Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

**STUDENT REGULATIONS**

**Leaving School Grounds without Permission**

Putnam County High School has a closed campus. Once students arrive at school they are not permitted to leave until the conclusion of the school day without permission from the Principal or designee. A student will be considered to have arrived at school once the student boards the school bus, is dropped off at school or an area adjacent to the school, or is the driver or passenger of a vehicle on school property, including the roadway surrounding the vicinity of the school. A student that is off campus without permission will be considered truant and additional consequences added for being off campus. The consequence for a first offense will be an in-school suspension. Further consequences will be determined based on previous truancies and related offenses.

In addition, students who leave campus driving a motor vehicle shall also face loss of driving privileges. Students driving a motor vehicle who also pick up other students that have arrived at school will face a loss of driving privileges.

**School Property**

If a student damages school property, the student will be charged for the repair or replacement of the damaged property. The student may also be subject to disciplinary action.

**Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch bell rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

**Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

**Clear Water Bottle Policy**

To promote the health & hydration while maintaining a safe and focused learning environment, students are permitted to bring water bottles to school under the following guidelines:

**1. Bottle Requirements**

- Water bottles must be **clear/transparent**.
- Bottles must have a **secure, closable lid**.
- Bottles may contain **water only**.

**2. Use During the School Day**

- Water bottles are allowed in classrooms and common areas unless otherwise directed by a staff member for specific activities (e.g., science labs, performances, or technology spaces).
- Students are expected to use water bottles responsibly and in a manner that does not disrupt instruction.

**3. Prohibited Items**

- Opaque bottles, metal containers, tumblers, or beverage containers other than clear water bottles are not permitted.
- Bottles containing liquids other than water are not allowed.

**4. Inspection of Contents**

- School administrators reserve the right to inspect a student's water bottle and its contents when there is reasonable suspicion that the policy is being violated or that the contents pose a safety concern.
- Refusal to comply with a lawful request to inspect a water bottle may result in disciplinary action in accordance with the school's code of conduct.

**5. Misuse and Consequences**

- Students who do not follow these guidelines or misuse their water bottle will lose the privilege of bringing a water bottle to school for a period determined by school administration.
- Repeated violations may result in additional disciplinary action consistent with the school's code of conduct.

**Lockers**

Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within.

**Purses and Book Bags**

In order to maintain a safe environment in the classroom, book bags, purses, and all other bags are to remain in their lockers. Large bags of any sort are not allowed in hallways or classrooms during the school day without prior approval from administration.

**Use of Vulgar, Obscene Language or Gestures (Not Directed at School Personnel)**

Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Name calling, racial slurs, or derogatory statements addressed to others are not tolerated. Violations will result in disciplinary action.

**Disrespect/Use of Vulgar, Obscene Language or Gestures Directed to School Personnel/Insubordination**

All members of the school community must treat each other with respect at all times. Disrespectful, demeaning, or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

**Student Language/Student Expression**

The administration reserves the right to prohibit expressions, which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses, or invades the privacy of other people; or disrupts the orderly operation of school.

## Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

## Dress Code Procedures

PC #535 encourages students and their parents to select responsible styles of dress that are appropriate for a healthy educational environment. The responsibility for appropriate dress for school rests with the students and the students' parents. It is necessary for schools to outline what is inappropriate and can cause a substantial disruption of the educational process. Students should maintain an appearance that will not impair or endanger their health or safety.

A complete list of what is inappropriate for school and what would cause a disruption of the educational process would be impossible. Some examples are listed below to use as guidelines:

a. The clothing that students wear should cover them from a covered shoulder to upper thigh. Halter or tube tops, transparent clothing, bare midriffs, and low cut or sagging pants are not allowed.
    i. Whether sitting, standing, bending, or in any other positions, bottoms (e.g., shorts, skirts) must provide coverage to the upper thigh, including the buttocks.
    ii. Shirts/tops must provide general coverage of the shoulder. Spaghetti straps and bra straps are not allowed.
    iii. Undergarments of any sort may not be exposed.
    iv. Shirts/tops with cut off sleeves are allowed as long as the torso remains covered.
b. No clothing is allowed that displays or communicates drug or alcohol advertisements or names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or violent messages.
c. During the school day, coats, jackets, or bandannas are not to be worn in the building unless there are extenuating circumstances approved by the Principal.
d. Clothing with holes in inappropriate places may not be worn. Specifically, undergarments or body parts may not be exposed.
e. Hats are not allowed to be worn in the building at any time and should not be on their person throughout the school day.
f. Shoes are to be worn at all times.
g. Any clothing, symbols, and so forth that relate to gang symbols, gang membership, etc. are not to be worn.

Students who dress in an inappropriate manner will be given the opportunity to rectify the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal or designee. The Principal or designee will meet with the student in a timely manner, advise the student of the problem and alternatives, and attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken. Continued violations of the above policies will necessitate more severe disciplinary actions, which may include suspension. The listed procedures and expectations are applicable to any and all school-related events, including but not limited to, athletic events and dances.

## Tardy and Truant Policy

Being on time to class...

1. Increases the instructional time for each student.
2. Reduces the interruptions to the learning environment, improving the quality and time for all students.

3. Teaches time management and reduces student's stress.
4. Punctuality is a practice valued by business and society; students should be trained in this practice while in school.

Tardy and Truant Considerations

- A student is tardy if they are not in their seat when the bell rings or in the room headed to their seat.
- A student who is more than five minutes late to any class will be considered as absent and truant for the entire period.

Tardy Discipline

- Verbal warning (parent contact made on all offenses after the third)
- Lunch detention
- Afterschool detention and/or social probation
- In-school suspension and/or social probation
- Parent/student meeting and attendance contract to outline further tardy-related discipline
- *Administration will look for patterns of tardies when a student has five or more.
- *Administration has the final say on discipline.
- *Administration reserves the right to implement discipline that is different than and equitable to the discipline listed above.

Truant Discipline

- Lunch detention
- Afterschool detention and/or social probation
- In-school suspension and/or social probation
- Parent/student meeting and attendance contract to outline further tardy-related discipline
- *Administration will look for patterns of tardies when a student has five or more.
- *Administration has the final say on discipline.
- *Administration reserves the right to implement discipline that is different than and equitable to the discipline listed above.

**Use of Artificial Intelligence**

Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. In preparation for this use, students should be taught how to appropriately use the AI prior to independent use. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator in all subjects and matters related to the student's participation in their school or associated programs. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

Students may use AI as authorized in their Individualized Education Program (IEP).

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. A student's work may also be compared to previous student samples to determine if the work was produced or created using AI. Based upon the teacher's determination, the student may be subject to the school's policies on cheating and/or plagiarism.

General Principles for AI

The following are principles acquired from the U.S. Department of Education Office of Educational Technology and serve as a basis for the use of AI in schools:

- The use of AI must fit within the educational goals of a lesson or unit.
- AI models should not limit the vision for learning.
- Educators and students should be centered in the use of AI, meaning tools must be inspectable, explainable, and provide human alternatives to AI suggestions.
- Educators and students retain all professional judgement and override of AI.
  - At the elementary level, AI will likely be teacher-led experiences. At the junior high and high school levels, AI may transition to student-led experiences.
- The goals of learning and use of AI will change as systems evolve.
- Data privacy and security must be ensured when using AI.

**Copying**

All school assignments turned into the teachers for course credit are presumed to be the individual work of the student unless otherwise identified. Copying or permitting another student to copy material turned in for course credit will result in the loss of credit for such material and could result in a failing grade for the marking period. The parents will be notified by progress report and disciplinary action may result.

**Plagiarism**

Plagiarism, a mode of cheating, is defined as the use and presentation of any idea originating from another without proper accreditation to the owner. This definition includes, but is not limited to, the use of full documents or segmented ideas (sentences, paragraphs, or paraphrased thoughts) through an academic work. Whether intentional or unintentional, plagiarism is still considered stealing intellectual property. If a student does not understand how to properly recognize their source(s) of information, it is his/her responsibility to utilize existing resources (a published style manual such as https://owl.english.purdue.edu/owl/resource/589/01/ or an instructor's advice) to ensure that plagiarism is avoided. Therefore, if plagiarism is detected in the work of any student in any class, the assignment will result in the loss of credit and could result in a failing grade for the marking period. If a student feels wrongly accused of plagiarism, it is the student's responsibility to prove that he/she is the original owner of the work.

**Cheating**

Dishonestly using, submitting, or attempting to obtain data or answers to classwork, assignments, and assessments, by deceit or by means other than those authorized by the teacher could result in a zero on the assignment, notification of parents, and possible disciplinary action.

**Forgery**

Forgery is altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and of deceptive phone calls to impersonate or misrepresent identity.

**Passes**

During a class period a student must utilize the online pass system (SmartPass) in order to be in the halls. Each room has a SmartPass kiosk station. Students who wish to use a pass must first get permission from the teacher before creating their pass. All SmartPass passes are timed. Students who are out of class longer than the time given may be marked truant for the class period and would be subject to school discipline. Students who are in the halls without authorization are subject to disciplinary measures outlined in this handbook, and students who are chronically wandering may lose their pass privileges, in addition to other discipline. Students who wish to leave the school building (i.e., to go to their car or to any other restricted area) must be escorted from the office by the Principal or designee.

**Restricted Areas**

Students are barred from the following areas during the school day unless they have special permission: all parking lots, bus area, athletic and physical education fields (unless participating in class, practice, or game), maintenance rooms, kitchen, stage area, locker rooms, and storage areas. Students found in restricted areas may be subject to disciplinary action.

**Restraint**

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. Section 5/24-24 of the Illinois School Code establishes that a teacher or other employee of a District providing related school services or other school personnel may use reasonable force for the purpose of self-defense or defense of property.

**Isolated Time Out, Time Out, and Physical Restraint**

The use of prone restraint is prohibited.

**Obstruction of an Investigation/Slander/Libel**

Students who willingly obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to students and staff safety and will be subject to the Board's penalties for misconduct. Students who willingly and knowingly make false statements about other students, faculty, and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment.

**Confiscated Materials**

Materials/items/contraband deemed inappropriate for school may be confiscated. The high school is not responsible for anything that remains unclaimed after 10 days.

**Permit to Leave School**

Students are not to leave the school building during the school day without receiving clearance from the office. Occasionally it becomes necessary for students to leave school during the day or for a portion of the day. Students who leave with valid cause must receive permission from the main office. A doctor's note or other means of verification of absence may be required. Students who become ill during the school day should report

to the office. If possible, parents/guardians will be called to release the student. No student will be released without permission from a parent or guardian identified on the emergency forms.

At no time should a student leave school without permission from the Principal's office. Failure to observe this rule will result in an unexcused absence. Students in violation of this policy will be considered truant. Additional violations of this rule may result in suspension.

**Public Display of Affection**

A public school building is not the time or the place for kissing of any kind and/or other forms of public display of affection. Students will be admonished on the first offense by the teacher or staff member. Second and all subsequent offenses shall result in disciplinary action. This policy extends to school grounds, parking lots, school buses, school sanctioned activities, transportation to and from school events on school vehicles, and at any school-related function.

**Restrooms**

The restrooms located at the west end of the building are for use by students before and after school and during lunches only. During the school day the washrooms located in the classroom corridor should be used.

**School Day**

All students must report to the commons area or to their scheduled first period classroom upon entering the building prior to the beginning of the school day. Students who are late in arriving to school for the start of the school day should report to the Main Office before going to class. Teachers are generally available before and after school to assist students. All students are encouraged to email their teachers to set appointments for these times.

**Driving to School**

Students who drive to school will park their car upon arriving and not return to the car until the end of the school day. Students must park in the west parking lot. The first row of parking is reserved for faculty and staff; students should not park in those areas. Students who drive to school can be denied the privilege of using the school parking facilities by violating the above standards or by reckless driving or other inappropriate behavior in the school parking lot. This includes, but is not limited to, smoking in vehicles, squealing of tires, and speeding or carrying on any activities in violation of the school rules described herein. Disciplinary action will be taken for violations of these rules, which could include detention, suspension, or expulsion. Driving to and from the Area Career Center is expressly forbidden unless prior permission is obtained from the Principal. Violation for driving to ACC without permission is an in-school suspension and two-week driving suspension. School officials may search vehicles on campus if there exists a reasonable suspicion of contraband in violation of state law or school rules.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Students who drive to school must register their vehicles in the office within the first two weeks of school or when they begin driving to school.

**Security Cameras**

Putnam County High School is equipped with security cameras that maintain 24-hour video security. Cameras are placed at entrances, in hallways, and within parking lots. The school office has a monitor so that school personnel can observe school areas. Video records are kept and may be reviewed when safety or security issues are involved. Tapes may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate or administrative purpose. Videotapes will be reused or erased unless needed for an educational or administrative purpose. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**Field Trips and Recreational Class Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

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.

**Regulations Governing High School Dances or Other Activities**

1. School sponsored dances at night may only be held the day preceding a day on which school will not be in session.
2. Students who are not part of the Putnam County High School student body are not permitted to attend unless accompanied by a PCHS student. PCHS students must submit the name of the guest using the dance request form to the dance sponsor at least three days in advance of the dance or activity. Students who are below the 9th grade or above 20 years of age will not be allowed to attend PCHS dances.
3. Clothes worn at the dances must be appropriate for the occasion and throughout the occasion. Please refer to the section detailing inappropriate dress for details.
4. No dances will be held without supervision and prior approval of the Principal.
5. Evening dances will close no later than 11:00 p.m.
6. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening. Students must be in attendance by the start of second hour to participate in any afterschool activities.
7. Students must be in attendance prior to the start of second hour on Friday for dances held on Saturday.
8. Students who leave a dance will not be readmitted.
9. Students must arrive no later than 30 minutes after the start of the dance and may not depart until 30 minutes prior to the end, unless other time parameters have been set for the event.
10. Students who have received a concussion and are being excused from academic classes due to the concussion will not be permitted to attend the dance.

Putnam County High School students, who wish to bring an outside guest to a school dance (including Prom), must submit the name of their guest along with a school dance request form to the administration at least 3 days in advance. Putnam County High School students will be permitted to bring only one guest to each dance. The guest must follow the instructions stated on the form regarding entering the dance and will be required to show a photo ID. No out of school guests who are 21 years of age or older will be approved for participation or admitted to school dances. No junior high students will be admitted to school dances. The administration reserves the right to deny the participation of any outside guest at any Putnam County High School dance.

**Alternative School**

Students who have been assigned to alternative school have permission to be on school grounds while waiting for transportation to alternative school (wait in the entrance to the school). When returning from the alternative school, students should leave the school grounds immediately or wait in the main entrance for transportation.

# Student Services

## AWARDS AND CERTIFICATES

There are many valuable awards and honors, which can be earned by students at PCHS. Students are honored at special programs presented in May with awards and certificates for the following:

| | |
|---|---|
| Anderson Alleman Education Scholarship | Nelson Family Trust Scholarship |
| Mike Anders Language Scholarship | Adolph and Elmer Pletsch Scholarship |
| Bill Biagi Memorial FFA Alumni Scholarship | PCEA Scholarship |
| Hazel Marie Boyle Memorial Scholarship | Putnam County Science and Engineering Scholarship |
| Walter Durley Boyle Memorial Scholarship | Brenda Bishop Memorial Scholarship |
| Walter Durley Boyle and Hazel Marie Boyle IVCC Scholarship | "Dusty" Khoury Memorial Award |
| Ann Cioni Memorial Teachers Scholarship | Pam Veronda Scholarship |
| Eric Ciucci Putnam County Memorial Scholarship | Judy Gedratitis Award |
| Adam and Ida Deck Memorial Scholarship | Wilhelmina Whitaker Award |
| Putnam County American Legion | Cooperative Work Education Student of the Year |
| Knute W. Hammel Memorial Scholarship | Service Above Self Award |
| Hopkins Alumni Scholarship | William I. Tyler Scholarship |
| John R. Housby Scholarship | Helen H. Tyler Scholarship |
| Elosie Howland Memorial Scholarships | Daughters of the American Revolution |
| Harold and Julia Kenney Collegiate Grant | Illinois State Scholar |
| Bill Klein Memorial Scholarship | Farnsworth Essay Awards |
| Robert B. and Marguerite Klein Service Scholarship | Academic Challenge |
| Hubert J. "H.J." Mennie Memorial Scholarship | High Honor Roll Award |

## IDEA Child Find (Special Education)

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and through the school year of which the student turns 22 for whom it is determined that special education services or 504 accommodations are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services based on identified individual needs.

Putnam County CUSD #535 partners with LaSalle Educational Alliance for Special Education (L.E.A.S.E) to access Special Education services and supports as well as providing Special Education instruction and support

within our District buildings. If a student is part of a Child Find evaluation or receiving special parents/guardians. Any services, accommodations, or changes to a student's daily instructional schedule will not occur unless the IEP team makes the recommendation to do so.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact the Director of Student Services, at 815-882-2800, ext. 8.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Director of Student Services – Jodi Peterson, petersonj@pcschools535.org or 815.882.2800 opt 8.

**Section 504**

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability that is substantially limiting and is significantly impacting the student's educational performance, an individualized 504 Plan will be developed and implemented to provide the needed accommodations so the student can access his or her education as effectively.

Not all students with a medical diagnosis, life-threatening allergies and/or life-threatening chronic illnesses may be eligible under Section 504. This determination is made through a review of multiple sources including present and past data, teacher input, parent input, and student performance.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact the Director of Student Services, at 815-882-2800, ext. 8.

**PUNS**

New requirements for Prioritization of Urgency of Need for Service (PUNS) were effective January 1, 2024. PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services through the Illinois Department of Human Services (IDHS) Division of Developmental Disabilities. At each annual review for a student with a disability, the IEP (Individualized Education Program) team must determine if the student is registered for PUNS and, if not, refer the family to a designated employee who has completed the PUNS training. For information on PUNS, please contact one of the following trained employees:

Jodi Peterson
Director of Student Services
(185)882-2800
petersonj@pcschools535.org

## Related Service Logs

For a child with an individualized education program (IEP), the school district must document related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## CAFETERIA

The cafeteria is for those who want to take advantage of a hot meal every day. Availability and costs are as follows:

**Breakfast**
Time Served: 7:15 AM – 7:55 AM
Cost: $1.75

**Lunch**
Please reference school calendar on page three above and the daily schedules on page four above to view the times lunch is served.
Cost: $2.70
Extra Milk: $0.45

Meal and milk prices are subject to change after review by the Board of Education. Breakfast and lunch menus are available for viewing on the District website. Students' meal accounts are managed through TeacherEase and can be checked anytime via the online website. (Students eligible for Free and Reduced Lunch who have delinquent debt will be allowed to use money for meal purchase at time of service; see USDA School Meal Policy for further details www.fns.usda.gov/school-meals/policy/all)

## MEDIA CENTER

The high school Media Center is well equipped with reference materials, books to enrich the curriculum, recreational reading, and the News-Tribune. Audio-visual aides will be available for student use.

## GUIDANCE SERVICES

The primary function of this office is to assist students in making educational, vocational, and personal decisions. Each student will be scheduled for at least one conference a year; however, students are urged to schedule additional conferences whenever they need assistance. Appointments are made by stopping at the guidance office between classes, before or after school, and asking for a conference during the student's study hall. A library of college, scholarship, and occupational information is maintained in the guidance office and students are invited to browse through this material by making prior arrangements.

## RESPONSE TO INTERVENTION (RTI)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career. Please refer to the RtI handbook for further details regarding the program.

## SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The District maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of District's policy, is posted on the school website. Information can also be obtained from the school social worker.

## SCHOOL BUS INFORMATION

Students are to observe the same rules on the bus as in school. School authorities may enforce school disciplinary rules as it relates to misconduct in school.

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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building Principal or designee.

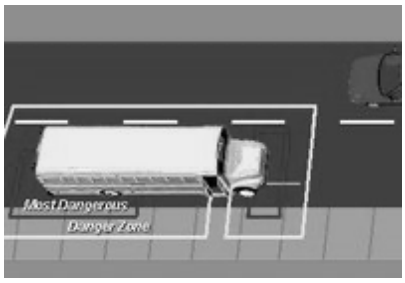
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The student's parent/guardian has responsibility to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. As permissible by the bus company, administration may allow students to drink water depending upon environmental or other conditions.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.




Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Dr. Clayton J. Theisinger, Principal

**Pre-Trip and Post-Trip Vehicle Inspection**

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

**Use of Video Cameras on School Buses**

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student or other person. Audio portions of tapes may be reviewed. They are also reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the building Principal), transportation director, bus driver, sponsor, coach, or other supervisor. A videotape may be reused or erased unless it is needed for an educational or administrative purpose.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

**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 ten (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 ten (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. The student's parent/guardian has responsibility to notify the school that the student does not have alternate transportation.

Discipline for inappropriate bus conduct will be aligned with procedures established for management of students and conduct during school hours and events. Please see "Disciplinary Measures" for further details.

**STUDY HALL POLICY**

The policy for study halls at Putnam County High School is that they must be used for studying and academic purposes. Any activity not defined as an academic purpose is impermissible. Students may listen to music using earphones and collaborate with peers at the discretion of the study hall supervisor.

**Student Behavior Rules**

1. Students are to be in their assigned seats when the bell rings.
2. Students may not talk without prior permission from the study hall teacher.
3. A student must sign out every time he or she leaves the Media Center or study hall room. Students may sign out to the restroom, only, with special permission or a pass.

**Media Center**

1. Students are to keep all four legs of their chairs on the floor to prevent damage to the chair or themselves.
2. Throwing anything in the Media Center can result in a detention. Throwing anything dangerous can result in suspension from study hall.
3. The school rule about not taking soda or other liquids in a classroom will be strictly enforced in the Media Center and all computer areas.
4. After roll is taken, students may leave their seats without permission to use the reference books, newspapers, books, or to check out materials. Students are to immediately return to their assigned seats with necessary materials.
5. The table and chairs are to be used for faculty, staff, and visiting adults.
6. At the end of the period, students are expected to pick up any garbage around their tables and push in their chairs before leaving the Media Center.

**Restrooms**

1. After roll is taken, students may sign out to the restroom.
2. Only one (1) boy and (1) girl are to sign out to the restroom at any one time.
3. Restroom passes are limited to 3 minutes.
4. Restroom passes are for the hall restrooms only, unless special permission is given.

**SmartPass Digital Student Pass Software**

We utilize the SmartPass digital pass system to ensure a safe and organized environment for all students during the school day. All students are expected to use SmartPass when leaving the classroom for any reason. Please be aware of the following guidelines:

- **Limited Number of Passes**: Students are allotted a limited number of passes per day for leaving the classroom.
- **Timed Passes**: Each pass is timed. Students are expected to return to class promptly within the designated time frame.
- **Truancy and Discipline**: If a student exceeds their allotted pass time they may be marked truant. Excessive tardiness/truants or misuse of the system will be subject to school disciplinary action.

We appreciate your cooperation in following these guidelines to help maintain a positive and productive learning environment.

**Collaborative Study**

Students may study together with permission when:

1. They are studying for a test.
2. They have a group project.

These students will be moved to the reference tables, if available. Otherwise, students are expected to do their own homework.

**Special Rules for Classroom Study Halls**

1. Students follow the same basic rules as the Media Center study hall.
2. Students may ask for passes to the Media Center to get materials after the first five (5) minutes of study hall. This allows the Media Center study hall teacher time to take roll and check passes.
3. Students may be given passes to go the Media Center for materials. These passes are for five (5) minutes to get materials and return to their study hall.
4. Students requiring extra time for research must explain their need to get a research pass from their study hall teacher or the Library Media Specialist

## MEDIA CENTER POLICY

**Newspapers and Databases**

1. Current copies of The News-Tribune will be available in the Media Center.

**Reference, Reserve Books, and Databases**

1. Online databases provided by the State of Illinois are available through the Media Center. Students and staff can access these through links provided by the Media Director and any staff. Login and password information are available from the Media Director.

**General Circulation**

All books in general circulation may be checked out for two (2) weeks.

1. All materials from general circulation may be renewed for an additional two (2) weeks unless there is a "hold" on the material.
2. Students should bring their selections to the circulation desk where the Media Center Assistant will scan the barcodes to check out materials through the automation system and write the due date. The students may check out materials only under their own name.
3. A book drop in the circulation desk will be provided for the return of all Media Center materials.
4. When a book is removed from the shelf for browsing, the student should return the book to the correct place on the shelf.
5. All materials taken from the Media Center must be properly checked out at the circulation desk.
6. There will not be a limitation of the number of materials, which a student may check out, unless he/she proves unable to be responsible for materials.

**Audio-Visual Materials**

1. All audio-visual materials are listed in Prairie Cat Encore.
2. All audio-visual materials may be checked out of the media center with a teacher's permission. The student will be responsible for all Audio Visual materials and any borrowed equipment.

**Overdue Materials**

1. In order to foster a positive environment that promotes open access to books and information the Putnam County School District libraries are fine free. Students are still expected to adhere to all circulation policies when it comes to checkouts, returns, and renewals.

2. A lost or damaged book must be replaced with the actual cost of the book. Students are unable to check out books until replacement fees are paid in full.
3. All replacement fees are to be paid in the Media Center.

# Extracurricular Activities

In order to participate in an activity, practice or rehearsal, performance, or contest, students must be in attendance by the start of second period and remain at school until the end of the day.
It is the responsibility of the student and/or parent/guardian to be aware of the district calendar and know when early dismissals are scheduled as they will impact the time at which a student must be present at school in order to participate. On shortened or special schedule days, a student must still be in attendance by the start of 2nd period and remain at school until the end of the day (Exception: Prior approval to be absent by the Principal). An unexcused absent on Friday will result in the student-athlete being ineligible to participate in any contest/activity that takes place on the following Saturday.

**Extracurricular Activity Fees**

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2026-2027 school year.

| **Category** | **Junior High** | **High School** |
|---|---|---|
| Puma Crew | $5 | N/A |
| Play/Musical | N/A | $20 |
| Athletics (per sport) | $25 | $40 |
| Concussion Test | $5 | $5 |

Students will be expected to pay a monthly rental fee for band, unless they own their own instruments.

Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

In order to avoid undue financial hardship, a $300 family limit exists. The family holds responsibility for keeping track and verifying extracurricular fee payments. Charges for instrumental rentals are not included in the $300 family limit.

Indigent applications for waiver of the extracurricular fees are available at the time of registration in August.

**Other Activity Fees**

| | |
|---|---|
| Vocational Fees | $10.00 per class per semester |
| Driver's Ed | $50.00 |
| Art | $10.00 per class per semester |

**Extracurricular and Athletic Activities Code of Conduct**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The required certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
7. A signed agreement by the student and the student's parent/guardian that they have received, reviewed, and will hereby follow the Putnam County Extracurricular Handbook.

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.

Students and parents are expected to review and follow the Extracurricular Handbook that pertains to all extracurricular activities at PCHS. A copy of this handbook can also be found on the District website.

## ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)

Putnam County High School is a member of the IHSA. As a member school, Putnam County High School abides by the IHSA's rules and procedures that have been adopted by the high schools, which are members of the IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Putnam County High School may have additional requirements, but they may not be less stringent than these statewide minimums.

The entire IHSA Handbook can be found at:
http://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

## DESCRIPTION OF EXTRACURRICULAR ACTIVITIES

### Athletics

Boys' athletics include baseball, basketball, cross country, golf, track, and wrestling. Girls' athletics include softball, volleyball, basketball, cross country, golf, wrestling, and track. Competitive cheerleading and competitive dance (Panteras) is also offered for all students. Independent athletics are also offered to requesting students if available. Competition is offered at all levels and all students are encouraged to participate. Putnam County High School is a member of the Tri-County Conference.

### Drama

A play will be held in the Fall and a musical in the Spring. The play and musical are open to all students.

### FFA

All students who are enrolled in a vocational agriculture class are part of FFA, which participates in a wide variety of career developmental events. FFA members also keep records on projects called SAE's. FFA encourages leadership, community service, and scholarship among its members. All members of FFA must participate in at least 3 events per semester.

**National Honor Society**

National Honor Society requires that a student be a sophomore, junior or senior. To be eligible, sophomores must have a 3.75 GPA and at least 10 service hours documented. Juniors must have a 3.65 GPA and 15 service hours completed. Seniors must have a 3.50 and 20 service hours completed. In addition to grade and service hour requirements, the student must demonstrate strong leadership, character and service to the high school and community. A faculty committee selects new members for this organization. Students will be honored in a banquet in the spring semester.

**Panteras**

The Pantera squad may consist of a maximum of fourteen (14) members. The squad is open to freshmen, sophomores, juniors, and seniors.

**Scholastic Teams**

Scholastic teams are open to those students who excel in school achievement and are interested in competition. The two areas of scholastic teams include Scholastic Bowl and the academic challenge team.

**Interact Club**

Interact is a school-sponsored community service organization that collaborates with the local Rotary club. The club is open to students who enjoy leadership and volunteer roles. Members take part in various projects throughout the community, United States, and even internationally. Community projects can be applied toward student graduation requirements. Students interested in joining may sign up at school registration or during lunch periods the first week of school.

**Student Council**

Student Council is a delegate assembly in which the administration, faculty, and students confer on school problems and school activities. The members from each class are elected in the Spring, except for the incoming freshmen. These four representatives are elected after the first nine-week grades have been issued in the Fall. Representatives must have and maintain a minimum "C" average to be eligible to participate.

**Special Olympics**

Special Olympics is a year-round organization for students with disabilities to participate in athletic activities. The organization allows for students with disabilities to engage in individual and team athletic events as they develop skills related to physical fitness, sports performance, teamwork, and collaboration.

**Unified Sports**

Unified Sports is an opportunity for students in general education and students in special education to collaboratively participate in athletics in connection with Special Olympics. Examples of sports associated with Unified Sports include basketball, bocce ball, and track and field. All participants must enroll with Special Olympics as an athlete or volunteer to participate.

**Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

# Parental/Guardian Notification

## STUDENT AND FAMILY PRIVACY RIGHTS

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives,* or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

**Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Examples such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literacy products.
3. Curriculum and instruction materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates:

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or access on the District's website.

**Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

**The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board;.A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically

required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

**Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATION

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

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

Proof of immunization against meningococcal disease is required for students in grades six (6) and twelve (12). A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one (1) and seven (7) must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15.

**Dental Examination**

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last eighteen (18) months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15.

**Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building Principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building Principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**Military Recruiters' Access to Directory Information**

As per the provisions delineated in the *No Child Left Behind Act,* the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above section, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

**ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such

vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

**RESIDENCE**

**Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility

of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within sixty (60) days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

**Requests for Non-Resident Student Admission**

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. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

**Admission of Non-Resident Students Pursuant to an Agreement or Order**

Non-resident students may attend District schools pursuant to a written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

**Student Support Services**

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (Pediculus Humanus Capitis).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for the responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. 12101 et seq.

**Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. Any construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

**Release Time Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

**Communicable and Chronic Infectious Disease**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

## Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

## Every Student Succeeds Act Notifications

### Teacher Qualifications

A parent/guardian may request, and the district will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- the teacher is teaching under emergency or other provisional status.
- the teacher is teaching in the field of discipline of the certification of the teacher.
- paraprofessionals provide services to the student and, if so, their qualifications.

### Testing Transparency

A parent/guardian may request, and the district will provide in a timely manner, information regarding student participation in any assessments mandated by law or district policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### Annual Report Card

Each year, the district is required to disseminate an annual report card that includes information on the district as a whole and each school served by the district, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the district's website at www.pcschools535.org

## Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

## Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss
- Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

**Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.
Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student

- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

**Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## Non-School Sponsored Publications Accessed or Distributed on Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students1; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus: A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.