

**Paw Paw**  
**CUSD #271**



**2015 - 2016**  
**Student & Parent**  
**Handbook**

## **SPECIAL NOTE TO PARENTS AND STUDENTS**

This handbook is provided for each member of the student body and his/her parents/guardian, and for the faculty and staff of Paw Paw Community Unit School District #271 as a source of information.

Students and/or their parent(s)/legal guardian(s) will be required to have on file verification of receipt of the Student/Parent Handbook. Junior High and High School students will sign a form when they receive the handbook. Additionally, JH and HS students will use their handbook as a means for a pass out of class, tracking school assignments or other uses as designated by the school.

The handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. Handbook policies pertain to events or activities in which a student is present or a participant either at Paw Paw School or events off school property that are associated with or sanctioned by Paw Paw School to include when school is not in session. Each incident will be considered according to the individual merits of the case. This can include but not limited to harassment of staff, continued student conflict, and etc. School rules published in this handbook are subject to such changes as may be needed to ensure 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. Consequences may be altered based upon past student conduct if such consequences have shown not to change behavior to an acceptable standard. Consequences may also revert back to lesser levels if the student has demonstrated a positive change in behavior during the course of the school year. Students may also receive recognition for positive adherence to school or classroom rules or conduct that is shown to be beyond anticipated standards. This handbook does not represent a contract between the school and the student. Typos in the handbook will follow intent of the rule.

Paw Paw CUSD #271 can regulate/address behavior of students as follows:

- On, or within sight of, school grounds at any time
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school (a nexus is present that connects the activity to the school regardless if the activity is officially sanctioned by the school)
- Traveling to or from school or a school related activity, function, or event
- Anywhere off-campus, 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
  - Be a threat or an attempted intimidation of a staff member
  - Endanger the health or safety of students, staff, or school property

The regulations of Paw Paw School have been carefully prepared to provide the maximum benefits to the maximum number of students based upon proven educational philosophy. It is the responsibility of all staff 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 actions detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or his designee, with the aid of the school staff. In order to ensure the safety of the students, staff, and school property, the use of video/audio for surveillance may be used. Following the rules of due process, such resolutions may result in consequences ranging from reprimand to suspension from school not exceeding 10 days, and/or a referral to the Board of Education with a recommendation for expulsion up to two years.

Although students may not be actively participating in extra-curricular activities, student participation or attendance may be restricted in activities or events based on inappropriate behavior outlined in the extra-curricular activities discipline policies. This includes carrying over consequences and limiting eligibility from junior high to high school and school activities that occur during breaks and vacation periods. Students may have their presence at school related activities impacted as well.

Changes in this district handbook can and will be made as we develop better approaches to our endeavor. The Board of Education appreciates the input from the district discipline committee. This committee, made up of Board members, parents, students, and administrators, met during the previous school year giving their ideas and suggestions regarding the necessary rules and regulations needed for our schools. Please feel free to contribute any ideas which you feel will improve the education of students. Rules, regulations and information pertains to all age groups unless specified by a grade level.

Feel free to contact any administrator if you have any questions about or input regarding the handbook. District Administrators and their office numbers are:

**District Superintendent/PPES Grades K-5 Principal: Mr. Stan Adcock, 815-627-2841 ext. 230**  
**Paw Paw Jr./Sr. HS Principal; Grades 6 – 12: Mr. Chuck Schneider, 815-627-2671 ext. 203**

**Board of Education:**

Becky Moorehead - Board President      Jason Penman – Board Vice President  
Chris Jones – Board Member      Heidi McKee – Board Secretary  
Steve Richey - Board Member      Daryl Rosenkrans – Board Member  
Board Members have school email addresses formatted as: lastname.board@2paws.net

HANDBOOK APPROVED BY BOARD OF EDUCATION – May 2015

**Board Mission Statement**

Paw Paw School District #271, in cooperation with the community, students, and parents, will create an environment in which all students can learn and develop to their maximum potential. The partnership shall encourage all students to become responsible lifelong learners and decision makers as they prepare for the future.

**Board Belief Statements**

- We believe the school should be a supportive place where students can develop positive self-concept.
- We believe that staff development opportunities are necessary for teachers to be able to implement more effective teaching strategies.
- We believe that the basic transferable skills of understanding, problem solving, and communicating will be developed and encouraged within each student.
- We believe that each student should be provided the opportunity to develop to their utmost ability.
- We believe that each student is responsible for their own choices and actions.
- We believe that each individual shares responsibility for the well-being of all students.
- We believe that each individual should realize that taking risks encourages innovation and creativity.
- We believe that each student must develop necessary time management, organization, and study skills.
- We believe that each student will be aware of their own worth and individuality and develop an appreciation and understanding of other individuals.
- We believe that each student will realize that the process of education is more than merely the accumulation of facts.
- We believe that students will be life-long learners, thereby enabling them to cope with our changing society.

**School Song (Loyalty)**

We're loyal to you Paw Paw High  
We're purple and gold Paw Paw High  
We'll back you to stand, 'gainst the best in the land  
For we know you have sand Paw Paw High; Rah Rah

So toss up that ball, Paw Paw High  
We're backing you all, Paw Paw High  
Our team is our fame protector  
On, boys, for we expect a victory from you Paw Paw High

Fling out that dear old flag of purple of gold  
Lead on your sons and daughters fighting for you,  
Like men of old, on giants, placing reliance,  
Shouting defiance, Oskee-wa-wa

Amid the broad green plains that nourish our land  
For honest labor and for learning we stand,  
And unto thee we pledge our heart and hands  
Dear Alma Mater, Paw Paw High

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## **NON-DISCRIMINATION STATEMENT**

It is the policy of Paw Paw Community Unit School District No. 271 not to discriminate on the basis of his/her color, race, nationality, or religious affiliation in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments or other laws. Inquiries regarding compliance with Title IX or other discriminations may be directed to:

Paw Paw Community Unit School District #271  
Superintendent  
Discrimination Coordinator, Central Office  
511 North Chapman St., P.O. Box 508, Paw Paw, IL 61353-0508  
815-627-2841  
Or  
Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW, Washington, D.C. 20201-1100  
<http://www.ed.gov/ocr>

## **ADA PUBLIC NOTICE**

Public Notice is hereby given that the public, students, and employees of Paw Paw School District No. 271 are protected by the provisions of title II of the Americans with Disabilities Act of 1990. Section 202 of this act provides as follows: "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability be excluded from participating in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Superintendent, ADA Coordinator

## **VISITATION RIGHTS FOR PARENTS AND LEGAL GUARDIANS**

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a verification of attendance form for the parent or guardian to take to his/her employer verifying his/her attendance at a conference or meeting. Each school Principal has these forms and the forms are readily available to the working parent/guardian upon request.

## **PARENT REQUEST TO CHECK STAFF CREDENTIALS**

Parents may request to check teacher or paraprofessional (instructional aides) qualifications per the Elementary & Secondary Education Act, Title 1, Part A, § 1111(H)(6)(A). Requests are to be made in writing to the Superintendent of schools and then viewed under the supervision of a designated school staff member. Parents may also visit the Illinois School Board of Education website [www.isbe.net](http://www.isbe.net) to find information on staff credentials.

## **COMMUNICATION BETWEEN PARENTS/GUARDIANS/SCHOOL:**

Parents/guardians are encouraged to contact school staff when they have questions or concerns regarding their child's progress. The school's phone system has a directory of teaching staff and parents are requested to utilize this feature instead of calling the main office to have a call connected to a teacher. Teachers will not take calls during instructional time. Each staff member has voicemail and a school email address that is accessible 24 hours a day. ***Staff members are encouraged to attempt a return contact within two school days unless the staff member is not at school.***

Most situations come up when a child comes home with a story or event that occurred at school. Parents want to believe their child and children want to be believed by their parents. Please take the time to listen to your child but reserve opinion until you have had the time to hear both sides of the story.

Listed below are the sequential steps to best resolve an issue. If there is a skip in the steps the person you speak too will listen to your concern; however, may direct you back to the person/level that will best address your issue. The best information comes from the source of your concern.

1. Take your concern to the person closest to the concern:  
No matter where the issue is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, communicate any concerns you have quickly and openly and follow-up with updates whether issues have progressed positively or negatively. The problem you and your child face may be the result of an oversight or misunderstanding

that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

If you call for an appointment to see your child's teacher, let them know in advance what the general nature of your concern is. This gives them an opportunity to ask other staff members for information that might relate to your problem or concern.

2. Present your concern to the next level – Grade Level Principal

The Principal is responsible for supervision of staff within buildings and supervises all school bus drivers and is the next person to contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty. The Principal's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

3. Present your concern to the next level – Superintendent

Sometimes all the best intentions can't solve an issue. When you believe you have worked hard with those closest to the issue, and you've taken the issue to the next level but still haven't achieved a satisfactory outcome, the Superintendent of schools is the next place to go.

4. Contact your school board members.

School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at two separate public meetings; a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

So when should a board member be contacted and what can they do?

Contact a board member....

- after all other means of following the chain of command to solve an issue have been tried.
- when a policy is being enforced but you believe it results in bad consequences.
- when you believe a policy isn't being enforced.
- when policies or procedures are not enforced fairly for all.

A board member may take one or all of the following actions...

- Informally discuss the issue with the Superintendent or other administrators to consider whether policies or rules should be changed.
- request that the board review the specific policies that relate to the situation.
- propose new policies for the board's consideration.

### **SCHOOL SAFETY AND VISITOR REMINDER:**

Those visiting the school are reminded to use the main high school entrance near the flagpole. The door ringer is on the wall at the right side. When buzzed in please go to the main office, sign-in and receive a visitor badge. Visitors need authorization from office staff to leave the office to enter the hallways. Before leaving the school please return the badge and sign-out. Items that are brought to the office for students will be delivered by office staff or the student will be called to the office at the next break in classes or lunch. If a parent needs to see their child they will be called to the office between classes unless there is an emergency. Meetings with school staff is by pre-arranged appointment. We appreciate your understanding and cooperation regarding the safety of students and staff at Paw Paw Schools. Visitors that do not check in with the office and are not authorized to be in the school may be subject to removal, possible legal action and future restrictions regarding entering the building.

Parents/students may bring treats to share; however, if the items are going to be distributed there will need to be enough for all students in the class or school approved organization in which the student participated or to be recognized. School staff may distribute the items or they may be handed out by the student. Paw Paw School reserves the right to deny items to be handed out at school based upon timeliness of the delivery, applicable State/Federal/Local law or school policy or concerns over the appropriateness or safety of the item. Please know that food allergies may restrict delivery of items.

## **VISITORS**

All visitors (including parents) must report to the office upon entering the school. Visitation must not interfere with school operation. All class visitations are to be approved at least one day in advance by the Principal. Approval will not be considered without a written request by the parents of the student wishing to bring a visitor. The school will not approve visitors to come to school with a student (relative, friend and etc.). Only parents, legal guardians or approved adults will be permitted to visit a child during lunch time. **The school may require that the visitor have lunch with the child(ren) in the school offices.**

Friends and past students will not be permitted to visit during school hours on school property with students. Past students who wish to see a staff member may need a pre-arranged appointment at the discretion of the administration or staff member.

## **ENROLLMENT/REGISTRATION OF STUDENTS**

Paw Paw School holds registration yearly for all returning students, transfer students and students that will not attend Paw Paw School but will be considered a Paw Paw Student (i.e. special education placements, alternative educational provision, and etc.). Registration is generally held the first week of August with afternoon and early evening hours.

**Students may not attend classes whether they will be at Paw Paw School or other education placement until the enrollment and registration process is completed. Students will not be permitted to register on the first day of school until after dismissal on that day and then no later than 3:45 p.m.** Busses will not transport student that are unregistered. The first day of school is very busy and staff is not available to register a student.

The following are guidelines for enrollment/registration:

- Residency is verified for each student whether they attended Paw Paw School the prior year, have siblings in the school, are transferring to Paw Paw CUSD #271 and especially if the student moved during the previous school year and completed the school year at Paw Paw or transferred to another school or academic setting.
- Several documents are required to verify residency in the district and the school has Illinois State Board of Education/Paw Paw CUSD #271 forms that are to be used for custody and control over a student and some alternative living arrangements (no landlord, living with a district resident, and etc.).
- Students that moved but completed the previous school year under the provisions contained in the Illinois School Code will be treated as transfer students and may be required to provide documents that are required of a transfer student.
- Eligibility to participate in high school sports for a transfer student will require additional forms/information in order for the Illinois High School Association (IHSA) to approve of the transfer and permit the student to participate in the activities governed by the IHSA.
- If a student leaves the district during the school year and then subsequently returns the verification process will be used.
- False or unlawful enrollment will terminate attendance and require a pro-rated, per day payment of the tuition that would be charged for a non-resident.
- Students that begin the first day of school as a resident may continue to complete the school year after moving out of the district; however, transportation to school will be the responsibility of the parent/legal guardian.
- At the end of the school year all access to Paw Paw CUSD #271 activities designated for Paw Paw CUSD #271 students/residents are terminated if the student did not complete the year as a resident or moves out of the district over the course of the summer.

## **EARLY ADMISSION TO SCHOOL**

### **DISTRICT CRITERIA AND PROCEDURES**

Board Policy #705.04 allows the child's parents/guardians to request early admission for their child. The following is the District Criteria and Procedures for the assessment of the child seeking early admission:

1. The parents/guardians must petition the District (generally 90 days prior to the beginning of the school session for which the petition is written).
2. A letter of recommendation from the pre-school the student attended will be forwarded to the District along with any other progress records the pre-school may keep.
3. At the parents/guardians expense, a disinterested third party such as the Lee County Special Education Association (LCSEA) may do a readiness assessment which shall include a psychometric test. The child must score at the 95 percentile to be considered for early admission.
4. The student will participate in a District's screening process during the spring of the year preceding that for which the petition is being submitted.
5. An interview with the Kindergarten teacher may be requested if it is felt that there is more information necessary prior to making the decision.

## **ENROLLMENT OF RESIDENT STUDENTS**

Only students who are residents of the District may attend a District school without 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. In addition, the child's natural or adoptive parent, if available, shall 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. At the end of the school year they will no longer be permitted to participate in Paw Paw School activities that are designated for Paw Paw Students unless residency in the district is re-established and verified.

## **ENROLLMENT OF NON-RESIDENT STUDENTS**

Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and 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 attend the school designated by the School Board.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

The Superintendent or designee is authorized to enter into a written agreement with adjacent school districts to provide for tuition free attendance by a student of the adjacent district, provided that both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.

Students transferring from a Home School or Private School will have placement in academic programming and/or grade level determined by the Principal through the review of academic work of the student, grades, and/or a placement tests. Students who once attended Paw Paw School then subsequently were withdrawn and then homeschooled will not automatically be placed into the grade level that aligns to the number of years the student was homeschooled upon return to Paw Paw Schools. The student could be placed into grade levels above or below the peer group associated with their last enrollment at Paw Paw School using the methods described above.

## **CHALLENGING A STUDENT'S RESIDENCY STATUS**

If the Superintendent or designee determines that a student attending school on a tuition free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code 105 ILCS 5/10-20.12b.

## **FOREIGN EXCHANGE STUDENTS ENROLLMENT**

The Superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for tuition free attendance by foreign exchange students and non-resident pupils of charitable institutions. Parents/residents are to first request school approval from the Principal for consideration of enrollment of an exchange student. The Board of Education approves all Foreign Exchange Enrollments.

Participation in interscholastic activities governed by the Little 10 conference or as part of an Illinois High School Association (IHSA) activity may be restricted pending approval from those organizations. Host families will be responsible for all requirements to apply for approval.



Host families assume all responsibilities regarding foreign exchange students enrolled at Paw Paw School similar to that of a parent or guardian.

### **WITHDRAWAL PROCEDURES/TRANSFER GRADES/CREDIT**

A student wishing to withdraw from school must contact the school and complete the necessary forms. The student will check out with all of his/her teachers, clean out their locker, and return all books, locks, school issued equipment, and materials. This process will not be during class time but from 7:45 a.m. – 8:00 a.m. or 3:00 p.m. – 3:10 p.m. If a teacher is not present then the student/parent will need to return to complete the withdrawal process. Withdrawal is not complete until all forms are complete and equipment returned.

In order for credit to be issued for high school courses, the student must finish the semester and exams; otherwise, only the grade at the time of transfer will be reported. Students in K – 8 who withdraw prior to the end of a semester/quarter will only have grades at the time of transfer reported/recorded. Subsequent enrollment at Paw Paw School without a final grade from another educational institution may result in placement in grade level that the student withdrew.

Students bound by compulsory attendance will not be officially withdrawn from school until a “request for records” is received from the new school or verification of the student being provided academic services. If a request or verification is not received within five days, the student will be reported to the Lee County Regional Office of Education truancy department.

### **HOMELESS CHILDREN**

A homeless child, as defined by State law, 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. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

### **ATTENDANCE POLICIES/PROCEDURES**

The Illinois School Code 105 ILCS 5/26-1, states that school attendance is mandatory (compulsory attendance) for all children between the ages of 6 and 17. Students that are enrolled in school under the age of 7 and over the age of 17 are also compelled to be in school when registered as student in the District - 105 ILCS 5-26-2.

Parents/guardians report absences, provide reasons after which Paw Paw School District #271 administration determines when an absence is excused or unexcused. Absences that are not reported by the parent will be unexcused which may result in truancy notifications.

**Notification to school regarding an absence** - Parents must notify the school by telephone (815) 627 - 2671 when a student is going to be absent. Phone notification needs to be given by 10:00 a.m. on any full or partial day of absence or no later than the end of the next school day in order for the absence to be taken under consideration to be “excused”. Any full day or part day absence which is not called in by a parent for the reasons identified as “excused absence” will be termed “unexcused”. Determination of “excused or unexcused” is made by the administration. Work missed as the result of an unexcused absence will receive a zero. Calls or notes received beyond two (2) days will not be considered to excuse an absence.

### **ATTENDANCE – TRUANCY**

Referrals are made to the Regional Office of Education's truancy program and/or the district truant officer for repeated absences or unexcused absences. A report may be sent on the third (3<sup>rd</sup>) unexcused absence/tardy during the school year. A report will be filed after the fifth (5<sup>th</sup>) day of unexcused absence during the school year. Students that are reported for truancy during the school year OR have missed more than 5% (9 days) of the previous 180 school days may have modifications to the attendance limitations and requirements to start the year with the medical documentation process. This also includes transfer students at the beginning or during the school year.

#### **Attendance definitions:**

Truant (Chronic/Habitual) - A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof for more than 5% (9 days) in a school year or previous 180 school days to include the previous school year.

Valid Cause - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a truant (chronic/habitual) or a truant minor the Superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

The following supportive services may be offered to a student who is experiencing an attendance problem:

- 1) Parent-teacher conferences
- 2) Counseling services by social workers
- 3) Counseling services by psychologists
- 4) Psychological testing
- 5) Alternative educational programs
- 6) Alternative school placement
- 7) Community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the Building Principal shall refer the matter to the Superintendent. The Superintendent or designee may call upon the resources of outside agencies such as the Juvenile Officer of the local police department or the Truant Office of the Lee County Regional Office of Education. Students bound by compulsory attendance will be referred to the Regional Office of Education truancy program per ROE procedures based on unexcused absences. The School Board, Superintendent, school district administrators, and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out of school suspension, 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 to include a referral to the County Truancy Program. Please note, unexcused absence may be considered a "class cut" as defined discipline policy of the handbook.

### **ATTENDANCE – ABSENCE LIMITATIONS**

Once a student reaches the limitation of nine (9) absence days that are not for medically documented reasons the District will only excuse absences for illness of the student as documented by a doctor's note or by utilizing the 'school illness check' noted below. All absences except those for school functions/activities count towards the 5% - 9 day limitation: parent call ins, doctor appointments with/without medical note upon return, vacations during school days and etc. The District will consider emergency situations beyond the nine (9) day limitation; however, to avoid unexcused absences, Doctor note requirements and truancy referrals parents should continually monitor their child's attendance and avoid absences when child does not show symptoms of illness or for reasons not covered under State law for an excusable absence. The following are some examples of, but are not limited to, unexcused absences: shopping, hunting or fishing, obtaining a driver's license, hair appointments, job hunting or interviewing, oversleeping, or missing the bus.

**Student Illness Check** - The school nurse, when in the building, may excuse an absence by verifying an illness. The student will be required to come to school and then may be sent home based on the nurse's findings of temperature at or above 100 degrees, pulse, and blood pressure. Office staff may only make a determination of illness due to temperature at or above 100 degrees. The student will not receive credit for classroom work if an absence is considered unexcused.

Irregularity in school attendance is a serious handicap to the progress of the student. Because of our concern for your child's academic progress, the following procedure has been implemented. After nine (9) days of absence in a school year, illness of the student as documented by a physician's note stating the date the student was seen by a doctor; states the student was not able to attend school due to illness; date(s) to be excused; and date of return will need to be provided to the office in order for absence(s) to be excused. Other reasons for missing school may not be excused.

**Note: Students who are absent more than 3 consecutive days due to illness must bring a doctor's note when they return to school for the absences to be excused.** The doctor's note will need to include the following: date the student was seen by a doctor; states the student was not able to attend school due to illness; date (s) to be excused; and date of return.

Students will be excused from school due to illness, attendance at a funeral, medical, doctor or dentist appointment (when they cannot be scheduled during non-school hours), emergency work for members of the immediate family, and other reasons for which the Principal has been notified within the limitation of 9 days of absence. The School Principal has the right to determine what constitutes an excused absence.

Attendance is determined by number of actual classroom instructional minutes present as follows:

**K-1: 240 Minutes**

If instructional minutes are less than 120 minutes it is considered a whole day absent; 121-239 minutes is considered half day absent; and instructional time of 240 or more minutes is to be counted in attendance a whole day.

**2-12: 300 Minutes**

If instructional minutes are less than 150 minutes it is considered a whole day absent; 151-299 minutes is half day absent; and instructional time of 300 or more minutes is to be counted in attendance a whole day.

**State Final Events:** Sport team members may be a spectator at a State Final in their sport when organized by the athletic department (students may only miss one day of school). If the school does not sponsor a trip the absence will be excused if a parent accompanies the student(s) to the State Final, a note is to be provided to the school stating the reason for the absence and that the student has not/will not exceed the limitation of absences (9 days for the year) or is not on 'doctor notes' for absences. If a Paw Paw team/student is participating in a State final event then a process to allow students to attend will be determined by the school. Students will not be allowed to take college days on school days of a state tournament.

**ATTENDANCE – TARDINESS TO SCHOOL**

Students will be considered tardy to school if they arrive in the building after the start bell and within the first ten (10) minutes of the school day. After ten (10) minutes the missed time becomes an absence/class cut. Parents may only excuse three (3) tardies per semester through a phone call to the school received by the following school day. Subsequent tardiness will follow the guidelines listed under RULES AND REGULATIONS.

Students that are habitually tardy to school may fall under the Regional Office of Education Truancy program or have disciplinary action to include loss of open campus lunch (HS), lunch not with their peers, after school detentions, Saturday school or other actions deem appropriate.

**APPOINTMENTS DURING SCHOOL HOURS/APPOINTMENT VERIFICATION NOTES**

Appointments during school time should be kept to a minimum. It is understood that not all doctors have office hours in the evening; however, if they do it is encouraged to schedule the appointments to limit absences from school. When a student has an appointment that would permit them to start or return to school that they will do so. Appointment cards/return notes need to document the time of appointment and departure time. The school may determine a portion of a missed day of school as unexcused if it was reasonable that a student should have been in attendance.

Appointments for non-medical reasons can be excused if the student has not meet the 5% - 9 day limitation on absences set forth in Public Act 97-0128.

Students/parents are to submit return to school notes, appointment verifications or medical excuses to the school office upon student return to school. Notes will not be accepted after 3 school days. The school will request the note from the student and it will then be the student's responsibility to provide the note or get their parent to send it to the school.

**ATTENDANCE AT SCHOOL FUNCTIONS**

Students are to arrive to school before **9:00 a.m.** the day of an after-school activity and remain in school the rest of the school day. This refers to all school events, practices, assemblies, or dances. Exceptions will be made for students with a pre-arranged absence or verified doctor's appointment. Other non-illness related issues will be addressed by the Principal to determine the eligibility of the student to participate or attend the activity. Students may be a spectator at an event if present with their parent/guardian who remains for the entire event; otherwise, the student will be required to leave the event. Students in grades K – 5 must be accompanied by an adult for all school events.

**VACATIONS - \*\*Five Day Parent Notice to the Principal\*\***

The District understands that family schedules do not always coincide with the school calendar, it is strongly discouraged for students to miss school for family vacations. School calendars are published well in advance to avoid conflicts with school attendance. Family trips/vacations require a (5) day notice to the Principal and will be excused for a maximum of five (5) days per school year but days beyond the 5% - 9 day limitation will be not be excused. Days in excess of (5) days will be unexcused absences resulting in possible notification to the Regional Office of Education for Truancy. Student

work assigned or due during unexcused absences may not be credited for a grade and receive a "0" (zero). In order to receive credit for all assignments during a vacations period the days must be pre-approved (5) days in advance with the Principal, the student or parent is to request the teacher(s) to provide homework (5) days in advance to be turned in upon return to school. At the discretion of the teacher, work may be provided prior to the absences to be turned in upon return or provided after the absences with a specified due date which may not necessarily be on a day for day of the absences.

### **STUDENT SIGN-OUT PROCESS – Other than for Open Campus Lunch**

Once a student arrives to school (walking, bus, or parent drop-off) they may not leave unless approved by the Principal or office staff which may require parent notification to the school. This would include going into town and/or meeting friends off campus. (High School open campus lunch has a specific procedure for leaving and returning).

A student must sign out in the main office and seek permission of office staff if he/she is going to leave the building during the day for any reason. The main high school entrance is the door to be used for leaving and returning. Failure to do so will result in a Saturday School being issued (separate consequences for Open Campus lunch). A sign-out sheet will be provided in the office for students. When going to the doctor, dentist, home, etc., students are to sign out when leaving and sign in upon returning. Every effort should be made to arrange doctor or dental appointments outside of school hours. Notes from parents regarding the need for a student to leave school during the day for an appointment are to be brought to the office in the morning before the student's first class.

\*\*During High School State Testing and juniors may be dismissed at the completion of testing and no parent notes are required. The school may require that a student remain for make-up work or disciplinary reasons.

### **DAILY TIME SCHEDULES – DISMISSALS**

Students will not be allowed in the building until 7:55 a.m. unless prior arrangements have been made with a teacher to supervise the student. STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:55.

### **DAILY TIME SCHEDULE**

School begins at 8:10 a.m. There will be three morning bells, one at 7:55 to indicate entrance time, one at 8:05 a.m. to remind you to obtain books and materials, and one at 8:10 a.m. to actually begin classes.

The daily schedule is as follows:

- **8:10 a.m.** All Classes Begin
- **3:00 p.m.** Grades K - 12 Dismissal

### **DAILY TIME SCHEDULE/Periods Full School Days 6-12 (Times may change pending dismissal times)**

There will be three morning bells, one at 7:55 a.m. to indicate entrance, one at 8:05 a.m. to remind students to obtain books and materials and one at 8:10 a.m. to begin classes.

Period 1	8:10-8:55
Period 2	8:58 – 9:43
Period 3	9:46 – 10:31
Period 4	10:34 – 11:19
Period 5A	11:22 – 12:07 - Junior High Class
Period 5B	11:52 – 12:37 - High School Class
Period 61	2:40 – 1:25
Period 7	1:28 – 2:13
Period 8	2:16 - 3:00

Once a student arrives at school (walking, bus, parent drop-off) they may not leave unless approved by the Principal (High School open campus lunch has a specific procedure for leaving and returning).

### **DISMISSAL DUE TO SEVERE WEATHER**

Whenever it is necessary to call off school or dismiss early, announcement will be made on the following radio or television stations, posted on the Districts website: [www.2paws.net](http://www.2paws.net) or disseminated by an auto message dialer when utilized by the school district and through [www.EmergencyClosings.com](http://www.EmergencyClosings.com)

Announcements will be broadcast by 7:00 a.m. and 1:00 p.m. If it is necessary to dismiss school early because of severe weather, there will be no school events unless approved by the superintendent or Principal. When school is cancelled, practices, games and events can be held only with the Principal's permission.

## STUDENT LUNCH – PROGRAM/PROCEDURES

### LUNCH RULES K-8

NO STUDENT in grades K-8 will be allowed to leave campus at lunch unless authorized by the Principal. Lunch will be eaten in the cafeteria only. If a parent desires a student to eat at home, a written note from the parent must be on file in the office. Students may be issued assigned seats during lunch if needed.

K-5 - The classroom teacher will take a lunch count at the beginning of each day. Lunch and milk money are to be paid for IN ADVANCE in the High School office. Lunches should not be charged.

Students are to take care of restroom needs and fountain drinks before the end of lunch. Teacher may restrict requests to use the restroom or water fountain the first class period after lunch.

### LUNCH SCHEDULES

Grades	K – 5	12:05 – 12:35
Grades	6 - 12	11:19 – 11:52

### LUNCH PROGRAM

Student I.D.s - Grades 6 – 12

Students will need their school issued ID card to be served in the lunch line.

School Lunch Price:	Grades K-6	\$2.10
	Grades 7-12	\$2.35
	Adults	\$2.65
	Extra Milk Price	.35 per carton

Free and reduced price lunches are available to those students who qualify under State and Federal programs.

School lunches are paid through the use of an automated account process using funds provided by parents. It is not the policy of the school district to allow students to charge lunch; however, students may be allowed to charge up to five (5) lunches on their account before not having a lunch provided. Notices will be sent home when accounts become delinquent.

### OPEN CAMPUS LUNCH – HIGH SCHOOL

High school students taking advantage of the open campus lunch MUST sign out BEFORE LEAVING and sign in upon their return. Students have five (5) minutes after the lunch bell to sign out and leave. Students may only leave once and upon return not leave again. The main high school entrance is to be the door used for open campus lunch. Failure to properly sign out or in will result in a warning the first time then loss of open campus lunch privileges for a repeat offense (length determined by Principal). All school rules are in effect during Open Campus lunch even while the student is off campus. Students may also lose Open Campus lunch privileges for violations of school rules, returning late from open campus lunch or tardiness to school.

Failure to return after open campus lunch or being more than two (2) minutes late will be considered a class cut. If a student becomes ill or feels ill when leaving a parent/legal guardian must call the school before the lunch period ends to notify the school of the absence for the remainder of the day. Failure to receive notification will be a class cut.

**Students are not to enter, drive or be a passenger in a vehicle during open campus lunch. If a parent is going to take a student to lunch in a vehicle then the parent must sign the student out in the office.**

### STUDENT RECORDS

Parents have the right to inspect and/or copy the records (copy costs are 35¢ per page) the school keeps on their children and may challenge the contents of said records. Student records will be forwarded to other school districts upon their request when the child moves from District #271.

Parents of children moving from District #271 are then, hereby, notified of their right to inspect, copy, and/or challenge the contents of their child's records prior to the release of said records. All requests are to be directed to the school Principal.

High School transcripts cannot be sent to employers, colleges, or technical schools unless a "release" form is completed by the parents or the child is 18 years or older.

## **Permanent Record Information**

Information includes:

- Basic Identifying Information
- Academic Transcripts
- Attendance Records
- Accident Reports and Health Records which are necessary for enrollment (i.e. dental)
- Scores on State Assessment Tests (9-12 only)
- Records release form

May Include:

- Honors and Awards
- Participation in School Events

Information will be released to the requesting official records custodian of the academic institutions that the student transfers to after withdrawing from the school district. Parent/student permission is not required to release information to a receiving school district official records custodian.

A release from the parent or student 18 years or older will be required for information to be sent to employers or academic institutions to include a request made by the student.

## **Temporary Records**

Information includes:

- Disciplinary suspensions and expulsions for drugs, weapons, or bodily harm to another
- Scores on State Assessment Tests (K – 8 only)
- Records release form

May include:

- Family background information
- Non-permanent health records
- Intelligence scores
- Aptitude Tests
- Honors and Awards
- Participation in School Events
- Teacher Notes
- Court Orders or Protection
- Department of Child and Family Services (DCFS) Orders
- Other Disciplinary Information
- Special Education Information
- Other Relevant Information

Permanent records will be kept for a minimum of 60 years and temporary records be kept for a minimum of 5 years after the student graduates or otherwise leaves the school. A student's permanent and temporary records do not need to be kept separate once the student graduates, transfers or withdraws from the school.

A request to be notified of the destruction of a student record may be submitted and will be included in the student file and notice sent to the last known address in the request prior to destruction.

## **Directory Information (FOIA)**

Student Directory information will be limited to Student Name. Parents may opt. their child out of having directory information released for military requests, educational institution requests or FOIA commercial requests. FOIA requests are generally utilized to seek clients or business. Please contact the office to opt. your child out of release of Directory Information.

## **STUDENT IMAGES/PHOTOGRAPHS**

Parents may at registration or anytime during the year to opt. their child out of have their images/photos posted electronically or in newsprint. Please be aware that this does not cover publically attended events outside of school hours or images not taken by the school and then posted. The school will do its best to ensure photos of students that were opted out will not be posted, this may mean when group pictures are taken of school activities those students will be excluded from the photo or not attend the event.

## **SCHOOL WORK/HOMEWORK/ASSIGNMENTS**

### **HOMEWORK TYPES (All Grades)**

1. Classwork – assignments to be done during class time under supervision of teacher; unfinished classwork becomes homework or work to be done during the next meeting of the class.
2. Homework – assignments that were not completed in class or during HS/JH study hall or assignments to be completed outside the class period with a due date; teacher may allot time during class for homework at their discretion.
3. Projects – assignments that will generally require more than one day to complete and may include groups of students collaborating together; time may or may not be provided during the school day to work on projects; teachers will be encouraged to have intermediate graded or ungraded completion points or break projects into smaller graded or ungraded units.

### **HOMEWORK/LATEWORK**

#### **(K – 5)**

Homework or assignments are due at the announced time and date specified by each teacher. Late work will be handled by each teacher in based upon grade level appropriateness and individual needs of the students. Parent contacts and pending the grade level, after school study sessions and grade reductions for late work.

#### **(6 – 12)**

A main reason a student could fail a class is due to missing, late or poorly done homework and assignments. With this in mind, Paw Paw has a requirement that students will be accountable and responsible for completing school work in order for teachers to assess student knowledge and students to know their strengths or areas of need. To assist students with the requirement the follow procedure is in place:

General consequence sequence per quarter regarding student late/missing/re-do work

- Study Hall Completion – Level 1: Student attends a study hall completion (may miss IVVC if needed) generally the same day; failure to attend the SHC or does not complete the work results in an after school completion; up to three (3) SHC's may be utilized per quarter before becoming after school completions
- After School Completion – Level 2: Student attends After School Completion (may miss sports/activities) on a specified day of the week; failure to attend the ASC or does not complete the work results in a Saturday School Completion; up to three (3) ASC's may be utilized per quarter before becoming a Saturday School Completion
- Saturday School Completion – Level 3: Student attends a Saturday School Completion (8:00 a.m. – 11:00 a.m.; students will stay the entire time even if work is completed in just a few minutes); failure to attend results in a one day out of school suspension and no credit received on the assignment(s); Up to two (2) SSC's could be utilized before all remaining last/missing assignments for the quarter will be graded as is to include a grade of zero (0).

Completion Levels Credit: All levels of completion for HS late/missing work will be pro-rated at 85% (highest grade possible); JH work will receive 100% credit.

Redo-Work: Student poor grades are generally the case of rushing through work and not trying at the best level. Students will have to re-do their work when the grade is below 61%. No Saturday School Completions will be assigned for re-do work. If the student is at Saturday School Completion Level then additional ASC's will be considered. The grade for the work will be an average of the first grade that was below 61% and the new grade.

Teachers will attempt a parent contact when a student reaches the last ASC.

Individual students may have different levels pending the individual needs of the student based upon the number of times student is assigned into a completion step.

### **MAKE-UP WORK - Absences**

If an absence is foreseen and/or pre-arranged, all make-up work is due prior to the absence unless a pre-arranged time is accepted by the teacher(s). Call in for assignment requests by 10:00 AM or sooner. If a high school or junior high student leaves early he/she is to turn in that days assignment(s) at office or with the teacher before leaving; otherwise, it will be considered as late work and graded accordingly.

- 1) If a student is absent from school (illness, death in the family, doctor appointments, etc.), make-up work and assignments are expected to be completed within a period of time equal to number of days absent. If work was assigned prior to the student's absence and due when the student was absent, that work must be turned in the day the student returns to school. If a student is absent several days, the teacher and student need to work out a solution.
- 2) Students in grades 6 – 12 are required to obtain an admit slip from the office upon returning to school. The slip is to

be provided to each teacher for a signature then returned to the office by the end of the day. Failure to follow this process may result in homework not receiving credit for the absence(s).

Pending the timely request for homework regarding a daily/unforeseen absence, work will be sent home with a sibling or other student designated by the parent. Homework will be ready by 3:00 p.m. If there is no request for homework then the student is responsible for getting their assignments the next time the student is in attendance at class.

### **SCHOOL WORK - OUT OF SCHOOL SUSPENSION**

When a student is suspended from school for one day, work will need to be gathered by the student on the first school day after the suspension and turned into the teacher the second school day after the day of suspension to receive full credit. When suspensions are longer than one day students will be expected to turn work in the second school day to receive full credit. Work will not be credited after the deadline. School work will be made available for pick-up by anyone other than the suspended student at the end of the school day on the second day of multiple days of suspension. Tests and quizzes are to be arranged by the student and will be administered following the suspension at the convenience of the teacher including before/after school and on the day of return.

### **SCHOOL WORK – UNEXCUSED ABSENCES**

School work that is due on a day of an unexcused absence will be graded as zero (0) including tests or quizzes administered when the student has an unexcused absence. Work may be assessed including tests and quizzes for student and teacher knowledge of skill mastery but the grade will be a zero in the gradebook.

### **STUDY HALL 6-12/DIRECTED STUDY HALLS**

Study Halls are to be maintained with an atmosphere for study, reading, working, planning etc. They should never be used as a social hour. Students may be assigned to a specific study hall by the Principal or a teacher for the purposes of receiving additional help or for making up work/quizzes/tests. Junior High and High School students will need to pre-arrange for a pass from the teacher they would like to see during study hall and present it to their assigned study hall teacher. Students are not to skip band/choir/art to attend a study hall (permission must be received by the band/choir/art teacher to attend study hall).

Study hall time may also be teacher or administratively assigned to complete specific course work that the student has failed, did not complete, or needs to be redone at a level consistent with student ability. Students will be temporarily/permanently reassigned out of an elective class or have their normal study hall utilized as a directed study hall to complete these academic needs.

### **PROMOTION & RETENTION POLICIES/PROCEDURES**

The Superintendent and Building Principal will direct and aid teachers in their evaluation of students in K - 8 and review grade assignments in order to ensure uniformity of evaluation standards. A student's achievement of the skills for the grade to which he or she is assigned and his or her readiness for work at the next grade level will be assessed and evaluated before he or she is promoted. High School students earn credit by passing classes and will be designated in a grade level based upon the successful completion of courses designated for each grade level.

### **PROMOTION/PLACEMENT POLICIES, ELEMENTARY SCHOOL (K – 5)**

1. General policy should be one of promotion rather than retention; however automatic promotion of all cannot be justified.
2. Retention is justified where achievement is far below obvious standards. This may be caused by prolonged absences, lack of effort by pupils who have evidenced the capability of doing good work, and physical and social immaturity.
3. Procedure to inform parents and students of pending retention
  - A. Notification of possible retention by February 1
  - B. Methods of remediation
    1. Student responsibilities
    2. Possible special education referral
    3. Teacher assistance
    4. Parental assistance
      - a. Follow-up conference at the end of March (3rd quarter)
      - b. Follow-up letter to second conference.
4. The final decision for promotion or retention remains with the school.
5. The placement of a student transferring into the Paw Paw District will be based on the promotion procedures for Paw Paw students. Paw Paw school has the right of placement of homeschooled students transferring into Paw Paw School.



## **PROMOTION REQUIREMENTS/PLACEMENT - JUNIOR HIGH SCHOOL**

(The final decision for promotion or retention remains with the school)

The Staff and School Board of Paw Paw Community Unit School District No. 271 recognizes the value of certain “core” academic courses in predicting continued school success and functional literacy in today’s society. “Core” courses are defined to include English (Reading and Language Arts), Mathematics, Social Studies, and Science. Without the basic knowledge of these subjects, promotion to higher levels of instruction in the same subjects only predicates more lack of success and frustration on the student’s part. The following are guidelines used to determine if promotion to the next grade level is appropriate.

1. Students must pass the Constitution Assessment/Test including transfer students
2. Junior High students who fail one core class for the year may be promoted but will be strongly encouraged to participate in summer instructional services when available at Paw Paw School. Parents may choose to seek additional services at their expense.
3. Junior High Students who fail two or more core classes in a year will be considered for retention.
  - a. A failure is defined as an average grade lower than (70) percent based upon the average of 1<sup>st</sup> and 2<sup>nd</sup> semester final grades.
  - b. If the reason for the failure(s) is primarily based upon missing homework or late homework grades, school staff and the Principal will determine if the student is ready to be promoted to the next grade level. The student may be requested to successfully complete a summer instructional courses in order to be promoted when such programs are available during the summer.
  - c. Upon successful completion of a Paw Paw summer instructional course(s) related to the failed courses a student can be promoted to the next grade level.
4. When an eighth grade student is retained, he/she will not be permitted to participate in the promotion ceremony or receive a Certificate of Promotion. Upon successful completion of a Paw Paw summer instructional program the student will be promoted to high school and receive the Certificate of Promotion.
5. Summer instruction programs at Paw Paw School are provided on a year by year basis. If Paw Paw Schools do not provide a summer instructional program then a student may be retained unless the parent/guardian enrolls their child in a program approved by the Principal. The parent/guardian will assume all costs for the program.

Special education students may have promotion requirements altered if this determination is made at a multi-disciplinary conference or during an Individualized Education Plan (IEP) meeting and written into the plan.

The placement of a student transferring into the Paw Paw District will be based on the promotion procedures for Paw Paw students. Paw Paw school has the right of placement of homeschooled students transferring into Paw Paw School.

## **PROMOTION/RETENTION - HIGH SCHOOL DESIGNATIONS & PRIVILEGES**

High school students will earn class level designation based upon the minimum number of credits associated to be designated to that grade level without consideration as to how many semesters/years a student has been enrolled in high school. Additionally, students also need to earn both semesters credit in English and Math for the courses outlined for each grade level. A student may change designations at mid-year as a result of earning the minimum credit and completion of the full credit in Math and/or English that was deficient from the previous year. Exception will be for taking the PSAE Test when designation as a Senior was withheld based upon compliance with Illinois State Board of Education policy on class designation as a Junior and/or Senior student. If a student was held at a Junior status and then takes the PSAE in what would be a fourth year of high school and meeting the credit/course requirement their status will be changed to a Senior at the time permitted by ISBE. Note – Only seniors may attend the Senior Class Trip which could be impacted pending completion of the State of Illinois designated State assessments.

- Sophomore status
  - Credits to start the school year - 6
  - Passed English I and assigned freshman math class or approved advanced courses
- Junior Status
  - Credits to start the school year – 13
  - Passed English II and assigned sophomore math class or approved advanced courses
- Senior Status
  - Credits to start the school year – 20
  - Passed English III and assigned junior math class or approved advanced courses
  - Taken the PSAE Day 1 and Day 2 test as a junior or IEP approved alternative test
- Senior Extended
  - Not enough credits to have graduated with the corresponding peer group started with as a freshman student

- Includes students that receive services past the traditional four years of high school
- Limitation on participation in extra-curricular activities, dances (meet guest requirements), IVVC, events and course selection
- May complete graduation requirements at any point during the summer or subsequent enrollment as a student limited by those age restrictions in the Illinois School Code and Special Education Provisions
- Graduate
  - Completed required number of credits - 27
  - Credit completed in curricular required specific courses
  - Completed State of Illinois or Federal requirements/assessments;

Each class designation/grade has certain associated privileges and these will only be afforded to a student that has earned that class designation/grade. The following is a not all inclusive sample listing and administration will determine how to apply those not listed:

- Hallway/locker assignment
- Class meetings and activities
- Designated field trips for grade levels
- Course selections restricted due to being re-enrolled into a previously failed semester of English and/or Math
- Freshman and Sophomores – Guest at Prom when invited by a Junior or Senior
- Sophomores – Driver’s Education/Health
- Juniors and Seniors – Prom participation
- Juniors and Seniors – IVVC Enrollment pending meeting other requirements
- Senior Recognition night
- Senior hallway portrait
- Senior Class Trip – may only attend as a senior, meet eligibility requirements and only with the peer group associated with enrollment as a freshman

*Please note: Students may only have privileges/positions associated when assigned with their grade/class level peer group (class started with as a freshman) such as class officer, dance courts, student council representative and etc. Example – a student that should be in one grade/class level but is classified in another grade/class level forfeit their ability to have these privileges/positions until they are assigned with their peer group grade/class level.*

## **ACADEMIC POLICIES/PROCEDURES - JUNIOR HIGH/HIGH SCHOOL**

### **JUNIOR HIGH ELECTIVE COURSES – SCHEDULE CHANGES**

Students who enrolled into Junior High Art, Chorus, or Band may drop the class from their schedule without penalty to their grade within the first (5) days of each quarter. After five days a grade of “F” will be entered for the quarter which may impact eligibility until the end of the quarter or following semester. If an elective course is dropped, the student may not reenroll until the next school year.

### **JUNIOR HIGH PASSING CORE CLASSES - ELECTIVE/SPECIALS/SECTIONAL/LESSONS/COURSES**

Junior High students may temporarily be removed from their elective course/specials class based upon failing one or more core class (English, reading/language arts, math, science, social studies) based on a semester average to attend a mandatory study hall or study session with a teacher. The student would be permitted to return once passing all core classes. Removal for the remainder of the semester will be considered if a student continues to have a failing grades in one or more core classes. The student would be permitted to return the next semester. If a student is removed for a semester no grade will be issued in the elective/specials class.

Junior High Math Placement in High School Course: 8<sup>th</sup> grade students that are placed into a high school math course will have that course count as their Junior High core math course. If a student does not maintain an 88% (B) average the student may be transitioned into the 8<sup>th</sup> grade math course for Junior High. The same average will be used to determine the freshman year math course which could be reassignment into the same math or into the next level of math.

### **GRADUATION REQUIREMENTS 9-12: Credit levels to be considered at the grade indicated**

<u>Credits Required</u>	<u>10<sup>th</sup></u>	<u>11<sup>th</sup></u>	<u>12<sup>th</sup></u>
27	6	13	20

Courses that meet both semesters will be given one (1) unit of credit, except Band and Chorus, which receives (1/2)

credits per year. Courses that meet for one semester will be given one-half (1/2) unit of credit per school year. State Law also requires that the Prairie State Exam must have been taken.

Grade point averages will be pro-rated and computed on the basis of credit received. The school reserves the right to assign all students to the following list of required courses; and the Board of Education of Community Paw Paw Unit School District #271 requires that each student pass the following courses:

English I, II, III, + Electives (2 Sem)	4 Credits	Consumer Education	.5 Credit
Physical Education	4 Credits	American History A	.5 Credit
American History BC	1 Credit	Health	.5 Credit
Math	3 Credits	Social Studies	.5 Credit
Science	3 Credits	Computer Courses/Literacy	1 Credit

The maximum PE credits a high school student may earn towards graduation are 4 credits. No one will participate in Commencement unless they have completed all requirements for graduation. Homeschooled students are required to send an official transcript to Paw Paw School for approval in order to receive class credit towards graduation. The District reserves the right to determine which classes will be credited towards meeting graduation requirements. Class credit earned from Home Schooling will not be counted toward the GPA.

Five (5) credits toward graduation may be earned through alternate methods of study while the student is in high school; however, core classes must be attempted on site before alternate means may be employed. The building Principal must approve in advance all other means of obtaining credit.

### **EARLY GRADUATION**

Seniors completing all graduation requirements may apply for early graduation upon completing their seventh semester of high school. Applications for early graduation are available in the Guidance Office and are to be turned into the Guidance Office by November 1<sup>st</sup>. Early graduation is not official until approved by the Board of Education or deferred after approval upon completion of graduation requirements. Students may not graduate at mid-semester since credit is not issued until the completion of a semester.

Once students graduate early from Paw Paw High School, they are graduates and they are no longer students of Paw Paw High School, and they are not entitled to any rights or privileges associated with being a Paw Paw High School student in good standing. Early graduates may NOT participate in (but not limited to) any of the following Paw Paw High School events: extra-curricular activities; plays or musicals; music contests or concerts; school clubs or organizations; class trips or field trips; graduation speeches other than valedictorian or salutatorian (class president speech would defer to next officer of the class); musical performances at graduation; and dances (unless a guest of a current PPHS student). One would be considered for the honor of valedictorian or salutatorian but no other senior year awards. Scholarships are at the discretion of the sponsoring agency or entity overseeing the scholarship.

It is the responsibility of the early graduate to check with the school on a regular basis regarding requirements for graduation practice and ceremony, awards presentation, information about scholarships, ordering caps and gown, class or activity pictures and other information.

### **REGISTRATION (CLASSES) 9-12**

- 1) Course Load: Students must take at least seven (7) subjects, including physical education. College bound students should carry heavier loads in areas such as math, science, foreign language and English.
- 2) Credit Recovery: When the program is offered by Paw Paw School the grade entered on the transcript for credit recovery will be Pass/Fail (P/F). There will be no change to a student's GPA. The student must pay required fees at the time of registering for credit recovery.
- 3) Dropping/Adding Courses: Changes to a student's schedule will not be processed until a written request is received from the parent outlining the proposed changes. Requests are to be submitted to the guidance counselor with the Principal having final approval. The following considerations will guide changes in a student schedule: the change keeps the student on track to graduate and space is available in the requested course; Students will have (3) school days after the beginning of the fall and spring semester to add or drop courses to his/her program without penalty. Dropping a course after the (3) days but before the 1<sup>st</sup> or 3<sup>rd</sup> quarter mid-term will result in removal from the course. The student will be placed in a study hall, remain in the same classroom, or assigned to another staff member at the discretion of the Principal. Dropping a course after the 1<sup>st</sup> or 3<sup>rd</sup> quarter mid-term results in the same placement and an "F" for the semester. No one will be allowed to drop a year long course at the end of the first semester without parent, teacher, and Principal approval. Students dropping Band or Chorus at the end of the first semester will not receive credit for the first semester (PLEASE NOTE – these classes receive a ½ credit for the year and ¼ credits are

- not issued for classes).
- 4) Indian Valley Vocational Center (IVVC)s: All juniors and seniors (designated with their peer group) who meet eligibility requirements may apply for one of available slots for IVVC. The following criteria will be utilized when reviewing applicant:
    - a) Meet IVVC enrollment policies
    - b) IVVC program selection must align with student assessment of program interests
    - c) Students with a reading comprehension or math skill level more than one year below grade level may not be approved to attend IVVC
    - d) Attendance recorded during high school;
      - i) All absences (excused/unexcused), particularly during the year(s) of application, will be considered as part of the selection process. Students with nine (9) or more absences may be removed from consideration and/or be placed on a waiting list.
    - e) Completion of pre-requisite courses and required courses to include high school PE
    - f) Early graduates will not be permitted to attend IVVC;
    - g) Does not interrupt sequence of courses required by Paw Paw School for graduation;
    - h) Paw Paw accumulative Grade Point Average of C+ (85%) or above;
    - i) Second year students must have a first year IVVC "B" average to be considered in addition to the Paw Paw 85%;
    - j) Enrollment for the fall may be adjusted if end of year GPA falls below 85%
    - k) Second year students who change their program will have last consideration.
    - l) Students may not IVVC field trips if they have one grade of 'F' for a Paw Paw course if the trip will be during the Paw Paw courses time.
  - 5) Dual Credit Courses
    - a) Junior or Senior status;
    - b) Pass required entrance tests;
    - c) Minimum accumulative grade point average of at least "86" when applying;
    - d) Paw Paw School will provide the text book for dual credit courses taken at Paw Paw School;
    - e) Tuition, fees, and all associated costs will be the responsibility of the student/family.
  - 6) Early bird College Course taught at Paw Paw or in agreement with another school
    - a) Junior or Senior status;
    - b) Students will be responsible for their own transportation;
    - c) Pass required entrance tests;
    - d) Minimum accumulative grade point average of at least "86" when applying;
    - e) Tuition, fees, textbook, and all associated costs will be the responsibility of the student/family.
  - 7) When a student is granted release time from the school day for outside courses a course/grade will be placed on the student's transcript in order to document attendance requirements for State of Illinois and IHSA academic requirements for an athlete. Failure to supply an official transcript or final summary grade report (printed from a Paw Paw computer in the presence of Guidance Counselor or Principal) with a grade will result in a grade of "F" on the transcript for the course. Dropping a course will follow the same procedures as if the course was taught at Paw Paw High School. If the student is in an activity that requires academic eligibility checks the student will be required to follow a procedure outlined by administration to document the grade which will be used in Paw Paw's/IHSA's formula to determine eligibility. Failure to provide required information will result in an "F" being placed in the formula. One "F" in a college course could be calculated more than once pending the number of credits offered for the course.
  - 8) Transfer students
    - a) School officials will review transcripts to determine courses, grade level placement and graduation requirements for a transfer student to graduate and earn a diploma from Paw Paw High School. Unofficial records may be used for placement but official records will be required to finalize transfer credit. It is the transfer student's responsibility to resolve issues of a previous school not releasing official records/transcripts.
    - b) Students will not receive credit from Paw Paw High School for courses when transferring after the first mid-term of the 1<sup>st</sup> or 3<sup>rd</sup> quarter unless it is a continuation of a course enrolled in at the previous school. Transfer students would then need to transfer with credit for classes issued by the previous school documented on an official transcript sent directly to Paw Paw School.
    - c) Homeschooled students are required to send an official transcript to Paw Paw School for approval in order to receive class credit towards graduation. Class credit earned from Home Schooling will not be counted toward the GPA.
  - 9) Students Assisting Teachers (SAT)
    - a) Junior or Senior and a minimum composite GPA of 86% at time of application with principal final approval
    - b) Enrolled in all required course for the grade level and completed all required course for prior grade levels
    - c) Recommendation by a teacher who requests an assistant during their instructional time (not study hall/prep)
    - d) Grade issued will be Pass(P)/Fail(F) and .5 elective credit issue per successful semester

## **HIGH SCHOOL COURSE SEQUENCE**

The following classes are a general sequence for the grade levels indicated. Due to master schedule constraints, students that do not pass classes may have their programs become out of sequence making it difficult to graduate in four years. Although a Traditional Student Schedule is listed, Paw Paw School District will encourage students to take the highest level of courses available (i.e. – 4 years of math, science, social science and foreign language). Student taking College Bound courses are also recommended to fit other elective courses into their schedule to include art, band, choir, and agricultural.

9th Grade:

Traditional Student Schedule:

Math Class  
Science Class  
English I  
Social Science Survey  
PE  
Computer Literacy  
Elective

College Bound Student Schedule:

Math Class  
Science Class  
English I  
Social Science Survey  
PE  
Computer Literacy  
Foreign Language

10th Grade:

Traditional Student Schedule:

Math Class  
Science Class  
English II  
Health  
Am History A/Consumer Education  
PE  
Elective

College Bound Student Schedule:

Math Class  
Science Class  
English II  
Health  
Am History A/Consumer Education  
PE  
Foreign Language

11th Grade:

Traditional Student Schedule:

Math Class  
English III  
Am History B/C  
Science Class (Class of 2014+)  
PE  
Elective

College Bound Student Schedule:

Math Class  
English III  
Am History B/C  
Science Class  
PE  
Foreign Language  
Elective

12th Grade:

Traditional Student Schedule:

English Topics  
PE  
Electives

College Bound Student Schedule:

College English  
Math Class  
Science Class  
Social Science Class  
Foreign Language  
PE  
Elective

## **JUNIOR COLLEGE CLASSES DURING THE SCHOOL YEAR:**

- 1) Junior or Senior status;
- 2) Approval by Paw Paw School District Administration
- 3) Students may take one (1) course or more, but may not be away more than one-half (1/2) of the school day; unless waived by administration
- 4) Students must have an accumulative grade point average of at least "89" when applying;
- 5) Prior written request from parents or guardian must be signed and on file in the high school office;
- 6) A choice by a student in regards to course selections to create a conflict will not be reason to permit release time for a junior college course; if other options exist for electives or classes those would need to be considered first to include school approved on-line courses
- 7) One course must be a Math, English and/or Science course beyond the level of courses offered at Paw Paw and that

- the student has completed the sequence or is concurrently enrolled before a second course will be approved
- 8) Student must be enrolled in PE unless the State guidelines for exemption apply (See PE Exemptions – HS)
  - 9) Junior College courses will not count towards course required graduation requirements unless the ‘has taken all possible courses/levels at Paw Paw’ has been met and a junior college course is the only way to gain the credit for graduation as determined by Paw Paw administration (i.e. credit recovery course); the taking of junior college courses cannot create the conflict
  - 10) Subsequent semester release requires all college classes the prior semester to receive a minimum college grade of “B”
  - 11) Transportation to/from junior college courses is the responsibility of the student/parent; emergency closings at Paw Paw may or may not extend to junior college courses which will need to be reconciled by the student; contact the junior college for procedures when weather conditions impact Paw Paw School but may not be an issue for the junior college
  - 12) Students must be at the high school when not in class(es) at the junior college, unless permission from parents is provided and approved by administration;
  - 13) Release time is only for Junior College courses that meet during school hours or time is needed to drive from Paw Paw High School directly to the class;
  - 14) Students who take 100 level college courses or above would be awarded weighted grade credit if the class is weighted at Paw Paw (Weighted Grades 9-12)
  - 15) Tuition and Fee Reimbursement
    - a) Tuition and fees reimbursement is based upon the reason a college course is taken by the student; reimbursements will be limited to when a student must have a credit earned for graduation requirements in a specific course type (English, Math and etc.); and
    - b) Actions by the student that creates the need to take a college course such as prior course/schedule choices, failed courses that need to be made up thereby placing the student behind in credits or creating conflicts with graduation requirements, and etc. will not qualify for reimbursement and may require subsequent enrollment in high school beyond four years in order to meet graduation requirements;
    - c) Paw Paw School determines the course and institution that can be utilized based upon the student’s required courses to take at Paw Paw during the school day/year;
    - d) The student has taken the full sequence of courses in that subject area;
    - e) The credit cannot be resolved through any other means determined by the school to include online courses, correspondence course, Illinois Virtual High School, course substitution approved by the administration, waiving of the graduation requirement by the Board of Education, or adjusting the student schedule to rectify the conflict to include removal of IVVC courses;
    - f) The parent/student pays the tuition in full to the academic institution then submits a copy of the transcript at the completion of the course that indicates a grade of “C” or better, a copy of the bill and receipt of payment to the academic institution;
    - g) Deadline to submit a request for reimbursement with all necessary documentation will one be week after the institution posts grades;
    - h) A student that enters a precollege program of study and foregoes Paw Paw courses will not have tuition and fees reimbursed as entry into the program is a choice by the student/parent.
  - 16) Any deviations from the above guidelines would automatically exclude a student from being granted the privilege of attending a junior college during school hours while enrolled in high school. Truancy or any major infractions of high school or junior college policies would automatically exclude a student from further participation in the program.
  - 17) A three (3) or more semester hour college course is equal to one (1) high school credit. A two (2) semester hour college course is equal to half (1/2) high school credit.

#### **IHSA REQUIREMENTS- JUNIOR COLLEGE COURSES:**

Student-athletes who take junior college courses are required to provide weekly proof of passing the course and must also meet the minimum ‘course load’ required by the IHSA. The minimum course load is five (5) courses or 2.5 high school credits a week/semester. Students may experience eligibility issues when the combination of Paw Paw courses and junior college courses do not meet the requirement.

#### **NON-JUNIOR COLLEGE COURSE MEETING DATES/TIMES:**

Paw Paw School may require students to be in attendance at Paw Paw on days when courses do not meet at the junior college and Paw Paw School is in session. This may be a general requirement or intermittently required on any day attendance is required for an event/activity or designated by school administration.

#### **PE EXEMPTIONS – HIGH SCHOOL**

High School students may only be exempted from Physical Education class if the school is not able to resolve a conflict in which a non-elective course required for graduation or a course required for admission to an institution of high learning of

the student's choice with the student taking PE class. Students with an IEP may be exempted from PE if in the determination of the IEP team the student would best benefit from academic services in place of PE (School Code - 105 ILCS 5/27-6). The school reserves the right to adjust a student's schedule to resolve the conflict and include PE in the schedule. A student's ability to attend IVVC, work cooperative or off campus classes (junior college) will be impacted to meet the State of Illinois PE requirement.

### **DRIVER EDUCATION**

Prior to the administration of the proficiency examination, the student must complete State of Illinois requirement for driving hours under the direct individual instruction with a qualified school instructor.

A driving fee of \$200.00 will need to be paid prior to the student beginning the actual driving practice time and in order to receive a final grade in the class.

Students who desire to take driving educational courses must receive a passing grade in at least eight (8) courses during two semesters prior to taking driver education. In addition, driver education is only offered to sophomore students. Students that fail any portion of driver education may be excluded from retaking the course at Paw Paw School based upon available space in the class, schedule conflicts that would cause a student to be out of sequence for meeting graduation requirements, or if the (8) course requirement is not met. Driver education is not required for graduation but the credit must be replaced by another course to meet total graduation credits.

Students who elect to take driver training from an outside agency will have the driver education credit replaced by taking another elective class. The school will follow all State rules pertaining to the verifications needed by outside agencies. The student will also be automatically assigned into health class their sophomore year if a student does not take driver's education during their sophomore year at Paw Paw High School.

Students with disabilities may be required to participate in a driver education determination of appropriateness evaluation at school expense prior to being scheduled into the class. Prior to taking an evaluation the student must pass the State of Illinois permit process administered by Paw Paw School.

### **INTER-RELATED CO-OP PROGRAM Grades 11 & 12**

High school juniors and seniors may request (prior to the beginning of the first semester) approval to be absent from school on a partial day basis in order to work in the Interrelated Coop Program. The course must also be available within the master schedule or approved as 'Independent Study' course. The following guidelines must be met for the request to be considered:

1. Student must have junior or senior standing.
2. Student must have maintained a good attendance record during high school.
3. Student must have a cumulative minimum grade point average of "89" at time of application and continue during the program.
4. Written approval from parents must be on file in the high school office.
5. Student must not be away from high school more than two (2) periods a day.
6. All requests must include a detailed job description.
7. Only the Board of Education can approve work release requests. Applications that meet criteria for program participation will be submitted for Board of Education consideration.
8. Requests are to be submitted two weeks before the July Board of Education meeting to the High School Principal
9. A student's schedule will not include the Co-op program until approved by the Board of Education.
10. After Board of Education approval, program participation is contingent on following program requirements. A student may be removed after approval if requirements/rules are not followed.

Anytime a student works and is absent from school in lieu of attending scheduled classes, he/she will be counted as unexcused.

Truancy or any major infractions of school policies or these guidelines would automatically exclude a student from further participation in the program. Individual students may be withdrawn from the program at any time, **and lose credit**. Students should be aware of the fact that this policy will be reviewed each year.

### **CREDIT/SKILLS RECOVERY - MAKING UP REQUIRED COURSES 9-12**

Paw Paw School permits students to take credit recovery courses (after school/study hall/during a designated period/summer when offered) in order to meet graduation requirements with their corresponding peer group when the

program is available at Paw Paw Schools. All fees for Credit Recovery Students must be paid prior to enrollment and if a student is dropped for attendance reasons there will be no refund of fees.

Paw Paw school may also elect to use non-traditional courses to rectify scheduling conflict with required courses if the conflict is not the product of student choice of classes.

All summer school, correspondence courses, and credit recovery courses need to be approved by the Guidance Counselor and Administration prior to enrollment in the course in order for the credit to be considered towards meeting graduation requirements. These courses may only be used to replace required courses that the student did not receive credit/did not pass. The course may not be similar in content to a class already passed by the student. The intent is to have the student take a course that corresponds to the level of the Paw Paw course that the student did not receive credit/did not pass. (This option may not be used as a means to graduate early).

Release time for junior college courses that will be used to 'make-up' a deficiency will follow the guidelines for release time with all expenses and transportation the responsibility of the student (no tuition or fee reimbursements).

**HS Math and English – Passing Paw Paw Courses:** In order to effectively prepare students for the State of Illinois testing high school students will be required to pass English (I, II, III, and 4<sup>th</sup> course) and Math (courses designated for the grade level) sequence of courses taught by Paw Paw teaching staff in order to meet graduation requirements in these subject areas. Students may not substitute a course taught by non-Paw Paw staff or computer based (exception would be for a dual credit courses or advanced level junior college course approved by the administration). Students will be subsequently re-enrolled the following year into the corresponding semester that credit was not earned. Students may be concurrently enrolled in multiple English levels. Enrollment into concurrent math levels will be at the determination of the administration based upon skills that are required to be learned by the student in order to be successful to pass the next level course. Students may take credit recovery courses or approved courses outside of Paw Paw School within the limitations set for taking outside courses (at student's expense) in order to make-up missed elective credits because of being re-enrolled into courses. This may only be done to keep the student on track with credits and not to earn credits beyond those associated with the class designation.

Student course selection (driver's education, IVVC, electives, etc.) will be impacted based upon re-enrollment in required courses.

### **COLLEGE VISITATION DAY GUIDELINES 11-12**

- 1) Seniors and juniors will be allowed to be absent from school two days each school year for a college visit. Other visitation days should be arranged on non-school days.
- 2) To make a visit to a four year college, a student should have completed or be enrolled in the third year of English, math, and science.
- 3) A parent/legal guardian of the student must attend the college visit.
- 4) No college visits during school time will be permitted during the last 20 school days.
- 5) College visitation days may not be arranged on those days when athletic state final tournaments are being held.
- 6) A visitation day must be arranged at least three school days prior to the absence.
  - a) A parental permission slip must be submitted
  - b) Contact with college/school officials must be made to confirm the visit.
- 7) The student is required to have a Visitation Slip stamped and/or signature by an official in the Admissions Office which will verify his attendance. The Visitation Slip must be submitted to the Principal within two school days of the absence or the absence will be classified as unexcused.
- 8) Any exception to these guidelines can only be made with the approval of the Principal.

### **STUDENT ASSESSMENTS/REPORT CARDS/ACADEMIC PROGRESS**

#### **STUDENT GRADES/ASSIGNMENTS ON-LINE GRADE BOOK**

When available, Paw Paw parents/legal guardians/students may access student information regarding grades, upcoming assignment due dates and missing work assignments. Each person who is granted access will have their own username and password. This makes it very convenient for all parents/legal guardians to stay up to date on their student's academic progress. User names and passwords stay the same year to year and if you forget the information please contact the school. Paw Paw school also provides this access to agencies that have authorized consent or have provided a legal request for such access. It is highly recommended to visit the grade book a minimum of once a week to assist you in providing guidance to your child's academic success.



## **REPORT CARDS AND PROGRESS REPORTS**

### **Grade K**

A progress report showing the grades for each class/subject:

**S = Satisfactory;**

**I = Improvement; and**

**D = Developing.**

A progress report will be given to all students at the end of each nine weeks of school. Similar reports will be sent to parents at the middle of each grading term. (Standards will be set according to percentages and descriptors.)

### **Grades 1-12**

A report card with grades for each class and attendance records will be given to all students at the end of each nine weeks of school. Progress reports will be sent to parents at the middle of each grading term. The computation of grades and averages will be determined as follows (4 point scale for High School only),

A+ = 4.33 (99-100+);	A = 4.0 (95-98);	A- = 3.67 (93-94)
B+ = 3.33 (91-92);	B = 3.0 (88-90);	B - = 2.67 (86-87)
C+ = 2.33 (84-85);	C = 2.0 (79-83);	C- = 1.67 (77-78)
D+ = 1.33 (75-76);	D = 1.0 (72-74);	D- = .67 (70-71)

An "I" grade indicates that work is incomplete and must be completed by a specified date. An incomplete grade becomes a zero if the work is not completed within the specified time (generally one week after a grading period unless an extension is granted by the Principal.

Students who fail the first semester of a two (2) semester course can earn credit for both semesters by averaging 70 or higher for both semesters. A student who passes the first semester and fails the second semester must take the second semester over.

### **JUNIOR HIGH TESTS 6-8**

All Junior High grade levels (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades) will take quarter tests which will have a value four times (4 x's) the value of regular assignments. Regular tests (unit, chapter, projects) for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will have a value two times (2 x's) the value of assignments.

### **FINAL EXAMINATIONS 9-12**

1. Final exams will be given in all courses at the high school level (except SAT class).
2. The final exam grade will count fifteen percent (15%) of the semester grade.
3. Teachers will be encouraged to write the test to the ability of the student and take into account different students learning styles.
4. Band and Chorus classes may use concerts for the final exam in addition to a written/playing exam.
5. Tests will be given the last week of each semester during scheduled testing periods.
6. Seniors who average 89 or higher in the course, and have no unexcused absences for the two quarters of the second semester will be excused from spring semester exams except for dual credit courses.
7. Seniors meeting or exceeding the State Standards on the designate State of Illinois assessment during their junior year may be excused from fall semester exams in that subject area with an 89 average except for dual credit courses.
8. No semester exams will be given late/early unless approved by the Principal for emergencies. Late exams will be administered at a 10% reduction in grade if prior approval is not given by the Principal.

**\*\*Make-up exams for 1<sup>st</sup> semester will be scheduled by administration for the first available Saturday after break from 8:00 a.m. – noon or at a time specified by the teacher.**

**\*\*Make-up exams for 2<sup>nd</sup> semester will be scheduled on the early release day, designated Saturday, teacher institute day and/or report card day at the discretion of the teacher.**

**\*\*Failure to take required exams may lead to a failing grade in the class due to either a zero "0" impacting the final grade or for non-completion of the course requirements. Pending graduation requirements the course(s) would need to be taken and successfully completed to meet graduation requirements.**

When students are exempt from being present at a final the student may sign-out to leave early, arrive late or not attend school if exempt from all finals on that day. Parent notes are not required.

## **HIGH SCHOOL VALEDICTORIAN & SALUTATORIAN**

The valedictorian and salutatorian will be announced following the end of the first grading period of the eighth semester based on the seventh semester grade point average calculated to the fourth decimal place with no rounding. The Valedictorian will have the highest grade point average of the senior class and the Salutatorian will have the second highest grade point average of the senior class based on the weighted GPA scale. Students must be in the graduating class year that corresponds to their starting as a freshman student. Only courses taught at Paw Paw High School, Illinois Valley Vocational Center, or other pre-approved extension courses will count towards the selection process. Students must also have received credit for a minimum five consecutive semesters of full time attendance at Paw Paw High School starting first semester of sophomore year. Multiple students with the same GPA that qualify for these honors will receive the distinction of Valedictorian or Salutatorian.

## **HONOR ROLL RECOGNITION 6-12**

Honor roll lists will be compiled and may be published in area newspapers at the close of each grading period. Grade levels necessary for recognition are as follows:

1. High Honors - 93 to 100 average
2. Honors - 86 to 92 average

Any student who receives a grade average of less than 77 in any course will not be included on the honor roll. Students are required to be enrolled in four (4) courses to be eligible for honor roll recognition, or three (3) if going to Kishwaukee College.

Students who are listed on the "High Honor" roll three of the four quarter grading periods will receive an academic letter. Those who earn subsequent High Honor awards will receive medals. Students on three of the four quarter "Honor" rolls will receive a recognition certificate.

## **HONOR ROLL STANDINGS FORMULAS:**

Add the numerical grade from each course (adjusted to reflect the proportionate value of the course) and divide by the number of units being taken. Averages are not rounded up. See example below:

Current Year courses	UNITS	NUMERICAL GRADE	ADJUSTED GRADE
English	1 x	89	=89
Am. History	1 x	94	=94
Chemistry	1 x	91	=91
Band	.5 x	93	=46.5
Algebra II	1 x	100	=100
PE	1 x	80	=80
Chorus	.5 x	90	=45
Math	1 x	85	=85
Ag	<u>1</u> x	<u>92</u>	<u>=92</u>
	8		722 (722 divided by 8 = 90.25)

IVVC Grade is figured one (1) time in the formula even though the student earns 1.5 credits per semester.

## **WEIGHTED GRADES 9-12**

- Science (non-intro courses): **Biology 2**; and Physics
- Math (non-informal courses): Algebra 2; Advanced Trig/Alg; and Calculus
- English: College English
- Spanish III/IV

Three (3) extra percentage points will be awarded to a student enrolled in one of the designated courses. Students who take 100 level college courses or above will be awarded a weighted grade credit if the class would also have been weighted at Paw Paw, i.e. Calculus.

## **SCHOOL RENTALS AND FEES – FINES & RESTITUTION**

Students are responsible for returning school issued equipment in the same condition it was issued. This includes school owned PE uniforms, books, tools/equipment, technology equipment, sport/organization uniforms, instruments, and etc. Equipment that is lost or damaged will be replaced by the student at the replacement cost. Failure to return or pay for a replacement item or for an item issued to a student will be considered theft or vandalism and reported to legal authorities along with school disciplinary action. The cost for the item will be added to registration fees and considered as restitution.

**The school reserves the right to withhold official copies of records and participation privileges in extra-curricular**

**activities for unpaid fees/fines/restitution amounts. The school may also withhold participation privileges in the graduation ceremony for students that have outstanding fines, charges for restitution, or for the non-return of school equipment.** Unpaid fees/restitution/fines are ultimately turned over to the Lee County Collection Agency.

**FEE** – Amount charged for but not limited to registration fees, sport fees, lunch fees, lab fees, equipment use fees, course fees, or other fees that are charged for the use, replacement or consumption of school equipment or for academic programming. This includes trips fees, replacement student ID’s and replacement handbooks.

**FINE** – Assessed dollar amount for returning library items late or classroom fines assessed by teachers.

**RESTITUTION** – Assessed dollar amount for damages, whether intentional or non-intentional, to school equipment or for loss of school equipment. Unpaid lunch bills are included. The amount assessed will be for the actual repair or replacement costs. Restitution will be added to a student’s fee but considered as restitution.

**FEE WAIVER** – The district offers a free and reduced fee/lunch waiver to parents who complete and qualify for the program. Fines, restitution, and some fees are not waived to include specified extra-curricular activities. Sport fees will be waived for student with a free/reduced lunch waiver or temporarily waived pending reapplication the following school year. However; if a student does not receive a waiver then all fees will apply. A free/reduced lunch waiver does not cover equipment needs for sport/activity programs (shoes, warm-ups, etc.)

**Specific Fees**

Kindergarten Registration Fee:	\$50.00
Grades 1 – 12 Registration Fee:	\$70.00
Illinois Valley Vocational Center Fee:	\$200.00 (unless free/reduced lunch waiver is on file)
Replacement Handbook Grades 3 - 12:	\$5.00
Replacement School ID:	\$5.00
Lock Rental:	\$1.50
Lost Lock replacement/not returned:	\$2.50
Sport Fees per sport:	\$35.00 (JH Track \$20.00)
Driver Education/Behind-the-wheel:	\$200.00 (for each enrollment in the class)
Driver Education Permit/License Fee:	Varies each year pending the amount charged by the State of IL
Lab Fees per class:	\$25.00 (Art, Computers, Chemistry, Biology 2, Agriculture)
Credit Recovery Truant Program:	\$50.00 per course prior to starting
Credit Recovery Paw Paw Program:	\$75.00 per course prior to starting
Class/course projects:	Responsibility of the student and varies pending the project
School Band Instrument rental:	\$50.00 for the year
PE Uniform:	\$10.00 per piece (short/shirt)

Students who attend Illinois Valley Vocational Center will be required to pay the district for tuition if the student requests to drop the program after deadlines are announced or drop/removed from program during the year. This amount could be as high as \$2000.00. This fine cannot be waived.

Band instrument rental: The student will be held responsible for damage done to the instrument or case during the rental period and the cost to fix or replace the equipment. Damage may be considered “vandalism” and disciplinary action may be initiated. The amount owed will be considered restitution and added to student fees.

Students of Paw Paw C.U.S.D. #271 may attend home sporting events and concerts at no charge. Admission fees will be charged for plays and sports tournaments. Inappropriate behavior will be grounds to deny a student from attending Paw Paw event. Children and students in grades K – 5 must be accompanied by an adult (not a student) to school events.

P.E. uniforms and band shirts provided by the school for free and reduced lunch students may be requested by the parent. The clothing remains the property of the school. Failure to return the clothing in the same condition it was issued will result in a replacement cost/restitution being charged by the school.

NSF checks or those returned by the bank will require cash or certified funds to make payment. The cost of NSF charges will be added to the amount owed to Paw Paw Schools.

## **STUDENT SUPPORT SERVICES**

### **SCHOOL NURSE**

A school nurse is available on select days of the week to assist students and parents regarding health needs. The nurse may make determinations beyond that of office staff to determine if a child may be sent home for a medical reason resulting in an excuse absence for that day.

### **COUNSELOR/SOCIAL WORKER/PSYCHOLOGIST**

The school guidance counselor provides both academic and school counseling services for students. The counselor works with students regarding course selections, financial aid (FAFSA), scholarships, college applications or other needs to assist the student regarding their academic and post high school planning. Other support services from social workers and psychologists are available according to schedules and upon special request by students and/or parents. If for personal reasons you do not wish for your child to visit a counselor, please notify the school in writing at the beginning of the school year. The social worker is permitted five (5) contacts with a student before parent permission is required for continued services.

### **STUDENT ACCIDENT INSURANCE COVERAGE**

This year, the Illinois Association of School Board (IASB) is providing, free of charge, school time accident insurance coverage for all students and all students involved in extra-curricular activities. Students participating in interscholastic athletics are required to have accident insurance coverage, either school or family policy. IASB provides coverage for extra-curricular sports free. IASB additional coverage costs are as follows includes Year Round Coverage (Including Extended Dental) available. Pamphlets will be distributed at registration.

## **MEDICAL AND HEALTH INFORMATION/POLICIES/PROCEDURES**

### **IMMUNIZATIONS AND PHYSICAL EXAMINATIONS**

**\*\*Special Note – For the 2015-2016 school year students entering 6<sup>th</sup> and 12<sup>th</sup> grades will need proof of recent meningococcal conjugate vaccination (MCV); 6<sup>th</sup> grade dose is to be on or after 11 years of age; 12<sup>th</sup> grade is a 2<sup>nd</sup> dose unless the first dose was after 16 years of age.**

The Illinois School Code requires that each child present proof of having immunizations and health examinations in accordance with the law and rules and regulations of the Department of Public Health in each of the following situations:

1. Upon entering nursery school
2. Within one year prior to entering kindergarten or first grade (Included in this examination should be the test for lead content within the student's blood system)
3. Upon entering 6<sup>th</sup> and 9<sup>th</sup> grades
4. Upon transferring from another school outside of Illinois, irrespective of grade

Additional health examinations of students may be required when deemed necessary by school authorities.

All students that participate in inter-scholastic sports will be required to have a physical in order to participate in practices and events. Physicals are good for one calendar year. A student must have a new physical to start an inter-scholastic sport if the past physical will expire during the sport season. The school provided form will be required for submission of the physical.

The following immunizations are required by state law. Month/Day/Year must be given.

1. Polio - 3 or more doses no less than six (6) weeks apart. The last being a booster on or after the 4th birthday.
2. Hepatitis B shots required prior to admission to K and 5.
3. D.P.T. - 3 or more doses (4 or more required for kindergarten) no less that 4 weeks apart. The last being a booster on or after the 4th birthday. Must receive dose every ten years thereafter.
4. Chickenpox vaccine (vericella) – 1 dose of chickenpox vaccine on or after their first birthday. Physician can confirm past disease history in lieu of vaccination by having examined the infected child, documenting the parent's description of the child's history, or reviewing laboratory evidence.
5. Tdap vaccine booster 1 dose upon entering 6th grade regardless of the interval since last DTap, DT, or Td dose
6. \*Measles (Rubella) – received two doses, the first dose must have been received on or after 12 months of age, and the second dose no less than 1 month later. Two doses must have been given before entering kindergarten. Laboratory evidence of measles immunity or physician's certification is acceptable.
7. \*German Measles (Rubella) – received two doses, the first dose must have been received on or after 12 months of age, and the second dose no less than 1 month later. Two doses must have been given before entering kindergarten. Laboratory evidence of measles immunity or physician's certification is acceptable.
8. Mumps - Strongly recommended but not required at this time. May be combined in one shot called MMR

Physicians licensed to practice medicine in all of its branches are responsible for the health examinations, as specified by the Department of Public Health, and must sign all portions of the health examination form, as well as any portions of the examination performed by a registered nurse.

Hearing and vision screenings will be provided annually for all students in the following categories: pre-school, children in grades K and 2nd, special education students, new students, and teacher or parent referrals. Hearing screenings will also be provided for grade 3 students. Grade 8 students will also receive vision screenings. As time allows, all other students in elementary school will be screened annually. The purpose of the vision and hearing screenings provided by the Paw Paw School Nurse, is to determine whether or not there may be a hearing or visual impairment that may be hindering the student from reaching his/her optimal learning level. The screenings are not meant to take the place of an exam and testing provided by a physician or other specialized personnel. Any questions or concerns may be directed to the School Nurse.

Health and dental examinations report forms used shall be those which the Department of Public Health and the Illinois State Board of Education prescribe for statewide use. Licensed dentists must sign all dental examination report forms. Please note: the State of Illinois has mandated that all students in Kindergarten, second and sixth must have a dental exam prior to May 15<sup>th</sup> of the current school year.

### **HEALTH EXAMINATIONS/NON-COMPLIANT:**

If a child does not submit proof of the required health examination and immunization requirements by the first day of attendance, the child will be excluded from school until such time as proof is presented. This requirement will be waived if parent can show proof of a doctor's appointment, which is made to correct examination and immunization requirements. Children whose parent or legal guardians object on religious grounds need not receive the immunizations if they present to the appropriate school authorities a signed statement of objection which details the grounds for such objection. If the physical condition of a child precludes immunization on medical grounds, the examining physician shall indicate the reasons. Children exempted for religious or medical reasons are considered to be in compliance with the immunization provisions of the law, but they may or may not be exempt from participation in required physical education programs.

### **MEDICATIONS IN SCHOOL**

Routine administration of medication by school personnel is generally discouraged. However, if deemed necessary that medication be given during school hours, the following rules must be followed:

1. Only oral medications that are ordered by licensed physicians will be given at school. If injections must be given to a child, the parent or personnel employed by the parent must give the injection.
2. No over-the-counter drugs such as aspirin, Tylenol, or cough medication will be given by the school.
3. All medication must be brought to the school office by the parent in a container appropriately labeled by the pharmacist or physician.
4. An authorization form (Authorization for Administration of Medication) is to be used to give the school permission to give medication. This must be completed and signed by the parent before medication can be given at school.
5. The child is responsible for coming to the office at the set time for prescribed dosage.
6. The parent or guardian is responsible to notify the school when medication is discontinued. The medication will be given to the parent at this time. The child will not be allowed to take the medicine home.
7. The school district retains the right to reject any request for administration of medication if the above rules are not followed.
8. Each dose given will be charted as to time given and initialed by person giving it. These records will be kept on file for 1 year.

**Exception:** If student could be in life threatening situation without immediate use of medication. Student must have signed notification from doctor that medication must be in possession of student at all times. Student would have to be responsible and would be deemed responsible by approval of Doctor, Principal, Parent, and Student.

**SELF-ADMINISTRATION OF ASTHMA MEDICATION:** All children who have been diagnosed by a physician as having asthma will be required to meet certain conditions in order to be permitted to self-administer asthma medications.

These conditions are:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician's assistant, or an advanced practice registered nurse having authority to prescribe such medications.
3. The pupil's parents or guardians must provide the school with written authorization for the self-administration (self-administration means that the pupil has the discretion as to the use of his/her medication).

The parents or guardians must also provide the school with a written statement from the pupil's physician, physician assistant, or advance practice registered nurse with the following information:

1. Name and purpose of drug
2. Prescribed dosage
3. The time or times at which, or the special circumstances under which, the medication is to be administered.
4. The physician represents that the child is capable of self-administration of medication, and may self-administer asthma medication.

This permission allows the pupil with asthma to possess and use his or her medication:

1. While in school
2. While in school sponsored activity
3. While under the supervision of school personnel
4. Before or after normal school activities, such as while in before-school or after-school care on school-operated property.

The permission for self-administration is effective for the school year granted. If in following years the requirements are met, the permission will be renewed. The use and possession of an inhaler/epi-pen only requires parent permission as noted on a form provided by Paw Paw CUSD #271. The student and parents/legal guardian are responsible for ensuring the student has their inhaler at school and school related activities.

### **DIABETES – STUDENTS**

Paw Paw CUSD #271 will comply with the *CARE OF STUDENTS WITH DIABETES ACT*. This will include the development of a diabetes care plan, designation of a delegated care aide, providing the necessary forms for medical documentation and training for school staff.

Parents are responsible to notify the school when their child is diagnosed with diabetes, present a care plan to the school district that is authorized by the student's physician as recommended by the U.S. Department of Health and Human Services and complete any authorizations or forms required by Paw Paw CUSD #271. Parents are responsible for ensuring the student has all required medications, administering devices, glucose meters and etc. at the school for use by the student.

### **PHYSICAL EDUCATION - MEDICAL EXEMPTIONS/MODIFICATIONS:**

A PE exemption or modification for medical reasons will be required to have a medical note submitted and in some cases necessitate the completion of a PE Modification Medical form provided by the school to be signed by a doctor. A release coordinate modifications with the medical provided will also be required. A blanket exemption from PE will rarely be approved unless all modifications are deemed inappropriate by a doctor.

### **MEDICAL DOCUMENTATION/DOCTOR NOTES**

Students may present doctor notes for absences due to their illness or for medical appointments during the first nine (9) days of absence during the school year. These will be logged and used to determine when a student will be placed on 'doctor notes to excused absences for illness'. Medical notes/verifications for an excused absence related to illness/medical appointments will be needed after the fifteenth (15<sup>th</sup>) day of absence during the school year or after the ninth (9<sup>th</sup>) total days of absence that do not have medical documentation.

When doctor notes are required in order for an absence for illness to be excused the note needs to state the student was 'under the care of or seen' by a medical professional, the student was too ill to attend school, date(s) to be covered by the note and the date the student is to return to school.

Students/parents are to submit return to school notes, appointment verifications or medical excuses to the school office upon student return to school. Notes will not be accepted after 3 school days. The school will request the note from the student and it will then be the student's responsibility to provide the note or get their parent to send it to the school.

### **MEDICAL ACCOMMODATIONS/LIMITATIONS**

When a student has an injury or other medical situation that will require a modification to the instructional process a medical note must be provided from a doctor or specialist. The school may require additional information or clarifications regarding the limitations for participation in sports, PE or school activities. The designation of "NO PE" will require additional information as to specific limitations. The school will provide the form for the medical practitioner to complete and return to the school.

## **HEAD LICE PROCEDURES**

In an effort to prevent head lice problems, the following procedures will be followed:

All students will be checked for head lice during the first week of school and after winter and spring break. Any student found with nits will be sent home with a letter telling parents how to properly treat the problem. Please treat and have children return to school as quickly as possible.

Upon returning to school, all children will be checked by an adult. If any nits are found in the child's hair, he/she will be sent back home for further treatment. A student will be unexcused after three (3) consecutive days of missed school due to infestation. All new students will be examined before being allowed to go to their assigned classroom.

## **COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE**

The School Board recognizes that the student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by the law and the District's policies. The District shall balance those student's rights with the District's obligation to protect the health of all District students and staff.

When the Building Principal receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS - Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by Federal or State law, are required to decide the placement or educational program of the child as well as the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with Federal and State laws regarding student records.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician, and local health authorities.

If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide that student with an adequate alternative education.

State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when:

- the student lacks control of bodily secretions.
- the student has open sores that cannot be covered.
- the student demonstrates behavior (e.g. biting), which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parents/guardian disagrees with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within ten (10) days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team. The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school district personnel, parents, students and community persons.

### **DISTRICT TRANSPORTATION**

School bus riders, while in transit to and from school or school sponsored activities, are under the jurisdiction of the school bus driver unless the administration designates some other adult to supervise the riders.

- 1) Bus routes will only be within the district boundaries following school district policies for transportation
- 2) Be on time at the designated school bus stop.
- 3) All family members riding the bus are to be at the stop at the same time.
- 4) The bus driver will give riders pick-up times. The bus will depart without pick-up if other drivers are inconvenienced or if students are not ready for their bus pick-up.
- 5) Stay off the road at all times while waiting for the bus.
- 6) Be careful in approaching the place where the bus stops.
- 7) Do not move toward the bus until the bus has been brought to a complete stop.
- 8) Do not leave your seat while the bus is in motion.
- 9) Remain in the bus in the event of an emergency until instructions are given by the bus driver.
- 10) Do not ask drivers to stop at places other than the regular stops; they are not permitted to do so without authorization from a school official.
- 11) Students will be let off the bus only at their designated stop.
- 12) Special bus rider circumstances:
  - a) Non-bus students must have a written note from their parents and the parents of the student they are going home with in order to ride the bus
  - b) Bus students who are being left off at a stop other than their regular stop must have a written note from their parents.
  - c) Bus students riding a different bus than they normally would ride must have a written note from their parents.

***All children/family of a designated stop are to be ready for pick-up and/or come out at the same time.*** If one or more children continually delay the bus pick-up they will be subject to bus discipline procedures or other disciplinary action. It is unsafe and very inconvenient for other motorists to wait for an extended time for a stopped school bus.

Those who ride the buses to school events will be expected to go and return on the bus unless special arrangements are made previous to the event by the parent or when parents personally request that their son/daughter ride home with them after an event. Parents themselves, not the students, must request this from the bus supervisor or Principal.

Bus riding is a privilege provided by the Board of Education. It is the responsibility of the parents to see that their children arrive at school for their education.

Disruptive behavior on the bus will not be tolerated. Any disruptive behavior creates a potential safety hazard for other children. Disruptive behavior on the bus (Examples: failing to follow instructions, being uncooperative with school personnel, repeated boisterousness including use of profanity, swearing, abusive physical contact with other students such as shoving, pushing, and tripping) will be dealt with per the handbook which may include consequences of warning through recommendation for expulsion.

The bus driver will report the incident to the Principal. The Principal will investigate the situation and determine the nature of the problem and its severity. The Principal may just issue a warning at this point. Parents/guardians will be notified of the situation and consequences.

The following are the procedures, in addition for school disciplinary action, are at the disposal of the Principal to follow if the situation warrants more than a warning for disruptive behavior:

- 1) First offense - 2 days suspension of riding privileges;
- 2) Second offense - 5 days suspension of riding privileges;
- 3) Third offense - 10 days suspension of riding privileges;
- 4) The administration reserves the right to alter steps (increase the suspension) when the seriousness of the offense warrants such action.



## **BUILDING/INFRASTRUCTURE**

### **ASBESTOS NOTIFICATION - MANAGEMENT PLANS**

Paw Paw C.U.S.D. #271 complies with all State and Federal Laws pertaining to the management of asbestos containing building materials (ACBM's). There is a management plan housed in the Superintendent's Office. The plans are available for public inspection during normal school hours given notification of such intent 24 hours in advance. Copies are available at a cost of thirty-five cents (\$0.35) per page for all or parts of the documents.

During the previous school year there was one type of activity relating to the management of asbestos; that of routine operations and maintenance in all buildings. For further information contact the Designated Person at 815-627-2841.

### **INTEGRATED PEST MANAGEMENT (IPM) PROGRAM**

Paw Paw C.U.S.D. #271 complies with the Structural Pest Control Act (225 ILCS 235) as administered by the Illinois Department of Public Health (IDPH). The designated person oversees the pest management operations and record keeping for our schools and can be contacted at 815-627-2841 if you need further information. Orkin Pest Control is the district's pest control provider and the scope of their service brings our district into full compliance with the provisions of the act. Further, Orkin technicians will not apply liquid pesticides to any interior portions of the buildings; will use insect baits on the interior of the building; and rodent control on the interior of the buildings will be accomplished through the use of automatic stations, whenever possible. Should rodent pesticides be used they will be placed in rodent stations. No bait will be left in accessible areas to students. Insect baits are extremely effective in controlling a wide variety of problems inside the school buildings. The baits will not compromise student/faculty/staff breathing problems.

### **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building or on District provided transportation. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on a video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. Pending privacy concerns video recording may not be made available for viewing other than by persons designated by the District.

### **PRESENCE ON PROPERTY**

Presence in the building without permission, breaking into the building, being in the building when no authorized supervising adult is present that is scheduled to supervise the student, or when the school is closed will be considered Unauthorized Presence. Incidents will be reported to legal authorities which may include criminal charges. Disciplinary action may include recommendation for expulsion especially if damage or mischief occurs.

Students are encouraged to appropriately use outdoor facilities and equipment for recreation. Students may not be in the building without supervision from a coach, teacher, staff member or recognized organization that has permission to utilize the facilities. Organizations must have specific permission to allow students to be present. The administration reserves the right to deny access to school property/building with subsequent presence that may lead to disciplinary action (warning through recommendation for expulsion) with subsequent presence considered trespass which may be reported to legal authorities with additional school disciplinary consequences. Students who are serving an out of school suspension may not be on school property at any time until 7:45 a.m. the next school day following the suspension (i.e. a suspension on Friday would include no presence on the weekend until 7:45 a.m. the next school day). There is to be no presence on school property after dark except for activities authorized by the school to include authorized organizations.

### **TELEPHONE USE**

The school phone is reserved for school business only. Students are required to ask permission to use the phone. Acceptable reasons for students using the phone are: a change in school activity time or date not announced prior to that day or becoming ill in school. Student use of the phone for calling parents to bring books, homework, band instruments, and permission to stay for a game or to go home with a friend is not considered school business. Students have to learn to take responsibility for doing these things before they come to school.

### **STUDENT RULES/REGULATIONS/POLICIES - BEHAVIOR & DISCIPLINE**

The administration reserves the right to alter steps in the discipline policy when it is believed that the seriousness of the offense warrants such action. This may include an increase or decrease in the consequence level.

All school rules and regulations have been established to insure the maintenance of discipline and a stable learning environment. The Principal will apply these rules based on the age and the maturity of the student and the severity and number of times of the occurrence. The grounds for disciplinary action apply whenever the student's conduct is in school, school activities, or when a connection/nexus is established between the student behavior and the school, including, but

not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or time when the school is being used by a school group. This also includes during open campus lunch.
2. Off school grounds at a school sponsored activity, or event, or any activity which 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 may reasonably be considered to be a threat or intimidation of a staff member, or an interference with school purpose or a function.

### **STUDENT DISCIPLINARY ACTIONS**

The administration reserves the right to alter steps in the discipline policy when it is believed that the seriousness of the offense warrants such action. This may include an increase or decrease in the consequence level.

The sequence of disciplinary consequences is meant to be progressive as issues continue and may back step in the consequence levels pending continuous good behavior. The intent is for the teacher to handle minor classroom issues; however, if a student is demonstrating inappropriate behavior in multiple classes future disruptions may automatically fall under administrative interventions.

Due Process will be afforded to each student which includes notification of the rule being broken, an opportunity to speak, informed of the consequence and possible future consequences for repeated misbehavior or violating a rule. Parent presence is not a requirement of Due Process.

The district has a policy in place for outside agencies (DCFS, Probation, Law Enforcement, etc.) that wish to interview a student. The policy states a parent will be contacted unless the agency directs the school not to contact the parent. This is generally in the case of situations that involve abuse or neglect. Paw Paw checks the credentials of the agent and in some cases will put a student in the agent's custody based upon legal documentation or the authority bestowed upon the agency.

### **DISCIPLINE – IN SCHOOL SUSPENSION**

When a student is assigned an in-school-suspension it will be for a portion of a school day, all school day or for multiple days. Students will be provided work from teachers and in the absence of work the student will be assigned work to complete. The student is segregated from the other students (generally in the office area) and will not have open campus lunch (High School). If the student opts for school lunch or a lunch from home it will be eaten in the suspension area. Breaks will be provided for restroom and water fountain. Students who do not follow these guidelines or refuse to work on school/provided work may be assigned an out-of-school suspension with the in-school-suspension being reassigned upon return.

The student will receive full credit for work completed but may have participation grades impacted since they were not in the classroom during the in-school-suspension.

This process may also be used when a student has missing, late, or work that needs to be redone due to a teacher determination that the student's abilities did not align with the work turned in by that student.

### **DISCIPLINE – OUT OF SCHOOL SUSPENSION**

The Superintendent and the Building Principal are authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

- 1) Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
- 2) Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
- 3) Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspensions and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the School Board.
- 4) Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the

report of the hearing officer, the Board may take such action as it finds appropriate.

- 5) Presence on school property during a suspension will be considered trespass with additional disciplinary consequences. Presence at a school activity off school property will result in additional disciplinary action. Out of School Suspension concludes at 7:45 a.m. the next school day following the suspension.

“Due Process” for Out of School Suspension (OSS) of students requires that “the student be given oral or written notice of the charges against him/her and, if he denies them, an explanation of the evidence that authorities have and an opportunity to present his/her side of the story.” Parent presence is not a requirement of Due Process. This must be done prior to suspension unless the student presents “a continuing danger to persons or property as an on-going threat of disrupting the academic process.” If, after hearing the student’s explanation or denial, the decision is to suspend, the procedure outlined in 105 ILCS 5/10-22.6 of the School Code of Illinois will be followed.

### **DISCIPLINE - EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protection:

- 1) Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- 2) The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
- 3) During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt.
- 4) If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be assigned. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.
- 5) A Special Education Student will have a Manifestation Determination Review (MDR) prior to an expulsion hearing to determine if the behavior was a result of that students’ disability. A finding of ‘not related’ will permit an expulsion hearing to proceed with placement determined as a result of the hearing. A finding of ‘related’ will then follow a sequence of special education IEP meetings to determine a plan of action and/or placement.

**GROSS DISOBEDIENCE OR MISCONDUCT** by students shall include, but not be limited to, extreme or repeated instances of the following:

- 1) Disobedience of directives from staff members or school officials and/ or rules and regulations governing student conduct.
- 2) Possession, use, distribution, purchase, sale or if found to be under the Influence of illicit drugs and/or alcoholic beverages.
- 3) Physical contact, with/without injury or threat of injury to any school district employee, official, or student.
- 4) Destruction and/or defacement of any school property.
- 5) Possession, use, or distribution of a dangerous weapon.
- 6) Other such conduct that poses a danger to persons or property or disrupts the educational process.

The Superintendent or the Superintendent’s designee shall be responsible for notifying the student body of the contents of this policy.

### **CORPORAL PUNISHMENT**

There shall be no corporal punishment of students in District schools. 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, and certificated personnel are permitted to use, reasonable force/physical restraint as needed to maintain safety for other students, school personnel or persons, for the purpose of self-defense or the defense of property, or to maintain an orderly school environment if a student refuses to follow directives by staff.

Classroom teachers and other staff members also shall refrain from using disciplinary methods, which may be psychologically damaging to children such as ridicule, excessive display of temper, etc.

## **BULLYING/CYBER-BULLYING/HARASSMENT**

Administration will determine the difference between bullying, harassment and disagreements or arguments. In many cases the standard for 'bullying' in regards to student conduct may not meet definition of bullying as the interactions are the result of misunderstanding or disagreements. When students/both parties escalate the negative interactions of disagreement then bullying may not be founded as bullying requires a perpetrator consistently exert power over a victim and that the victim is not able to defend or ward off the aggressor. One time or infrequent negative interactions may not be defined as bullying but rather harassment or disruptive behavior.

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:

- During any school-sponsored education program or activity;
- 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;
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
- Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school and is reported to the school.

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

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

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

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

## **Bystander Responses**

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, looking away, or otherwise actively encouraging the bully. Any student who is a bystander to any bullying behavior and who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline up to and including out of school suspension.

## **Report and Investigation**

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or designee(s) 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 building principal or designee(s). Anonymous reports are also accepted by phone call or in writing; however, in the case of anonymous reports the ability to investigate could be hampered if additional information is needed and may only include a contact with the reported victim and/or parent of the reported victim. Administration and investigators are under no requirement to permit a parent or other person to be present when questioning or speaking to a student.

Requirements for an investigation include that the victim identify the perpetrator(s), define the actions that occurred including actions by the victim [(response too/instigation of or retaliation too the situation) (cyber-bullying reports require both sides of the electronic exchanges)], dates or approximate dates of occurrences, locations and other elements needed to determine the best course of action. Time between incidents and reporting diminishes investigations and situations that are included from past, unreported issues, may not be considered in conjunction with a current issue pending the dates of the previous, unreported incidents. When reports are received by persons other than the victim by someone who suspects bullying/cyber-bullying/harassment the victim will need to acknowledge that what occurred was considered bullying/cyber-bullying/harassment.

Regardless of what was said to others by a possible victim or witness(es) (i.e. parents, staff, students, etc.) it will be the statements and information provided to the investigator that will be considered as accurate. False reporting, adding additional information, changing of stories and information diminishes the ability for an investigation to continue and reduces the investigators ability to make a finding that bullying/cyber-bullying or harassment occurred.

The principal or designee(s) responsible for student discipline shall as soon as practicable conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and an opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to school social work services, restorative measures, school psychological services, and community-based services. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code. The police may be notified of incidents involving bodily harm or property damage.

## **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 Property and Equipment as well as Personal Effects Left There by Students**

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 their personal effects in these areas.

Administrators 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.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, cell phones, 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.

### **Seizure of Property**

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 MEDIA ACCOUNTS**

Requests to access student social media accounts falls under the protections of search and seizure. *Illinois Right to Privacy in the School Setting Act*, Public Act (PA) 98-0129 [January 1, 2014] allows public schools to request or require a student to provide his or her password and account information to social networking websites if officials have 'reasonable cause' to believe the student's account contains evidence that the student violated a disciplinary rule or policy. This handbook notice meets the requirement to notify students and parents that Paw Paw CUSD #271 will invoke Public Act 98-0129 requiring students to provide access to their social media/networking accounts when 'reasonable cause' exists as determined by school officials that a student violated a disciplinary rule/policy. Paw Paw CUSD #271 will not require students to turn over their passwords or other account information as a matter of course.

Failure to comply with the request will result in disciplinary action for 'gross misbehavior' and/or a finding that the student violated the school rule/policy being investigated. Disciplinary consequences will range from detention up to and including a recommendation for expulsion.

## **DISCIPLINARY DEFINITIONS/CONSEQUENCES**

### 1) DEFINITIONS

- a) Teacher assigned consequences - Attendance will be before or after school and will not to exceed 60 minutes. Failure to attend may result in an "office referral" or rescheduled at the discretion of the teacher. Issues in more than one class may result in all teachers utilizing administrative office referrals regardless if that student has misbehaved in that specific classroom.
- b) Administrative Detentions – Attendance will be after school and not exceed 60 minutes. Students will need to bring school work or a book to read. Office staff may issue assignments or other projects if a student does not bring work. A student may also be dismissed for not bringing work which may result in a Saturday School.
- c) Coursework/non-participation Detention – Assigned by a teacher or administrator when a student does not complete homework, participate in class or has missing assignments/quizzes/tests. The detention times will be either during lunch, after school or on a Saturday to complete the work or make up the participation time. Failure to attend the detention will follow "consequences for non-compliance with disciplinary actions".
- d) Lunch/Recess Detention – Student is segregated from their peers during lunch time, portion of lunch time or recess time. This may be for one day or multiple days. This may be used in lieu-of other disciplinary actions for minor infractions, especially during lunch/recess times at the discretion of the administration.
- e) Saturday School – Only an administrator will assign a Saturday School and the time will not exceed 3 hours. Students are to work on his/her homework assignments and/or assignments issued by supervisor. Credit is given for schoolwork completed. An attempt to contact the parent using the phone numbers to inform them of the Saturday School and infraction.
- f) In School Suspension – Only an administrator will assign an ISS. Students will be assigned to a supervised room in the school to work on assignments. They may not converse or have contact with other members of the student body the entire day including the lunch period (will not have open campus lunch). Credit is given for schoolwork completed.
- g) Out of School Suspension – Only an administrator will assign an OSS. An attempt to contact the parent using the phone numbers to inform them of the Suspension and infraction. Students assigned OSS cannot attend school or school events for a specified length of time; a parent conference (phone conversation may substitute) is required prior to readmission of the student. Presence on school property or activity off campus sponsored by the student during a suspension will be considered trespass with additional disciplinary consequences. Out of School Suspension concludes at 7:45 a.m. the next school day following the suspension. Suspensions may carry over to a subsequent school year.
- h) Expulsion – Only the Board of Education will expel a student which is the permanent removal of the student for the remainder of the school term or subsequent school terms.
- i) Impounding/seized items – School personnel may request a student turn-over items that are causing a disruption, may cause a disruption, or are in violation of school rules. Failure to comply will result in the staff member notifying administration upon which the administration will instruct the student to turn over the item. Failure to comply may be considered disruptive behavior or gross misbehavior. Generally the item will be held in the office until the end of the day for the student to retrieve; however, disciplinary consequences may be assigned. The administration reserves the right hold impounded items for a parent/legal guardian to retrieve during school hours. Items not retrieved may be discarded by administration when not retrieved after parent/legal guardian notice. Impounded items that may violate the law will be turned over to legal authorities.

### 2) Consequences for non-compliance with disciplinary actions

- a) **MISSED TEACHER CONSEQUENCE:** A student who misses a teacher assigned consequence without the approval of the issuing teacher will receive an office referral if a make-up time is not granted. Consequences will include administrative detentions, Saturday detentions, or out of school suspension.
- b) **MISSED ADMINISTRATIVE DETENTIONS (Per semester):** A student who misses an administrative detention

without the Principal approval will receive the following if a make-up time is not granted:

- i) First Offense - a Saturday School.
  - ii) Second Offense - One day out of school suspension with a parent phone call.
  - iii) Subsequent Offenses - Three days out of school suspension followed by a parent conference.
- b) MISSED SATURDAY SCHOOL (Throughout the school year)
- i) First Offense - 1 day out of school suspension and Saturday School is re-assigned.
  - ii) Second Offense – up to 3 days out of school suspension
  - iii) Subsequent Offenses – up to 10 days out of school suspension
- c) Students who skip/miss a scheduled disciplinary consequence may not attend/participate in school functions the day of the missed consequence. This includes: practices, events, games, fan/spectator at an event, dances, etc.
- 3) Attendance - Offenses and Consequences (per semester)
- a) Unexcused tardiness to school (and after lunch for HS) – Students who arrive late to school but within the first (10) minutes will be considered tardy. After (10) minutes the missed time becomes an absence/class cut. The student is to go to the office for an admit slip. Consequences include warning, administrative detention, loss of open campus privilege, Saturday school or other actions as needed. Students with excessive tardies or absences may be referred to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention/Prevention Program for assistance.
    - i) Students will have a limit of three (3) parent phone call to the office excused tardies to school a semester after which tardiness will be unexcused leading to disciplinary consequences
  - b) Unexcused tardiness to class during the school day – students who are tardy to class and in the building on time in the morning or after high school lunch will have the tardy handled by individual teachers. Teachers may assign “teacher assigned consequences” for each tardy. If tardiness continues, the behavior will be classified as a “disruptive behavior” and result in an “administrative discipline referral”.
  - c) Class Cuts - failure to attend assigned classes (regardless of whether one is present in the school)
    - i) First offense - Saturday School and a parent phone call
    - ii) Subsequent offenses - three days suspension followed by a parent conference
  - d) Students who are habitually tardy or arrive more than (10) minutes late to school may be required to have a parent bring the student to school or call the school if the student is going to arrive late in order for the student to be admitted.
- 4) Disruptive Behavior - (Examples: failing to follow instructions, purposefully knocking books, etc. of another person, purposefully bumping into another person, improper/unsafe use of vehicle, cheating, being uncooperative with school personnel, repeated boisterousness including use of profanity, swearing in hallways, abusive physical contact with other students such as shoving, pushing, and tripping.)
- a) First offense – detention
  - b) Second offense - Saturday School with a parent phone call.
  - c) Third offense - one day suspension followed by a parent conference/phone call.
  - d) Subsequent Offenses - up to 10 days suspension/expulsion followed by a parent conference/phone call.
- 5) Gross misbehavior - (Examples: fighting, being disrespectful/harassment of a staff member on or off campus to include outside of school hours, failure to turn over an item to seized/impounded, being belligerent toward a staff member and/or student, verbally abusive and/or threatening behavior, improper/unsafe use of vehicles, leaving classroom without permission, unauthorized presence on school property/area of the building, and cheating)
- a) First offense - Saturday School with a parent phone call
  - b) Second offense - one day suspension followed by a parent conference/phone call.
  - c) Third offense - three days suspension followed by a parent conference/phone call.
  - d) Subsequent Offenses - up to 10 days suspension/expulsion followed by a parent conference.
- 6) Bullying/Cyber Bullying/Bystander Responses: Disciplinary action up to and including Recommendation for Expulsion.
- 7) Academic Integrity - Cheating is an act of obtaining or attempting to obtain credit for classroom assignments using methods found to be unacceptable by District #271 standards. Unacceptable methods include but are not limited to the following:
- a) Plagiarism, of any kind, including an internet download presented as own work;
  - b) Crib sheet or device;
  - c) Falsified documents or signatures;
  - d) Knowingly receiving or giving answers to another student in an exam situation;
  - e) Theft of another’s books or papers to obtain answers;
  - f) Copying another person’s work;
  - g) Using any means to duplicate or create an image of a test or quiz that would allow that information to be disseminated to others without the consent of the teacher.

Methods not listed above that the teacher finds objectionable will be handled on an individual basis. Assisting others in the act of cheating will be considered to be cheating. Occurrences of cheating will be treated as disruption or gross misbehavior as well as no credit (zero [0]) for the assignment/test/quiz in question followed by teacher consultation with

parents. An alternative new assignment/test/quiz may be assigned at administrator discretion. This will be all parties involved. (See Disruptive Behavior and Gross Misbehavior)

- 8) False Reports - Students who engage in false accusations of inappropriate behavior, creating a hostile, intimidating, or offensive learning environment towards a staff member or another student will be subject to disciplinary action to include recommendation for expulsion. In addition to school disciplinary action, staff members maintain the right to seek legal or civil action against such persons who libel, slander, or attempt to or do damage to the credibility of a staff member. Students may be held liable for the costs incurred by the School District for an investigation that is determined to have been initiated by a false complaint. This may take the form of civil action by the School District and/or such costs added to school fees/restitution.
- 9) Battery - (including the use of an object)
  - a) Out of school suspension up to 10 days and possible recommendation for expulsion.
  - b) School reserves the right to file a complaint with legal authorities
  - c) Parents/Guardians have the right to file a complaint with legal authorities
- 10) Threatening a teacher or staff member - ten days out of school suspension and possible recommendation for expulsion.
- 11) Striking a staff member (includes use of an object, physical contact on an aggressive nature, pushing, shoving, etc.)
  - a) Recommendation for expulsion and the filing of a complaint with legal authorities.
  - b) **PLEASE NOTE** - Whether threatening or striking a teacher and/or staff member, the teacher(s) and/or staff member(s) have the right to file a complaint with legal authorities as stated/granted by law.
- 12) Smoking, chewing tobacco, or possession of tobacco or tobacco products/**electronic versions** on school property, lunch time or at a school activity will result in confiscation of such product from the student:
  - a) First offense – Saturday detention
  - b) Second offense - three days out of school suspension followed by a parent conference
  - c) Third offense – out of school suspension and possible recommendation for expulsion.
- 13) Open Campus Lunch (for approved grade levels)
  - a) Violations during open campus lunch may result in loss of open campus lunch privilege in addition to disciplinary consequences related handbook rules
  - b) Students may also lose open campus lunch for violations of handbook rules during school or school activities
- 14) Dress code (entire school year)

Note: students who violate the dress code standard will be required to remain in the office until parent notification occurs to resolve the issue which includes bringing clothing that will be school appropriate, wear the current clothing appropriately and/or change the identified clothing (may include changing into PE clothes). A future violation during the school year may lead to other disciplinary consequences.

  - a) First offense
    - i) In addition to the parent contact the student will be instructed to change clothes immediately or rectify the issue to be in compliance.
    - ii) The student's parents will be contacted to come to school with appropriate clothing or take their child home to change into the appropriate attire if appropriate clothing is not at school. Students may be directed to change into their PE uniform. The school time missed to go home and come back may be considered an unexcused absence which may also affect attendance/participation in after school activities.
    - iii) Hats/Hood/Bandanna/Head Cover/Sun Glasses will be requested to be removed (a student may be restricted from wearing hooded clothing in the building if he/she does not follow the no-hood rule)
  - b) Second offense - Treated as disruptive behavior.
  - c) Refusal to comply on first request – Treated at gross misbehavior
- 15) Alcohol and/or Drugs - other than prescribed by a physician for the user or a look-a-like substitute for a drug. The Principal will have the latitude to administer disciplinary consequences based on the severity of the offense and the maturity of the student.
  - a) Seller/Provider
    - i) First offense- ten days out of school suspension, parent conference, and referral to legal authorities.
    - ii) Second offense - recommendation for expulsion and notification of the police.
  - b) Possession/User (either in the act or under the influence of drugs or alcohol)
    - i) First offense - five days out of school suspension followed by a parent conference.
    - ii) Second offense - ten days out of school suspension and recommendation for expulsion.
- 16) Sexual Harassment – Student to Student. See the section pertaining to Sexual Harassment for guidelines regarding reporting and action. Description and consequence:
  - a) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, and other verbal or physical conduct of a sexual or sex-based nature that 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, service, or treatment.
  - b) The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation,



embarrassment, or discomfort. Examples of sexual harassment include unwelcome 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.

- a) Disciplinary Action:
  - i) Sexual Harassment by students will be considered Gross Misbehavior with a consequence ranging from warning to recommendation for expulsion pending the situation.
- 17) Vandalism - Maliciously defacing, graffiti, or destroying school or personal property. (Acts of vandalism may also be turned over to legal authorities regardless if they occur during school hours/year). Being present when vandalism occurs is that same as committing the act.
  - a) First offense - one day suspension and restitution and a parent contact.
  - b) Second offense – up to ten days suspension/expulsion, restitution for damages, followed by a parent conference
- 18) Theft – the taking, receiving of or possession of an item(s) that does not belong to that student. Depending on the item, past issues regarding theft and the value of the item disciplinary action will range from warning, detention, suspension and/or recommendation for expulsion. Legal authorities may also be contacted. If the item does not belong to the school the individual owner has the right to contact legal authorities. The school reserves the right to contact legal authorities for all theft related items belonging to the school as 'felony theft of State Supported Property'. Restitution will be required if the item was damaged, lost or returned unusable.
  - i) Elementary Level K-5
    - (1) First offense - Saturday School, restitution or return of the stolen items and a parent conference.
    - (2) Second offense – up to three days out of school suspension and return of stolen merchandise (or restitution for the items taken at administrative/victim discretion)
    - (3) Third offense – up to ten days out of school suspension, recommendation for expulsion, and return of stolen merchandise (or restitution for the items taken at administrative/victim discretion)
  - ii) Junior High 6-8/High School 9-12
    - (1) First offense – up to three days suspension and return of stolen merchandise (or restitution for the items taken at administrative/victim discretion)
    - (2) Second offense – up to ten days out of school suspension, recommendation for expulsion, and return of stolen merchandise (or restitution for the items taken at administrative/victim discretion)
- 19) Prank - mischievous trick or practical joke. Will be considered as disruptive behavior or gross misbehavior.
  - a) There will be reimbursement for all expenses including, but not limited to: clean-up materials and time, repair materials and time, and investigation time
  - b) A prank that occurs when presence is not authorized will also have those consequences considered/imposed.
  - c) Being present when a prank occurs may be considered committing the act.
- 20) Removal From an Event – Administrators or supervising faculty of an event may require students/guests to leave an event/activity. Refusal to leave or subsequent presence will lead to disciplinary action and may result in a report/complaint to legal authorities for trespass.
- 21) MISCELLANEOUS
  - a) Except with the permission of school officials/teacher, students may not bring toys, radios, cards, roller blades, roller skates, skate boards, scooters, computerized games, cd players, MP3 players, other electronic music devices, and other play things to school that distract from the educational setting.
  - b) Aerosols, sprays, or other means of dispensing a perfume/fragrance may not be used in the school. The item may be confiscated and held for a parent/guarding to retrieve from the school. Exception - deodorant for personal use after PE in the locker room is permitted unless used in an inappropriate or excessive manner.

In the event a special education student is suspended out of school beyond 10 days in a school year or expelled from school, the school will initiate a special education hearing to determine placement and/or services to be provided.

The Board of Education will act as its own hearing officer in out of school suspension cases.

Anyone receiving an out of school suspension will not be allowed to attend or participate in extra-curricular activities during the suspension period.

Law, P.A. #92.0064 - Students must complete the term of any suspension or expulsion before being admitted into Paw Paw Community School District #271.

### **ACCEPTABLE USE POLICY (AUP)**

All enrolled students and their parents and/or guardians are to sign an Acceptable Use Policy, (AUP) a binding legal document. Students may not access a school computer until the policy is signed. Students enrolled in the district are bound to follow this AUP throughout their student years in the district. Included under the AUP is access to networks by personal technology used by a student whether the device is their own or owned by another person.

## **INTERNET/TECHNOLOGY**

Each student has the responsibility to follow the terms and conditions that are outlined in the "Acceptable Use Policy" form (AUP). Students may not access the network or use school computers until the completed and signed agreement is received by the school. Students enrolled in the district are bound to follow the AUP throughout the student's years in the district. Students are responsible for all material associated with their use and that are contained in any files or storage devices. Students are not allowed to do the following:

- 1) Check or send email
- 2) Access socialization sites (i.e. Facebook, Twitter, SnapChat, YouTube, etc.)
- 3) Download material without authorization from the teacher directly involved in the educational activity, technology director, or administration
- 4) Send or receive inappropriate material
- 5) Instant messaging
- 6) Enter into Live Chats
- 7) Circumvent network security or filters
- 8) Tamper or alter computer equipment (see vandalism)

Under the supervision of a teacher and for a school related project a student may engage in item one (1) and/or two (2); however, the student is responsible and will held accountable for any violation for access to inappropriate sites and/or items three (3) through eight (8).

Consequences for violations may include warning through expulsion recommendation and restricted from using school equipment and network. Reports may also be filed with legal authorities pending the nature of the violation

## **BICYCLES/SKATE BOARDS**

All students who ride one of these vehicles to school shall follow these rules:

1. No bicycle, skate board or scooter shall be ridden on the school grounds.
2. Bicycles & scooters should be placed in the bicycle rack and locked.
3. Roller blades and skates/shoes with skate wheels shall not be used on school grounds.

## **DANCES**

- 1) The school sponsors several dances or social events each year. Unless specifically announced, only Paw Paw students may attend these events. All school rules apply during a school sponsored dance for both the Paw Paw student and any guest of a Paw Paw student. If a guest violates a rule then the Paw Paw student may receive disciplinary action.
- 2) Guests (Generally, guests are only permitted to specified high school dances)
  - a) Students are limited to one (1) guest when a dance permits guests to be present
  - b) Dance guests will require the completion of a "Guest Request Form" due one week before the event (5 school days)
  - c) The guest must be between the 9<sup>th</sup> grade and have not reached their 21<sup>st</sup> birthday
    - i) Proof of age (picture ID with birth date) will be required
  - d) If the guest is of school age they need to be enrolled/attending a public or private school
    - i) Verification the student is in good standing at their school will be required
    - ii) Guests who have been expelled will not be permitted
    - iii) Graduates of Paw Paw School will be permitted but limited to the age restriction
  - e) Guest attending a college are permitted as identified on the form (picture of college ID may be required)
  - f) Students who graduated in good standing from a high school will be permitted and must supply the name of the school, year of graduation, and phone number for the school
  - g) Paw Paw students that have completed four years of high school but continue to receive services or need to complete graduation requirements may only attend a dance as a guest of a Paw Paw student in the grades designated for the dance (i.e. junior/senior for prom).
- 3) Dance Permission Form
  - a) Each Paw Paw student attending a dance will be required to complete a permission form
  - b) The form will include start/ending times and arrive no later/leave no earlier times
  - c) Student who wish to leave earlier than the allowed time will have a parent contacted using a phone provided by the student and using the phone number provided on the permission form
- 4) Dress/Attire Requirements (specifically see **Student Dress** for guideline regarding garments/clothing)
  - a) Each dance will have a minimum dress requirement to include guests when they are permitted to attend
- 5) Paw Paw School will not be responsible for any loss incurred by the student or guest because they were unable to attend or denied entry due to non-compliance with school rules

## **DANGEROUS WEAPONS**

Possession or use of explosives, knives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings or on grounds at all times. If a student is found to have brought a weapon to school or onto school property and expulsion from school is authorized, the expulsion will be for a period of not less than one year.

Students found to be in violation of this policy shall be disciplined by the administration on a case-by-case basis. Disciplinary measures may include counseling, withholding of privileges and/or disciplinary action including up to suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow required State law and Board policy. Weapons may be turned over to legal authorities and criminal action taken against the student.

## **FALSE REPORTS**

Students who engage in false accusations of inappropriate behavior, creating a hostile, intimidating, or offensive learning environment in the building towards a staff member or another student will be subject to disciplinary action to include recommendation for expulsion. In addition, to school disciplinary action staff members maintain the right to seek legal or civil action against such persons who libel, slander, or attempt to or do damage to the credibility of a staff member. Students may be held liable for the costs incurred by the School District for an investigation that is determined to have been initiated by a false complaint. This may take the form of civil action by the School District and/or such costs added to school fees.

## **FIRE AND SAFETY DRILLS**

Paw Paw school initiates several safety drills during the school year. These include: fire, take cover, shelter in place, evacuation and others Fire and disaster drills will be held at regular intervals. Students are to follow all instructions, assist when requested and cooperate during all drills. Failure to follow directives, instructions or cooperate will result in disciplinary consequences.

## **GANG AND GANG-RELATED ACTIVITIES**

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy. It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., 105 ILCS 5/31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good".

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seek to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

Gangs, gang-related activities and secret societies are not acceptable in the school setting. This Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to gang or secret society while attending school-sponsored events or during the regular school day.

Unsanctioned activities include, but are not limited to, the following:

- 1) Soliciting and/or recruiting others for membership.
- 2) Participating in and/or inciting physical violence.
- 3) Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues.
- 4) Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
- 5) Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.
- 6) Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in,

- or affiliation with, a gang or secret society.
- 7) Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to “represent” or act like a member of a gang or secret society.
  - 8) Any act or activity which violates any law or any policy of Paw Paw Community Unit School District No. 271 when such act or activity is taken to further the interests of a gang or secret society.

Any violations of gang and/or gang-related activities shall result in one of the following:

- 1) Grades K-5:
  - a) First Offense: Warning to student, consultation with parent(s), and report issued to the police.
  - b) Second Offense: 5 day out-of-school suspension, mandatory parent(s) conference, and report issued to the police.
  - c) Third Offense: 10 day out-of-school, recommendation for expulsion, and report issued to the police.
- 2) Grades 6 - 12:
  - a) First Offense: 5 day out-of-school suspension, mandatory parent(s) conference, and report issued to the police.
  - b) Second Offense: 10 day out-of-school, recommendation for expulsion, and report issued to the police.

### **GOODNIGHT RULE**

A student/guest will need special permission from the administrator or faculty member supervising the activity/event to leave the event area in order to re-enter. If a student/guest leaves without permission, they will not be re-admitted to the activity/event unless accompanied by their parent/guardian who stays with the student for the remainder of the event (supervisors may refuse re-entry even when a parent returns). **If admission is charged the parent will be charged admission.** If seen back in the activity/event, the student/guest will be required to leave. School disciplinary action may occur. Subsequent presence will be considered trespass and reported to legal authorities.

Event supervisors may ask students to leave an event for inappropriate behavior. In this case the student forfeits the ability to return with a parent **and any fees or costs that were charged for admission.**

### **HAZING**

Hazing is not permitted by students or staff at any time. Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group, class, activity, sport and etc. Incidents of hazing need to be reported to the coach/sponsor of the organization or school administration. Disciplinary action may include a recommendation for expulsion, removal organizations/extra-curricular activities, period of ineligibility in the organization/extra-curricular activities, or other disciplinary actions deemed appropriate. Pending the circumstance the school will contact DCFS and legal authorities if the actions are sexual in nature.

### **LOCKERS & HALLWAYS**

Lockers are the property of the school district and are to be used as storage areas for books, school supplies, outdoor garments, and lunches brought from home. Lockers are not to be shared by students including the locker rooms. School authorities reserve the right to periodically inspect any locker to insure the health, safety, and general welfare of students, faculty, and school property. Searches may be conducted by school officials at any time.

Lockers (hallway and locker rooms) are not to be shared. Students are responsible for all contents in their assigned locker.

Should school officials have reasonable suspicion to believe that an illegal substance, dangerous material, or stolen property is located in a locker, they may search the locker with or without the student being present or without the student's consent.

Open food/drink containers/packages may not be stored in lockers. Students returning from open campus with open food or drink containers/packages are to go directly to the cafeteria to finish lunch or to the designated hall area. Food and drink are permitted in halls including during lunch only if eaten at the provided tables. The hallway privilege will be revoked for all students if garbage is left, food or drinks are spilled, or food is not eaten at the designated area.

Locker decorations are not permitted except for special occasions and items will be removed by school staff when the event has passed or if not removed by the student when requested. Students are not to mark or write on or in their lockers. At the end of the year or when a student withdraws from the school the locker is to be clean with no items or decorations remaining. The check-out process is not complete until the locker is clean.

Student personal belongings, school materials, and other items are not to be left in hallways, classrooms without teacher permission, or other areas of the building. Items left lying out may be collected by school staff and personal belongings

disposed of if not retrieved within a week. Students will be responsible for missing school books, equipment, uniforms, and etc. Disciplinary consequences may also be assigned if a student continues to leave items unattended.

Students are to report malfunctioning lockers to the office. Students who alter the functionality of a locker will receive disciplinary consequences.

### **PASSES K-5 & 6-12**

K – 5: A pass is needed to use the washrooms, visiting the office, etc., during actual class time or have teacher permission. NO STUDENT is allowed to leave a class or study hall without a pass or teacher permission. These passes should be obtained from the teacher who is giving permission for the student to leave class.

6 – 12: The back of the student handbook has passes that will be utilized by the teacher. A teacher may deny a request if the student does not have their handbook or has used a teacher determined limit of allowable passes.

### **PERSONAL E-DEVICES - CELL PHONES/TELECOMMUNICATION DEVICES/AND ETC.**

Cell phones are to be turned off (not on vibrate or silent) and out of sight during the school day when the bell rings prior to the first period bell – generally 8:05 a.m.; on transportation provided by the school; and at academic extensions of the school pending the procedure used at that facility (i.e. IVCC). Violation will lead to confiscation of the device by school personnel to turn in to the office. The item may either be returned to the student at the end of the school day or held for a parent/guardian to retrieve during business hours. If the administration opts to return the device at the end of the day (generally for a first time offense) it will be done so in conjunction to a disciplinary consequence being assigned (detention or Saturday detention for general violation). Reoccurring violations will be considered disruptive behavior and the device maybe held for parent retrieval as stated above. Individual sponsors or supervisors of events may permit use. Authorized staff may permit use for classroom activities or study hall.

High School students may use a device during lunch period but the device must be turned off and out of sight at the bell just prior to beginning of class after lunch.

### **STUDENT DRESS – ALL STUDENTS**

To have a wholesome and positive learning climate, students need to be clean and neatly dressed. In addition to using good common sense regarding dress, students are required to observe the following regulations during the school day and at specified functions (may include presence at extra-curricular events):

1. Outfit length will be fingertip length when student is standing and arms held to the sides with any openings, also below that level. Tops of outfits must cover the mid-section when arms are raised even with shoulder or when seated. Undergarments may not be visible at any time.
2. Hats/Hoods/Bandannas/Head Cover, halter tops, bare midriffs, chains, spaghetti straps, low cut tops, slippers, and other inappropriate dress which detracts or disturb the learning environment, will not be permitted. Students can be restricted from wearing hooded clothing for repeat violations of wearing a hood on their head.
3. Sunglasses or other non-prescription eyewear may not be worn in the building during the school day.
4. No clothing item or accessories may be worn that advertises beer, liquor, cigarettes, marijuana and other drugs or which is imprinted with words, actions, or other things intended to be or which are, lewd, vulgar, offensive or indecent to the general public.
5. Every student must wear appropriate clean apparel, i.e., shirt, blouse, pants, skirt, shoes, etc. Extremely tight shorts, such as bike shorts or short-length shorts, short skirts, or shear blouses are not permitted.
6. Pants, shorts, skirts, lower most outer garment and etc. will not be allowed to be worn below waist level or expose clothing materials underneath (the outer layer of clothing must cover all under layers at the waist level).
7. Sheer materials that permit undergarments or skin areas to be seen through the material that are to be covered are not permitted.
8. Any wearing apparel which causes a disruption of school will not be tolerated or allowed (in cases of question, the Principal and/or superintendent will address the issue on an individual basis).  
Note: students who violate the above will be required to remain in the office until parent notification occurs to resolve the issue which includes bringing clothing that will be school appropriate, wear the current clothing appropriately and/or change the identified clothing (may include changing into PE clothes). A future violation during the school year may lead to other disciplinary consequences.
9. For safety reasons, all coats, jackets, backpacks, purses, and book bags, must not be left in hallways when students enter school and these items must remain in the locker or on their person until the student leaves at the end of the day.
10. A specific guideline for acceptable attire that includes the above standards and aligns with the type of event will be described and required for admittance/participation in the event (formal, semi-formal, casual) to include guests. For dances, graduation, and promotion, dresses may be strapless/spaghetti straps, the length of the dress and

openings or slits on the skirt portion must be at least fingertip length when standing and hands held open at the side, openings in the back of dresses may not extend below the waist level as defined by the top of the hip bones or allow for under garments to be seen, no visible cleavage, exposed midriffs, or sides. If in doubt, pictures of the student in the garment showing front, side and back are to be shown to the sponsor/administration for approval.

### **CLOTHING REQUIREMENTS (Labs, shop, etc.)**

Students enrolled in shop, lab or other classes will be required to wear clothing outlined by the teacher to allow for safe participation in the class. These may include but are not limited to: footwear that encloses the entire foot, long pants, covered arms, protective eyewear, or other clothing that will protect the student from chemicals or when using tools. Failure to comply with safety requirements will result in the student not being able to participate in the activity, grade reduction for non-participation, and possible failure of the class. The school has safety eyewear protection for student use. Students will be responsible for having other clothing requirements as outlined by the teacher.

### **HIGH SCHOOL GRADUATION AND 8<sup>TH</sup> GRADE PROMOTION ADDITIONAL DRESS REQUIREMENTS**

#### Girls

Dress slacks, skirt, or dress (no jeans/denim)

Blouse or shirt that does not reveal cleavage

Heels are optional/no flip flops

Dresses may be strapless or have spaghetti straps

The length of the outfit must be at least to the top of the knee when standing.

#### Boys

Dark (blue, black, charcoal) or khaki dress pants (no jeans/denim or multi pocket cargo pants)

Collared shirt to be tucked into the pants (tie optional)

Dress shoes and socks/no flip flops or gym shoes

High school students will wear "Caps and Gowns" (no additional adornments other than approved recognitions)

### **STUDENT VEHICLES**

Students are not allowed to be in their cars OR to drive their cars during the school day. Students who drive or ride in a student vehicle or ANY vehicle during the school day without the Principal's authorization will receive a Saturday School. Repeated offenses will follow the disciplinary steps under Gross Misbehavior. For a student to be allowed to drive a car to and from school, a parental permission form must be signed and in the office or permission provided over the phone and approved by the Principal. Students are not allowed to be in their cars at any time, including the lunch period, without permission from school personnel/Principal. Students must exit their vehicle upon arriving at school and/or parking on school or adjacent property which includes the student parking area.

### **STUDENTS CAPTURING IMAGES/VIDEO/AUDIO DURING SCHOOL HOURS**

Students may not capture images, record video or audio during school hours without the expressed permission of a staff member for educational purposes. The use of unauthorized images, video or audio in any way, to include posting/publishing on social media sites or other means, may be considered harassment or cyber-bullying of the those persons. This includes staff or students images. Students may not 'secretly' or 'covertly' record staff interactions in the school, on school grounds or school activities at any time. Violations will be considered Gross Misbehavior

### **SEXUAL HARASSMENT – STUDENTS Policy #7:20**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's, District agent's, or student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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, service, or treatment; (d) occurs as action for membership in an organization/activity; or (e) making submission to or reflection of such unwelcome conduct the basis for academic decisions affecting a student.
3. The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome 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 are encouraged to discuss the matter with the Building Principal or Superintendent. All accusations of sexual harassment will be taken seriously and investigated to a level deemed appropriate by administration to include outside agencies when required by law or when additional resources may be needed. 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.

Any District employee or agent who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **SPECIAL EDUCATION INFORMATION**

### **PARENT'S RIGHTS**

As the parents of a child who is receiving special education benefits, you have certain rights which are safeguarded by State and Federal statute. The rights to which you are entitled are listed below in abbreviated form under eight headings. For further information, contact Lee County Special Education, 1335 Franklin Grove Rd.; Dixon, IL 61021, Phone 815-284-6651.

1. Records
  - a. Right to inspect and review records.
  - b. Right to obtain copies of records at cost.
  - c. Right to be informed of all types and locations of records being collected, maintained or used by the agency.
  - d. Right to ask for an explanation of any item in the records.
  - e. Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading or in violation of privacy rights.
  - f. Right to a hearing if the agency refused to make the requested amendment.
2. Independent Evaluation
  - a. Right to an independent education evaluation.
  - b. Right to have the independent evaluation considered when placement and program decisions are made.
  - c. Right to be told where an independent evaluation may be obtained at no expense or low expense.
  - d. Right to have the agency pay for the independent evaluation if the agency evaluation is not appropriate.
  - e. Right to be told the procedure for obtaining an independent evaluation at public expense and the conditions under such an evaluation may be obtained.
3. Notice
  - a. Right to notice before the agency initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child.
  - b. Right to have that notice in writing, in your native language or other principal mode of communication, at a level understandable to the general public.
  - c. Right to have the notice describe the proposed actions, explain why it is proposed, describe the options considered and explain why those other options were rejected.
  - d. Right to be notified of each evaluation procedure, test, record, or report the agency will use as a basis for any proposed action.
4. Consent
  - a. Right to give consent before an evaluation is conducted and before initial placement is made in special education.
  - b. Right to revoke consent at any time.
  - c. Right of the agency to proceed in the absence of consent to a hearing to determine if your child should be initially placed.
5. Hearing
  - a. Right to request an impartial due process hearing to question the agency's identification, evaluation, or placement of your child or to question the agency's provision of a free appropriate public education.
  - b. Right to be told of any free or low-cost legal and other relevant services available (e.g., expert on handicapping conditions that may be a witness at the hearing).
  - c. Right to have the hearing chaired by a person not employed by a public agency involved in the education of your

- child or otherwise having any personal or professional interest in the hearing.
  - d. Right to see a statement of the qualifications of the hearing officer.
  - e. Right to be advised and accompanied at the hearing by council and to be accompanied by individuals with special knowledge or training in problems of the handicapped.
  - f. Right to have your child present.
  - g. Right to have the hearing open to the public;
  - h. Right to present evidence and confront, cross-examine and compel the attendance of witnesses.
  - i. Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing.
  - j. Right to have a record of the hearing.
  - k. Right to obtain written findings of fact and a written decision within 45 days after the initial request for the hearing.
  - l. Right to appeal to the Illinois State Board Of Education and to receive a decision within 30 days of the filing of an appeal.
  - m. Right to have a hearing and an appeal set at a time reasonably convenient to the parent.
  - n. Right to appeal a decision from the Illinois State Board of Education in court.
  - o. Right to have your child remain in his or her present educational placement during the tenure of the administrative proceeding unless parents and agency agree otherwise.
6. Evaluation Procedures
- a. Right to have a full and individual evaluation of your child's educational needs.
  - b. Right to have more than one criterion used in determining an appropriate educational program for your child.
  - c. Right to have the evaluation performed by a multidisciplinary team.
  - d. Right to have your child assessed in all areas related to the suspected disability.
  - e. Right to have a re-evaluation every three years or more frequently if conditions warrant or if you or your child's teacher requests it.
7. Least Restrictive Environment
- a. Right to have your child educated with non-handicapped children to the maximum extent possible.
  - b. Right to have your child removed from the regular educational environment only after supplementary aids and services were tried and found unsatisfactory.
  - c. Right to have a continuum of alternative placements so that removal from the regular educational environment can be the least necessary deviation.
  - d. Right to have supplementary services, such as resource room or itinerant instruction, to make it possible for your child to remain in a regular class placement.
  - e. Right to have placement in the school your child would attend if non-handicapped unless the individual educational plan requires some other arrangement.
  - f. Right of your child to participate with non-handicapped children in non-academic and extra-curricular services and activities, such as meals, recess, counseling, clubs, athletics, and special interest groups.
8. Confidentiality of Information
- a. Right to restrict access to your child's records by withholding consent to disclose records.
  - b. Right to be informed before information in your child's file is to be destroyed.
  - c. Right to be told to whom information has been disclosed.

## **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

Behavioral interventions shall be used with students with disabilities who have difficulty conforming to acceptable behavior patterns. The purpose of these behavioral interventions shall be to promote and strengthen desirable behaviors and reduce identified undesirable behaviors. The District will establish and maintain a parent-teacher advisory committee. The District's parent-teacher advisory committee shall develop guidelines to plan and implement procedures for using behavioral interventions with children with disabilities.

1. Purpose: It is the purpose of this policy to comply with P.A. 89-191 on the use of behavioral interventions for students with disabilities. Behavioral interventions shall be used for students with disabilities who have difficulties conforming to acceptable behavior patterns. The purpose of these interventions shall be to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Methods and procedures used to accomplish this shall be consistent with generally accepted practices in the field of behavioral interventions.
2. Definitions
  - A. Behavioral Intervention is an intervention that addresses an unacceptable behavior of a student.
  - B. Behavior Management Plans
    - i. General Behavior Management Plan is the plan of behavioral interventions inherent in the program(s) in which LCSEA and member districts serve its students. Except as noted in 2 below, LCSEA and member districts have a general behavior management plan for each student enrolled and served. The general behavior management plan is set forth in each district's discipline policy and procedures and parent-student handbook, subject to the limitations of the law on discipline of children with disabilities; and/or special



- education program description(s) and practices.
- ii. Individualized Behavior Management Plan is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral interventions which:
    - addresses only unacceptable behavior caused by the student’s disability;
    - supplements and/or is in lieu of part of all of the general behavior management plan which the district has for the student; and
    - is required to be a part of said student’s IEP.
- C. Student Who Requires Behavioral Intervention
- i. A “student who requires behavioral intervention” is a student enrolled in a LCSEA or member district program who:
    - By reason of the disability, requires a special education and/or related services; and
    - Has difficulty conforming to acceptable behavioral patterns.
3. Development of Procedures: The LCSEA Director, with the advice of member district Superintendents and the behavioral intervention committee, is authorized to develop procedures that take into consideration the Guidelines on the use of behavioral interventions for students with disabilities developed by the Illinois State Board of Education. These procedures will promote the use of positive interventions and include, but not be limited to, the following components:
- A. Identification of person(s) responsible for the consultation on behavioral management.
  - B. Designation of behavioral interventions by level of restrictiveness.
  - C. Procedures for the development of behavior management plans for students with disabilities having significant behavioral needs and requiring restrictive interventions.
  - D. Procedures for the documentation of emergency use of restrictive interventions.
  - E. Provisions for parental involvement.
  - F. Provisions for staff training and professional development.
4. Behavioral Interventions Advisory Committee: As required by P.A. 89-191, LCSEA and member districts shall maintain an advisory committee on behavioral interventions for students with disabilities who require behavioral intervention. This committee shall review and provide input to the procedures developed by the LCSEA Director; and also review the modifications, if any, from time to time made by the Illinois State Board of Education (ISBE) to the Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities, and recommend modifications to the policy and procedures for the discipline of students with disabilities. The membership of this committee shall be determined by the LCSEA Director and member district Superintendents. This committee shall be comprised of at least one of the following:
- A. parent of a student with a disability;
  - B. other parent;
  - C. teacher;
  - D. administrator;
  - E. advocate for persons with disabilities;
  - F. individual with knowledge and expertise in the development and implementation for behavioral interventions for persons with disabilities.

Parent Notification: A copy of the policy and procedures shall be furnished to parents/guardians of all students with Individualized Education Programs (IEP’s) at the time an IEP is first implemented for the student and at the beginning of each school year thereafter. Parents shall be provided with the address of the Illinois State Board of Education (ISBE) so that they may request copies of the ISBE behavioral intervention guidelines. Each school shall inform its students of the existence of the policy and procedures annually.

### **FIELD TRIPS**

During the course of the year the school will schedule field trips. Teachers may deny student attendance on a trip based upon academic progress or attendance in their class. Students will need to return permission forms. Students that attend IVVC field trips may not attend if they have an ‘F’ in a class and the trip will be during Paw Paw class instructional time. The student would attend IVVC but the school will not authorize attending the trip during Paw Paw class times. Attendance on field trips will take into consideration student behavior, grades and attendance. Generally, students that have 2 or more F’s, unexcused absences or disciplinary referrals may be denied attending a field trip.

### **FIELD TRIP CHAPERONE**

Chaperones are not to bring guests (i.e. younger children) when chaperoning on fieldtrips. Chaperones will be limited to a child’s parent or legal guardian. Trip coordinators reserve the right to choose chaperones.

Chaperones for the senior trip and 8<sup>th</sup> grade trip will be determined by the class sponsors with approval by the administration and school board. Chaperones of these trips may be expected to pay for part or all of the expenses associated with the trip. Limitation on how many parents may ride district provided transportation for a field trip will be

determined on a per trip basis to limit the number of busses required. Parents may also provide their own transportation if approved to be a chaperone. Students will ride the district transportation to and from the destination.

Parents or other persons may not 'meet' up with a field trip and assume the role of chaperone or trip attendee without the prior, authorized approval of the administration. If such a situation occurs the trip organizer is authorized to notify local law enforcement and/or site managers to remove or limit access of the unannounced attendee to the trip area.

### **SENIOR TRIP & 8<sup>th</sup> GRADE TRIP (PENDING TRIP APPROVAL EACH YEAR)**

Any senior or 8<sup>th</sup> grade student with more than three (3) days of unexcused absences, more than three (3) days of suspensions, or more than three (3) office referrals for that year will not be permitted to participate on the class trip. Students must also be in attendance at Paw Paw for the full year to be eligible; however, transfer students who enter school after the school year begins will be considered on a case by case basis but may have to pay a portion of the trip costs. Absences the school day after a trip will only be excused with a doctor's note stating the student visited the doctor's office and was too ill to attend school. Student not attending the trip are required to be at school the day(s) of the trip unless a doctor's note is provided that the student was too ill to attend school.

Students also need to meet the extra-curricular academic eligibility minimums outlined for extra-curricular participation. Students are responsible for knowing their grades prior to the trip. Grade checks will occur up to the departure date of the trip.

8<sup>th</sup> Grade – may not have more than one (1) "F" grade in core classes based on the semester average and will be on probation for the trip pending the passing of all classes at the time of the trip. The student needs to have an average of passing a first semester failed class for both semesters if on probation due to a failure(s) from first (1<sup>st</sup>) semester.

Seniors – may not have more than one (1) "F" grade in any classes based upon the semester average and the fall semester final grades (semester to semester eligibility).

Students in 8<sup>th</sup> grade may attend their trip if they were detained in a previous grade as long as they meet the academic eligibility requirements in addition to the other requirements listed above; however, retention in 8<sup>th</sup> grade will not permit the student to attend the 8<sup>th</sup> grade trip in a subsequent repeat of 8<sup>th</sup> grade.

In order to attend the senior trip a student must be recognized as being in the senior class (attained credits to be considered a senior, passed specified classes, taken required State tests, on track to graduate, completed any deficient credits that would hinder graduation at the end of the year, and etc.) and may only attend with the graduating class that corresponds to their enrollment as a freshman student.

Additionally, a student may be denied participation if they do not meet minimum volunteer work time specified by the class sponsors. This will include all four years of high school for the senior trip.

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**2015 - 2016 PAW PAW C.U.S.D. #271**  
**EXTRA-CURRICULAR HANDBOOK GRADES 5 - 12**

**INTRODUCTION**

This handbook is provided for each member of the student body and his/her parents/guardian, and for the faculty and staff of Paw Paw Community Unit School District #271 as a source of information for the student who participates.

The content of this district handbook is comprehensive, but no handbook could cover every incident or give every bit of necessary information. It will serve as a guideline when addressing non-sport concerns for other extra-curricular activities or for an item not specifically covered in the handbook. Changes in this handbook can and will be made as we, the school communities, develop better approaches to our endeavor. Students may also be assigned school disciplinary action for inappropriate behavior as a participant, member, or spectator at/in extra-curricular activities based upon handbook rules.

Although students may not be actively participating in extra-curricular activities, student participation or attendance may be restricted in activities or events based on inappropriate behavior outlined in the extra-curricular activities discipline policies or specified team/activity rules and procedures.

The School District may schedule an all sport meeting or individual team meetings in which any student who might/will play on a sport during the school must attend with a parent or guardian. This meeting may be scheduled prior to the start of the school year. Failure to attend will delay or even limit the ability for a student to join a team. This all sport meeting may be in place of or in addition to any special meetings required by each coach during the season.

\*\* JH sport team will be limited to grades 6 – 8; 5<sup>th</sup> grade participation will be sport by sport if needed to field a team with the exception of cheerleading, soccer and track.

**District Superintendent/K– 5 Principal: Mr. Stan Adcock, 815-627-2841 ext. 230**  
**Athletic Coordinator/Principal 6 – 12: Mr. Chuck Schneider 815-627-2671 ext. 203**

**Board of Education:**

Becky Moorehead - Board President	Jason Penman – Board Vice President
Chris Jones – Board Member	Heidi McKee – Board Secretary
Steve Richey - Board Member	Daryl Rosenkrans – Board Member

**PARENT/SPECTATOR CONDUCT**

It is important to remember that the participants are students and the activities are related to school. The behavior of parents and spectators need to set an example of good sportsmanship that we expect our students to display. Parents and spectators may be restricted from attending school activities if their behavior is not appropriate to a school setting. During sporting events the officials are in charge of the venue and have complete control over who may remain as a spectator pending displays of unsportsmanlike behavior. School administrators, coaches or activity supervisors also have the authority to have spectators removed for inappropriate behavior but must also comply with any game official who directs that a spectator be ejected from an event. Failure to leave the event will result in a contact to the Lee County Sheriff for removal and possible filing of other complaints. Inappropriate behavior not only demonstrates poor judgment but it also embarrasses the players and Paw Paw School District to also include unsportsmanlike behavior at away events. Paw Paw School District reserves the right to restrict anyone from attending school activities. Presence at the activity after being notified not to be present may result in legal authorities being contacted and a complaint for trespass being filed by the school district. The Board of Education may take action to restrict a person from being present at school activities for up to two (2) years. Non-parent/legal guardians of a participant are to refrain from making contact with any coach regarding issues of concern or problems. These are to be directed to the athletic coordinator (sport events), event supervisor or administration. Any person that confronts an athletic official may be subjected to legal action as it is a felony to physically harass/harm/make contact with an official.

**COOPERATIVE SPORT PROGRAMS WITH OTHER SCHOOLS**

In the event the Paw Paw CUSD #271 approves that a 'Cooperative Sport Program' be developed with another school the program/sport will follow the guidelines established in the agreement. For the 2012-2013 and 2013-2014 school years the high school soccer program will be in a 'Cooperative' with Amboy High School. The program will be administered by Paw Paw CUSD #271 with Paw Paw students following the guidelines established in this handbook, by coaches, administration and the Board of Education. Amboy students will follow the aspects of athletic participation in part using the Paw Paw guidelines and those established by Amboy High School. The intent is to form a cohesive program that fields the most competitive team.

### **ADDRESSING ISSUES – PARENT/LEGAL GUARDIAN OF A PARTICIPANT**

Issues will arise that will need to be addressed by a parent/legal guardian regarding the interaction of their child in an extra-curricular activity. The best time is when you have had the opportunity to calm down if upset. When there is a concern the following times will not be acceptable to confront a coach/sponsor:

1. During the event
2. During a practice
3. Just prior or following the event

Please follow this process to address your concern:

1. Set up a time to meet with the coach/sponsor when convenient for both parties
2. Contact the Athletic Coordinator (sports) or Principal (non-sports) if you are not having success setting up a meeting
3. If after the meeting with the coach/sponsor your issue requires further intervention contact the Athletic Coordinator (sports) or Principal (non-sports)
4. The Principal serves as the next step in the process after meeting with the coach/sponsor and Athletic Coordinator
5. The Superintendent serves as the next in the process after meeting with the Principal
6. The Board of Education serves as the final step in the process

If a parent/legal guardian skips over any of the above steps then the person at that level will listen to your concern but may direct you back to the best step to resolve your concern.

### **DRESSING AND PLAYING**

Parents and students need to understand that our coaches are hired to teach students a particular sport and abilities necessary for them to become a competitive athlete in that sport. Our coaches do this to the best of their abilities. It also is their job to make our athletic teams competitive. Participation in athletics is not a right but a privilege. While every coach understands and appreciates that each student wants to play; every student and parent should understand that this is an unattainable goal. Successful teams, whether they are in athletics or in business, are comprised of individuals who work hard and understand their roles. Not everyone can be the best player on the team; however, our coaches understand that the player who works tirelessly in practice to make the team better is an extremely valued member of the team. Parents and students must understand from the beginning the privilege of dressing and/or playing must be earned in practice and that game conditions have a bearing on the playing time decisions made by coaches. All athletes have an equal opportunity to show their talents in practice and the athletes that earn consistent playing time are the athletes who consistently display the talents necessary to be competitive. Each coach has been entrusted by the district with the sole responsibility and authority to evaluate his or her athletes and determine who shall dress and who shall play. The goal at the high school level is not to play everyone in every game; rather, it is to play as many athletes as possible while still being competitive. At either level, however, the coach's decision on playing time is final.

### **POST HIGH SCHOOL ATHLETICS – NCAA**

Students that might participate in an NCAA division 1 or 2 athletic programs generally need to be cleared to play through the NCAA Eligibility Center. The path to a division 1 or 2 school could be through a division 3 or Junior College program. It is the responsibility of the student-athlete to meet the requirements for application to the NCAA Eligibility Center to include informing Paw Paw School in order for the school to complete the verification process. It is strongly encouraged that student-athletes work closely with the post high school athletic program regarding this process.

### **UNIFORMS AND EXTRA EQUIPMENT**

The school district generally provides the necessary equipment and uniforms for students to meet minimum requirements for participation and competition. Junior High track may require students to purchase a team shirt and use their PE shorts as the uniform. The sport fee for JH track is reduced for this purpose. Coaches/sponsors may not require additional uniforms, warm-ups or equipment items for students/parents to provide in order to be a participant on the team/activity. Bats for baseball are provided but a student may provide their own bat (aluminum or wood) that is approved by the NFHS and IHSA for use in the sport. In recent years high school teams have enhanced their uniforms by the addition of warm-ups, special shoes or team identifying clothing items. This practice has put additional strain on families and created a 'peer' pressure situation to have all students conform to the request. Paw Paw Schools will not require additional team clothing to be purchased by a student/parent. Any additional items requested by the coach/sponsor will be paid through a school approved team fundraising activity with no requirement that the student participate in the fundraising activity.

Equipment provided to students and that are the property of the school will need to be returned and in a condition that does not exceed normal wear and tear. Students will be required to reimburse the school for the actual cost of replacement to include shipping, logos and lettering. Students will not be considered in good standing at the end of the season and for awards if there is an outstanding bill for replacement or for missing items. Items that are not returned or

are damaged and payment not received will be considered theft of school property and reported to legal authorities. Future participation in school activities, awards ceremonies, promotion or graduation will be impacted by non-payment, replacement or missing school property issued to the student.

### **ATHLETIC/EVENT DAY ATTIRE**

Coaches/sponsors may require students to dress-up for game/event days. Students may be asked to wear: Boys – Dress pants/non-denim casual pant, polo/dress shirt, tie and non-athletic shoes/sneakers; Girls – Skirt/dress, polo/blouse and non-athletic shoes/sneakers. The dress requirement would not include 'special' team clothing or warm-ups unless the request meets the guidelines under "Uniforms and Extra Equipment".

### **JOINING ATHLETIC TEAMS**

#### **High School**

Sports that begin during the school year (basketball, softball and baseball) will require students to join/attend starting with the first practice to avoid penalty sit out games. The deadline to join a sport will be by the third practice unless recruitment is needed to potentially avoid canceling a sport or sport level. Students who join (not because of recruitment) after the first practice will sit out the number of games equal to the days they joined late. Students must have forms completed and an up to date physical.

Sports that may potentially begin prior to the first day of school (high school soccer and volleyball) require a student to join/attend starting with the first practice. If a student will be delayed in joining because of a conflict with summer work, family vacation or other situation beyond the control of the student then the head coach of that sport and athletic coordinator must be notified/contacted by the parent by the first practice outlining the reason for the delay. There will be up to a three (3) game "sit out". In this case, the student must begin practice no later than the second school day of practice or by the end of the reason causing the delay before school begins. Students/parents that make NO contact to the head coach and Athletic Coordinator before the first practice and begin after the first day of practice but by the second day of school will "sit out" (5) games. Students will not be allowed to join a "summer start" sport team after the second day of school unless additional membership is needed to avoid forfeits or canceling a sport/sport level.

High School transfer students will be allowed to join pending IHSA rules, if the transfer is after the beginning of the sport season and if the student will be able to participate for at least half the sport season (IHSA requires a 30 day sit out from competition if a transfer occurs after the first day of school for the last school or new school). Please note – a transfer student may not begin practice or participate in summer contact days until registered at Paw Paw School. If the student registers prior to the first day of a "summer start" sport then the rule pertaining to beginning a "summer start" sport will apply. If the transfer occurs after the start of the school year (prior school or Paw Paw) then the IHSA sit-out period will apply but ½ the season must be available for participation. A transfer student that is in attendance prior to the beginning of a sport season will follow the "sports that begin during the school year", IHSA rules and the ½ (half) of the sport season participation rule.

When a player is required to "sit out" the coach will determine the "sit out" games based only upon avoiding forfeits factoring eligible players in attendance at games.

Coaches may encourage additional players to join a sport team after the deadline but before the first contest if players are needed to avoid the canceling of a sport team or level within that sport. "Sit out" games will be based upon the player readiness to fully compete during a game. The Superintendent and Principal may suspend the timeline for joining when in the best interest of fielding a team will benefit by a student joining at a later date.

#### **Junior High**

Junior high sport teams generally begin while school is in session but this may not always be the case. Students will have until the 3<sup>rd</sup> (third) day of practice to join/attend a sport team but must have forms completed and up to date physical. If a delay occurs due to a situation beyond the control of the student but not related to transportation then a parent must contact the coach via phone call or note to explain the delay. There will be no penalty of "sit out" games if the reason is beyond the control of the student (i.e. medical appointment). If a student joins without a valid reason or parent notification to the coach by the 3<sup>rd</sup> (third) practice then the player will sit out a game for each day of practice the student missed. "Sit out" games will be based upon the player readiness to fully compete during a game and to avoid forfeits factoring eligible players in attendance at games.

### **PARTICIPATION GUIDELINES/LIMITATIONS**

#### **Junior High**

The limitations for participation in Junior High sports are:

1. Enrolled in grades 6 – 8

- a. 5<sup>th</sup> graders may participate pending the need for additional players to field a Junior High team with the exception of cheerleading, soccer and track.
2. Per Junior 10 Conference age limitations
  - a. May not participate on a 7<sup>th</sup> grade conference activity if the student has turned 14 years old prior to August 15<sup>th</sup> of any school year
  - b. May not participate on a 8<sup>th</sup> grade conference activity if the student has turned 15 years old prior to August 15<sup>th</sup> of any school year

### **High School**

Paw Paw High School students are limited to participating in school activities to four years commencing with their first enrollment as a 9<sup>th</sup> grade student in any high school. This includes sports, dances, clubs, plays, musicals. A student may attend a dance as a guest of a Paw Paw High School student pending meeting the requirements to be a guest.

IHSA places an age limitation on participation in IHSA activities as being eligible through the age of nineteen (19) unless the student will turn twenty (20) during that activity season. If the student will turn twenty (20) during that season then the student may not start the season.

Transfer students that will attend Paw Paw High School can only participate in summer activities after having residency confirmed by a school registration official. During the school a transfer student will need to meet IHSA requirements in order to participate in an event.

Eighth grade students may begin participation in open gyms/IHSA contact days with high school programs after being promoted to high school and in accordance with IHSA by-laws.

### **EXTRA-CURRICULAR ACTIVITIES 6-12 (Other grade levels when participating)**

Extra-curricular activities include but are not limited to sport teams, clubs, academic teams, plays, musicals, NHS, and other activities that are sponsored by the school beyond the academic requirements for school. Each coach or sponsor may institute special guidelines for participation and determine the extent to which a student participates. Playing time on sport teams or activity participation time is at the discretion of the coach/sponsor.

Students must understand that participation in extra-curricular activities is a privilege that the school extends to its students. Participation in extra-curricular activities means that the student has voluntarily chosen to represent his/her school. Students will have their extra-curricular privileges revoked if they are involved in drinking alcoholic beverages, using drugs that are not medically prescribed, smoking, using tobacco products or possession of the same, or committing a criminal act (arrested, charged, or convicted) and/or is present where a reasonable person should know such illegal activity is being conducted, will be considered in possession according to the Athletic/Activity Code of Conduct. The length of time during which the student is suspended from these extra-curricular activities will be determined by the Principal. During suspension, students must attend the practices, activities and/or performance even though they may not participate in the practice, activity and/or performance. The general guidelines of one-half of the organization's scheduled activities for the school term shall be used to determine the period of ineligibility. As with athletic rules, periods of ineligibility may be reduced by the Principal if the offending student seeks a professional appraisal approved by the administration.

All students involved in extra-curricular activities must be in attendance by 9:00 A.M. and remain in school the rest of the school day to be eligible to participate in extra-curricular activities scheduled for that day. Exceptions will be for doctor appointments or for other emergency situations approved by the Principal.

**Athletic Fees:** A \$35.00 fee is required, except JH Track which will be a \$20.00 fee, for participation and must be paid prior to the 1st practice in each sport. Refunds will only be permitted if a student elects to discontinue participation prior to the first scheduled event/game for that season's sport, and all school issued equipment is returned. No refunds will be provided if a student discontinues participation after the first event/game, if dismissed from the team by the coach/athletic coordinator/administrator, or removed due to academic ineligibility. A student will be removed from the team if not paid/waived by the first event/game.

**Physical Examination:** All students that participate in inter-scholastic sports will be required to have a physical in order to participate in practices and events. Physicals are good for one calendar year. A student must have a new physical to start an inter-scholastic sport if the past physical will expire during the sport season. Submission of the school provided form completed by a physician will be required.

**No Cut Policy:** Paw Paw School District believes that any student who wishes to participate in a sport may do so

provided that the student adheres to: 1) IHSA Rules and Regulations (High School); 2) any and all training/participation rules developed by the coaching staff and school; 3) rules established by other organizations that Paw Paw Schools are required to follow and 4) the academic/behavior requirements prescribed by Paw Paw Dist. #271. High School Cheerleading is the only program with a cut policy. Cheerleading tryouts will be announced.

**Conflicts Between School Sponsored Activities:** When a conflict arises between school sponsored activities (other than between cheerleading/poms and other athletics) it is up to the student to notify the coaches and sponsors. The coaches and sponsors of the conflicting activities will mediate and resolve the issue and if necessary include the athletic coordinator and Principal. The basis for the decision will include, what is best for the student-athlete, competitiveness for the team/activity, level of the event (practice, regular event, conference, regional, state, and etc.). Once decided it will be expected that the student participate in the activity assigned and the student will not be allowed to participate in the other event. Penalties for dismissal from a team/activity will only be assessed if the student violates the decision.

**Player Suspension/Team Impact:** Player suspensions/'sit-out games' may impact a team's ability to hold a game. Consideration to when a suspension or 'sit-out' occurs will be determined by the school district if a team will not be able to hold an event/forfeit. High School sport suspensions required by the IHSA will follow those regulations which generally are the next game(s). Conference rules and regulations will also be followed.

**Completion of season in Good Standing:** If for any reason a player/participant in an extra-curricular activity does not complete the season in good standing either academically or in regards to any rules violation they will not be permitted to attend the end of season/activity awards recognition or be eligible to receive awards. This includes infractions that occur at the end of season that have game suspensions/sit-out component in place or will be put in place.

### Activities Offered

6-8 PPJHS offers the following activities as opportunities for student participation pending student interest each year:  
Athletics: PPJHS fields teams in boys' soccer, track, and basketball; girls' volleyball, basketball; track, and in cheerleading (**7<sup>th</sup> & 8<sup>th</sup> grade only pending need to include younger levels to field the activity**); spelling bee. PPJHS is a member of the Junior Ten Conference in all sports. Participation in some branch of athletics is highly recommended by the school.

9-12 PPHS offers the following activities as opportunities for student participation:  
Athletics: PPHS fields teams in boys' soccer, baseball, and basketball; girls' volleyball, softball, basketball, pompons, co-ed cheerleading; academic bowl, WYSE, student council, class officers, yearbook, FFA, and theater. PPHS is a member of the Little Ten Conference in all sports. The Illinois High School Association (IHSA) governs the activity rules, policies and guidelines for IHSA covered sports and activities Paw Paw participates. Participation in some branch of athletics is highly recommended by the school.

### REQUIRED FORMS/INFORMATION – SPORT ACTIVITIES

The following documents are to be on file in the high school office prior to being permitted to practice and the issuance of a uniform:

1. Current physical (if a physical will expire during the sport season then the student must start with a new physical on file before the first practice in order to participate in practice and by the 5<sup>th</sup> day of practice or the player will be removed from the team).
2. IHSA Performance Enhancing Steroid Testing Consent Form (High School Only)
3. Concussion Notification Form (All Athletes)

The following items/documents need to be on file in the high school office prior to being issued a uniform and by the end of the first 5 days of practice or player will be removed from the team roster:

1. Paw Paw Participation Form (1 time only during the year – good for all extra-curriculars)
2. Moral and Ethical Conduct Pledge Form (1 time only during the year – good for all extra-curriculars)
3. Permission Slip – Each sport/activity
4. Insurance Waiver or proof of insurance – when applicable
5. Sport Fee or Waiver

Students are to attend practice but may not participate if the physical form is not on file in the office. Each day of missed participation will lead to a 1 (one) game "sit out" and removal from the team after 5 days of non-participation.

The IHSA Performance Enhancing Steroid testing consent form must be on file in the high school office prior to being allowed to begin practicing. If a parent/student elects not to provide consent to be tested by the IHSA then the student



forfeits their ability to join an athletic team. Each day of missed participation while the form is not on file will lead to a 1 (one) game "sit out" and removal from the team after 5 days of non-participation.

Each sport team may schedule a mandatory player, parent, coach and athletic coordinator meeting. Failure of the player and parent to attend will result in "sitting out" of events/games until the player and parent meet with the coach at a time convenient for the coach. The coach may require the signing of a form that indicates an understanding of the team rules in order for a player to continue participation on the team.

### **COVERAGE OF RULES FOR EXTRA-CURRICULAR PARTICIPATION**

The rules and regulations pertaining to participation in extra-curricular activities have two levels of coverage. In season coverage and out-of-season, year-round coverage. Team/activity rules are in place during the season or duration the student is a member of the activity (ex. Sport team is during the season and NHS is upon induction). Rules pertaining to tobacco, drugs, alcohol and illegal activities are enforceable year-round. Disciplinary consequences can carry over sport to sport and year to year.

For junior high students, violations of the athletic rules, codes, and expectations will generally only impact a student for the duration they are involved in junior high to include during breaks and when school is out of session but will not carry over to high school; however, infractions that occur over the summer prior to 9<sup>th</sup> grade involving legal issues, tobacco, drugs or alcohol may carry a penalty when the student wishes to join/participate in a covered activity in high school. Violations that occur in 8<sup>th</sup> grade after the completion of the sport seasons/extra-curricular events but before the summer of the freshman year can be carried over to impact high school extra-curricular participation or presence for a portion or all of high school.

Once a high school student first participates in any extra-curricular activity covered by the rules and regulations, any violation in or out of season involving legal issues, tobacco, drugs or alcohol will carry a penalty when the student next participates in any covered extra-curricular activity. This includes issues that occur during breaks and when school is out of session. However, participation in an activity is not needed to impose consequences. Students who do not participate in extra-curricular activities could have limitations put on their ability to attend or other participation limitations such as class officers, school trips, dances, spirit activities/pep rallies and etc.

For non-athletic activities (NHS, WYSE, musical, etc.) the rules and regulations outlined for the pertinent grade level will be used as a guide to determine consequences for violations.

The Paw Paw CUSD #271 Board of Education has the authority to remove any student from extra-curricular activities or modify on a case by case basis student participation in extra-curricular activities which include: school sports, clubs, sanctioned activities related to school and presence at extra-curricular school activities.

### **ATHLETIC/EXTRA CURRICULAR RULES AND REGULATIONS**

Training - All athletes in District #271 are encouraged to maintain training throughout their elementary and junior high athletic careers including taking advantage of community leagues and teams. Peak performance cannot be expected or achieved by an athlete who does not maintain training. Therefore, athletic rules and regulations governing training will be considered to be in force throughout an athlete's elementary and junior high school career. This would include school vacation periods, and sport seasons other than when an athlete is active on a team.

1. **Quitting a sport:** An athlete who quits a sport and wishes to participate in another sport must have a conference with the coaches involved and the Principal before he/she may be allowed to participate. Any student who quits the same sport twice will be barred from further competition in that sport. Quitting will include walking out of a practice/game, failure to attend practice, unexcused absence from a game.
2. **IHSA Guide (HS Only):** Students may not dually participate in a similar sport activity during a sport season. This includes but not limited to 3 on 3 tournaments, rec teams, youth leagues, open gyms at other schools or pick-up games organized by any entity. Players are required to check with their coach and administration in regards to compliance. Players will be reported to the IHSA and may lose their eligibility if caught which could also impact the sports programs at Paw Paw.
3. **Missing Practice/Game:** Any student who misses two practices and/or games, during any sport season for unexcused reasons shall be dropped from the squad. It will be determined that he/she quit the sport. The coach involved, the athletic coordinator, and the Principal will determine what an unexcused absence is. At the least, students who are in school on a given day and who are not able to attend practice that afternoon must inform their coach/main office of their pending absence or the absence will automatically be classified as unexcused.
4. **Conflict with non-school activities (JH Only):** Students who participate in activities outside of school that conflict

with school activities/sport programs will have a limited number of times permitted to miss a game or practice in part or whole. With parent notification to the coach through meeting with or speaking to the coach to provide the dates/times that may conflict, students may miss up to one (1) practice every two weeks and only one (1) game per-season. Students may not miss under this provision for a similar sport activity.

5. **Missing the Players' Bus:** Students who miss the players' bus may be transported by their parents or an adult who has written permission from the parent to transport the player. Such written permission will be presented to the coach before a student will be given consideration to participate. If a student misses the bus and is unable to get to the game, the coach involved, the athletic coordinator, and the Principal will determine whether the absence is excused or unexcused.
6. **Bus Transportation To and From Games:** Participants will return from a contest aboard the bus provided by the school except when the **parent/guardian pre-requests in writing to the athletic coordinator/principal** that the participant be allowed to return with another parent. **Coaches will not be permitted to give approval over the phone/email/text for another person to take a participant home.** Parents may sign their child out at the end of each game **provided the coach permits team members to not to ride as a team home from an event.** Violations will have automatic game sit-outs and required parent meeting prior to being reinstated to play. The first offense will be a one (1) game sit-out (parent meeting requirement may extend the sit-out); a subsequent violations will result in a two (2) game sit-out and parent meeting; a third violation will be removal from the team. This requirement covers the entire school year of sports and sit-outs can be held over to the next season/year if occurring at the end of a season. A violation at the end of the season will have the player forfeit the ability to attend the season end awards ceremony or be eligible for awards.
7. **Drinking - Criminal Acts (Excluding Minor Traffic Violations) - Drug Usage – Smoking/Chewing Tobacco/E-smoking devices:** Any student accused of drinking, using or possessing drugs, smoking, chewing tobacco, e-smoking device or in possession of the same, or committing a criminal act and/or is present where a reasonable person should know such illegal activity is being conducted, will be considered in possession/present according to the Athletic/Activity Code of Conduct and will be suspended from game(s) if the accusations are determined by the administration are found have occurred. The suspension will carry over for completion into the next season if not able to be completed during the current season due to remaining events scheduled. A proportionate number of games will be determined by the administration to complete the suspension which may include all of the original suspension. If it is the student's last season and the consequence cannot be completed due to no remaining events then the student forfeits the ability to be present at the awards ceremony and be ineligible to receive award recognitions.
8. **Care and return of school uniforms and equipment:**
  - a. Uniforms/equipment will only be issued when all required forms and fees are verified by the main office staff.
  - b. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season. Failure to return school equipment may lead to disciplinary action and reported as theft.
  - c. Lost, stolen, or damaged items (not as a result of normal wear and tear), are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned. The replacement or repair bill becomes the responsibility of the student and will be considered restitution owed to the school district.
  - d. No awards are to be given to the athlete until all equipment and uniforms issued to him/her have been returned and accounted for if the season has concluded.
  - e. No student will be allowed to participate in any future extra-curricular activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged.
9. **Cheerleader/Pompon Athletic Conflicts (HS):** In those instances where schedule conflicts arise because a student is selected to be a cheerleader and/or pompon and he/she also elects to be a member of an athletic team, she will be expected to meet his/her athletic team obligations. No exceptions can be made without the approval of the Principal.
10. **Issuance of Equipment:** Equipment will not be issued to a student until all equipment issued for an earlier season has been returned. Verification from the main office staff that all forms and fees have been turned will be required before uniform/equipment issued. Sports awards will not be issued until all equipment is returned. Failure to return school equipment may lead to disciplinary consequence, reported as theft, and restitution required to replace lost or damaged school equipment. No student will be allowed to participate in any future extra-curricular activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged.
11. **Practices/Games Held During Vacation Periods:** Participation in extra-curricular activities takes precedence over attendance at other social activities such as concerts, dances, and movies. At the same time, school personnel recognize that occasional family related activities - vacations, reunions, significant birthdays, anniversaries, and weddings among others - are more important than participation in extra-curricular activities. With this in mind, the following guidelines are established:
  - a. Students are expected to attend games and practices held during school vacation periods and on Saturdays.

- b. Students will be excused from such games and practices when parents give the coach/coordinator prior written notice that their child will be involved in a family activity. Notice should be given as early as possible but at least two days in advance. In case of an emergency, verbal notice will be given as soon as possible.
  - c. Students for whom prior notice is given will be allowed to dress for subsequent games. The coach/coordinator will determine when the student is able to resume normal activity.
  - d. Student absence without notice will be handled as any other unexcused absence.
12. **During Suspension:** During a suspension for violation of the athletic code, students must attend practices and games during their suspension even though they may not dress or participate in the practice, activity or game. During out of school suspensions for violations of the student handbook, students cannot attend any practices and/or games. The student handbook suspensions will not be counted as unexcused absences as stipulated in the Athletic Rules and Regulations.

**Other Infractions:** At any time that a member of an extra-curricular team/squad is not living up to the highest standards of sportsmanship and citizenship or is regarded as a detriment to the best interest of the extra-curricular program, the competitor is subject to suspension or dismissal from participation.

### **ACADEMIC ELIGIBILITY REQUIREMENTS**

**All Students:** Academic eligibility runs from Sunday through the following Saturday. Grades are checked each week usually to include all work and grades entered by teachers until the end of the school day on Thursday (earlier in the case of shortened weeks and school does not meet on Thursday or Friday). Students could be ineligible for consecutive weeks when school breaks do not permit a grade check and the student was ineligible when the break began (in this situation only one week of ineligibility would count towards the four week limitation). Eligibility checks will begin at the end of the first full week of practice.

**Junior High:** Student grades will be checked weekly and a student will be ineligible for the following week based upon having a semester average below 70% in two (2) or more of any class the student is enrolled. This includes art, band, choir and etc. Junior High students will not have a semester to semester eligibility requirement.

**High School Academic Eligibility:** High School students must be passing an equivalent of five (5) classes a week with an aggregate high school credit worth two and half (2.5) credits in order to meet weekly eligibility and meet the same requirement to meet semester to semester eligibility (fall to spring; spring to fall). Passing is considered a grade of 70% or above for weekly grades and the final grade in a semester. Students taking college courses receive a half (.5) high school semester credit for a 2 (two) or less semester hour college course and one (1) high school semester credit for a college class that is worth three (3) or more college credits. Students taking college courses will provide evidence meeting the passing requirement. High School students may regain eligibility for a fall semester if they pass credit recovery summer courses when offered at Paw Paw or Principal pre-approved college courses for high school credit. The courses have to directly replace (be of the same subject/level) that the student failed during the spring semester. The student may not claim a class for both regaining eligibility and additional courses to count for meeting graduation requirements.

Additionally, students that have two (2) or more "F's" will also be ineligible based on weekly grades and semester to semester participation.

**\*\*High School semester to semester eligibility is only for activities or sports in which Paw Paw participates as a member of the IHSA (i.e. seasonal sports or other events that Paw Paw enters for IHSA competition/participation).**

***IVVC grades for eligibility will have a value of three grades (i.e. – an "F" would be considered three "F"s).***

**Sequence of Consequences for high school weekly ineligibility:**

1. Week One – Student attends and participates in practice but may not participate in competition/activities;
2. Week Two – Student not be allowed to participate in practices or competition/activities until failing no more than one subject during the weekly eligibility check but will attend practice as a study session supervised by the coach/sponsor
3. Week Three – SAME AS WEEK TWO
4. Week Four – Student dismissed from the team for the remainder of the season.

**Sequence of Consequences for junior high school weekly ineligibility:**

1. Week One – Student attends and participates in practice but may not participate in competition/activities;
2. Subsequent and continuous weeks – Student not be allowed to participate in practices or competition/activities until failing no more than one subject during the weekly eligibility check but will attend practice as a study session supervised by the coach/sponsor
3. Student must be eligible for the last week of the competition season after a two or more week period of ineligibility in order to have completed the season in good standing. Students not finishing in good standing will not receive

recognition or awards for that sport.

Ineligible athletes, competitive activities, cheerleaders and poms shall NOT appear at the contest in uniform, but may attend contests at the coaches' discretion.

### **DISTRICT ATHLETIC/ACTIVITY DEPARTMENT**

#### **FROSH/SOPH vs. VARSITY:**

The varsity level is given the highest priority in high school athletics. The frosh/soph level is designed to develop and identify those athletes who are capable of competing at the varsity level. Age is NOT a prerequisite for being a varsity athlete; rather the physical and mental abilities of the athlete determine varsity participation. The program's best athletes will typically play at the varsity level.

#### **SENIOR NIGHT:**

Only senior athletes and season related participants (senior managers, stats, and etc.) will be honored at a selected home game each year pending schedule adjustments/cancellations. It should be noted that seniors are not guaranteed playing time on a selected senior night.

**AWARDS PRESENTATION:** The season ends at the designated awards ceremony for each sport/activity. Students are to be in attendance at the awards ceremony in order to receive their Paw Paw awards (certificates, letters, pins, special awards, etc.). If a student will miss the ceremony, then a parent must call the Athletic Coordinator (sport) or Principal (non-sports) before the ceremony occurs, explain the reason the student will miss, and in some cases provide documentation of the reason. Not all reasons will be accepted to include non-school based activities.

**TEAM AWARDS:** Up to one award per four (3) team members may be designated by the team's coach with a cap of five (5) awards per team (example – 6 players on a team equated to two team awards; 8 players equates to two team awards; 9 equates to three team awards, and etc.). Paw Paw designated athletic team awards will not exceed six (5) per team with coaches determining the number/type of team awards. A team is defined as having its individual, stand-alone full season of games. For high school it requires team participation in the conference tournaments for each conference level offered unless waived by administration. To be eligible for a team award, membership on a team is defined as playing the majority of time at that level. This applies to younger players playing at two levels in a sport. Players are not eligible for multiple level awards. Coaches will determine at which level a student is eligible to receive a team award based upon level of participation. One high school award will be a single team MVP. Only school designated awards will be provided at awards ceremonies with coaches having the opportunity, at their discretion, to provide special recognition at the final home games for a sport.

### **HIGH SCHOOL ATHLETIC AWARDS**

Awards for all sports will be presented at an assembly or awards ceremony. Participant needs to be present to received awards or have contact the AD PRIOR TO THE PRESENTATION to provide a reason for missing. Not all excuses will accepted or allow receipt of awards.

#### **VARSITY LETTER DESIGNATION**

For a Freshman or Sophomore to earn a varsity letter a player needs to attain all five areas; Junior and Seniors must meet sections 2, 3, 4 & 5:

1. Meet the participation level of playing in one-third (1/3) of the games for the season in that sport (Baseball, Basketball, Soccer, Softball & Volleyball)
2. The player must attend practices and meet work standards set by the coach
3. The player may not have any unexcused game or practice absences and attend each game he/she is to participate unless excused by the coach, AD or administration
4. The player has to be a team member in good standing the entire year
5. At the conclusion of the season the player must return all school equipment and clothing to which he/she was assigned or replace the equipment at their expense prior to awards presentation

#### **NON-VARSITY LETTERS AND ANY TEAM AWARDS:**

Must meet all four of the following:

1. Each individual athlete must attend practice and meet work standards set by the coach.
2. Each individual must attend games in which he/she is to participate unless excused by the coach or Principal.
3. Each individual must remain as a team member the entire year.
4. At the conclusion of the season, each individual athlete must return all school equipment and clothing to which he/she was assigned within ONE WEEK after the last game of the season.

### **INJURED ATHLETE/AWARDS:**

If an athlete is injured during a game, practice or in any other school related activity, and is unable to participate in the remaining part of the season, he/she may continue as a team member in some capacity other than a player. The player will be expected to maintain a designated level of participation/attendance per medical review but if the player quits the team then they are not eligible for the awards of that season.

### **VARSITY ATHLETE OF THE YEAR (MALE AND FEMALE) SELECTION**

Award Recipient with the most points. In the event of a tie, there will be co-athletes of the year.

4 Points – Each varsity award letter

3 Points – Selection to the LTC All-Conference Team

2 Points – Selection as the team MVP

### **NATIONAL HONOR SOCIETY**

Students in grades 10, 11, and 12 with a GPA of 86% have the opportunity to apply for membership in the National Honor Society (NHS). The selection process is as follows:

1. Students that meet GPA requirement are provided an invitation to apply that includes an application deadline and the necessary requirements to be included in the student application
2. Faculty members will rate on the qualities of service, leadership, and character
3. A NHS Faculty Selection Committee reviews the applications and faculty member ratings to select students for membership in NHS based on the areas of scholarship, service, leadership and character; each individual application is voted upon by the NHS Faculty Selection Committee and a majority vote is required for membership; the names of the NHS Faculty Selection Committee will remain private
4. The Chapter Advisor/Sponsor will review the results of the Faculty Selection Committee with the principal prior to student notification
5. The student is provided with written notification of the outcome of the selection process
6. Students will be provided a general reason(s) for non-selection to include
  - a. Non-compliance with the application process
  - b. The area(s) in which the NHS Faculty Selection Committee determined student did not meet
7. Students may appeal a non-selection to the Principal within three school days of notification of non-selection if the student feels the selection process was not properly followed
  - a. If it is determined by the Principal that there was no violation of the process then the determination of the NHS Faculty Selection Committee will stand
  - b. If it is determined by the principal that the process was not properly followed the student's name will be resubmitted to the same NHS Faculty Selection Committee for consideration at the point in which the process was not followed
8. Students may appeal a non-selection to the Principal within three days of notification for non-selection based upon the NHS Faculty Selection Committee determination the student did not meet standards in any of the four rating areas
  - a. The principal will review the process with the student
  - b. The Principal will then submit the student's name for reconsideration by NHS Faculty Selection Committee of which may or may not be the same members of the original committee
  - c. The outcome of the resubmission appeal will be the end of the appeals process
9. Students who are members of the National Honor Society are held to a higher standard and therefore may be placed on probation or dismissed as a member for violating extra-curricular guidelines, school rules or for involvement of illegal/unethical behavior outside of school when school is either in or out of session.
  - a. Violation of the "Drinking - Criminal Acts (Excluding Minor Traffic Violations) - Drug Usage" guidelines will be considered for removal as a member of the NHS without the ability to reapply for membership.
  - b. Other violations will have a range of warning to dismissal from the NHS.

### **DISTRICT EXTRA-CURRICULAR DISCIPLINE POLICY 6-12 (Other grade levels when participating)**

The coach or sponsor of a sport/activity/organization may impose disciplinary action with their participants in regards to the rules and regulations outlined in the handbook or those developed specifically for that sport/activity/organization. For violations relating to tobacco, alcohol, drug or illegal activity a coach/sponsor may start the disciplinary process; however, the athletic coordinator or administration will complete the disciplinary process. For general rule violations in which a

player or parent disagrees with the disciplinary action they must first address the issue directly with the coach or sponsor following the "Guide for Addressing Issues".

### **Athletics**

1. Offense
  - A. Swearing
  - B. Fighting
  - C. Disruptive/Disrespectful behavior
2. Consequences
  - A.
    1. First Offense – Removed from the remainder of the game
    2. Second Offense – Removed from that game and the next game
    3. Third Offense – Dropped from the squad
  - B.
    1. First Offense – Removed from the remainder of game
    2. Second Offense – Dropped from squad
  - C.
    1. First offense – Removed from remainder of game
    2. Second Offense – Removed from that game and the next
    3. Third Offense – Dropped from squad

\*\*\* The foregoing procedure shall be superseded if an offense is of a serious enough nature to demand immediate dismissal from the team.

This policy applies to all players, even when the other team is playing.  
This policy applies to games only. Coaches will handle other situations.

In addition to athletic disciplinary action a student may also receive school disciplinary action/consequences for inappropriate behavior using the District's Discipline Policy sections that relate to the behavior.

### **Game Ejections**

For any game ejection by an official the student-athlete will automatically be suspended from the remainder of that game and any level of play until sitting out a game at the level in which the ejection occurred. Examples: A 6<sup>th</sup> grader ejected from a non-eighth grade level game would sit out all games until sitting out a game at the non-eighth grade level; a freshman ejected from a varsity game would sit out all JV/Frosh-Soph games until sitting out a game at the varsity level, or if ejected from a JV/Frosh-Soph game will sit out varsity games until sitting out for a JV/Frosh-Soph Game. Note – Suspensions carry over to the level of sport and season/year for high school ejections (IHSA regulation). The game sits out start immediately to include additional games on the same day.

### **Extra-Curricular/non-athletics**

Extra-Curricular Organizations/Performances (Such as FFA, Scholastic Bowl, Theater, Student Council)

Students must understand that participation in extra-curricular activities is a privilege that the school extends to its students. Participation in extra-curricular activities means that the student has voluntarily chosen to represent his/her school. Students will have their extra-curricular privileges restricted if they are involved in drinking alcoholic beverages, using drugs that are not medically prescribed, smoking, using tobacco products or possession of the same will be considered in possession according to the Athletic/Activity Code of Conduct. Students who commit a criminal act (arrested, charged, or convicted) and/or is present where a reasonable person should know such illegal activity is being conducted may have extra-curricular privileges revoked pending the seriousness of the act. The student will be required to provide a detailed account of the act and provide a release for the Principal to speak to attorneys or legal authorities to receive information regarding the incident. The length of time during which the student is suspended from these extra-curricular activities will be determined by the Principal. During the suspension, students will attend the practices, activities and/or performance (pending coach/sponsor, athletic coordinator, and principal approval) even though they may not participate in the practice, activity and/or performance. The general guidelines for restrictions will be one-half of the organization's scheduled activities for the school term shall be used to determine the period of ineligibility. As with athletic rules, periods of ineligibility may be reduced by the Principal if the offending student seeks a professional appraisal approved by the administration.

All students involved in extra-curricular activities must be in attendance by 9:00 A.M. and remain in school the rest of the school day to be eligible to participate in extra-curricular activities scheduled for that day. Exceptions will be for doctor appointments or for other emergency situations approved by the Principal

### **SUSPENSION/REMOVAL – ATHLETICS/EXTRA-CURRICULAR ACTIVITIES:**

A student may be suspended or removed from an athletic team OR extra-curricular activity for:

1. Failure to maintain the academic standards set forth in the District's Handbook of Rules and Regulations including the completion of required forms.
2. Violation(s) of the Student Code of Conduct for Athletes, the District's Handbook of Rules and Regulations, or when behavior of the student negatively represents Paw Paw School District 271
3. After injury, failure to receive a medical release statement from a physician.
4. Not providing medical documentation of ability to return to a sport after a concussion
5. A coach/sponsor/athletic coordinator/administrator may dismiss a student temporarily and require a parent/player-participant/coach meeting in order for the student to return when a player's conduct is detrimental to the team/activity (i.e. safety, inappropriate behavior, team cohesiveness, etc.). The parent/legal guardian will be contacted and failure on the part of the parent/legal guardian and player to meet within two school days will be considered quitting the activity. The meeting will be required to be held prior to missing a second practice/event. This meeting will determine the conditions that may permit the student to return or it could be determined that the student will not return. Missed practices/events by the student during the temporary removal will incur 'sit-out' time if the student is permitted back on the team/activity.
6. An action taken by the Board of Education beyond those described in this handbook

**Drug and Alcohol Violations/Criminal Act – Possession, distribution or use:**

1. First Offense
  - a. Suspension for one-half (1/2) of the current sport season or carry over into the next sport season
  - b. Suspension maybe reduced to one quarter (1/4) of the season if the student
    - i. Participates in a school approved substance abuse education program screening/assessment
    - ii. Follows the recommended mitigation program
    - iii. Expenses to be incurred in full by the student/family
    - iv. Sign any and all waivers to permit the school to exchange information verbally or in writing regarding the assessment and mitigation program from day one
    - v. If the program will last longer than one quarter (1/4) of the season the reduction will be made but fully reinstated to complete the remaining one quarter (1/4) for unsuccessful completion which will be carried over into the next sport season
2. Second Violation
  - a. One calendar year suspension from participation in extra-curricular activities
  - b. May include a no presence at extra-curricular activities
3. Third Violation
  - a. Loss of extra-curricular participation which may include presence at extra-curricular activities

**Tobacco/Chewing Tobacco/E-Smoking Devices**

1. First Offense
  - a. Suspension for one quarter (1/4) of the current sport season or carry over into the next sport season
  - b. Participation in any school provided education program
  - c. May include a no presence at extra-curricular activities
2. Second Offense
  - a. Suspension for one half (1/2) of the current sport season or carry over into the next sport season
  - b. Participation in any school provided education program
  - c. May include a no presence at extra-curricular activities
3. Third Offense
  - a. Suspension for one calendar year
  - b. Participation in any school provided education program
  - c. May include a no presence at extra-curricular activities
4. Fourth Offense
 

Loss of extra-curricular participation with may include a no presence at extra-curricular activities

**DUE PROCESS PROCEDURE**

- 1) The Principal (non-sports) or Athletic Coordinator (sports) shall investigate reported code violations. If a reasonable suspicion exists, the Principal or Athletic Coordinator will notify the participant and the parents/legal guardians of the participant of the reported code violation and consequence.
  - a. A coach or sponsor may also notify the player and parent/guardian to start the disciplinary process; however, the athletic coordinator or Principal will then take over the process
- 2) After notification (verbal or written) and assigned consequence the student may submit a written appeals request within three school days to the Superintendent.
  - a. During the appeals process any determined consequence will continue to be served by the student until the outcome of the appeal meeting

- b. The Superintendent will determine if due process was afforded the student, to include
    - i. Informed of the violation
    - ii. Provided an opportunity to speak
    - iii. Informed of the consequence
  - c. If the superintendent determines due process was provided then the consequence remains in place; if due process was not provided then the issue will be reviewed
  - d. After review the Superintendent may remove the consequence, reduce the consequence, or keep the consequence the same
- 3) After the Superintendent's review the student may request a hearing with the Board of Education at the next regularly scheduled meeting with any consequence remaining in place
  - 4) At all steps the consequence remains in place until altered by the Superintendent or Board of Education

**THE MORAL AND ETHICAL CONDUCT PLEDGE - Sample (Student/Parent will sign an official copy)**

If I am chosen to represent my school on the athletic squads and other extra-curricular activities, I am sincerely interested in contributing my best to the success of our athletic teams during the coming year.

I, therefore, agree to abide by all rules and regulations set forth in the pages of our athletic code, including the training rules pertaining to the abstinence from alcoholic beverages, tobacco or tobacco products, and drugs in season and out.

This pledge of ethics has been set forth with the purpose of allowing me the full opportunity of becoming a better competitor, and to instill within me the desirable traits of responsible adults. I realize and understand that in the case that I do not live up to this agreement, I am willing to be removed from further athletic competition/extra-curricular activity involvement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

I, as the parent of the above boy/girl, have read the policies and rules set forth for athletic/extra-curricular activity participation in the Paw Paw District and give my son/daughter permission to participate under these conditions. I understand that all athletes/extra-curricular participants are requested to have health insurance carried by their own company or under the policy available through the respective school. My son/daughter has my permission to participate in the following activities: (Please circle)

- |                 |                  |                |              |
|-----------------|------------------|----------------|--------------|
| Baseball        | Volleyball       | Softball       | Soccer       |
| Boys Basketball | Girls Basketball | Jr. High Track | FFA          |
| Cheerleading    | Academic Bowl    | Yearbook       | Theater      |
| Student Council | Pompon Squad     | WYSE           | Other: _____ |

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_