

2009-2010 OFFICIAL SCHOOL CALENDAR

Thurs. Aug. 13.....	*Teacher Institute
Fri. Aug. 14.....	Classes Begin (1/2 day for students)
Mon. Aug. 17 – Fri. Aug. 21	2:05 Dismissal
Fri. Sept.4.....	School Improvement Day -1/2 day-dismiss at 11:25
Mon. Sept. 7.....	*Labor Day
Fri. Oct. 9	*Teacher Institute
Mon. Oct.12.....	*Columbus Day
Fri. Oct. 30	School Improvement Day -1/2 day-dismiss at 11:25
Mon. Nov. 9.....	*Veteran’s Day
Wed. thru Fri., Nov. 25 thru 27	*Thanksgiving
Mon. thru Fri., Dec. 21 thru Jan. 1.....	*Winter Break
Mon. Jan. 4	Classes Resume
Fri. Jan. 15	School Improvement Day -1/2 day-dismiss at 11:25
Mon. Jan. 18	*Martin Luther King’s Birthday
Fri. Feb. 12.....	Comp. time P/T Conf. -1/2 day-dismiss at 11:25
Mon. Feb. 15.....	*President’s Day
Mon. Mar. 1	*Casimir Pulaski Day
Fri. Mar. 19.....	*Teacher Institute
Fri. thru Fri. Apr. 2 thru 9.....	*Spring Break
Mon. Apr. 12.....	Classes Resume
Tues. May 25	*Teacher Institute (tentative)
Wed. May 26.....	Report Card Day (tentative)

****Classes Not In Session***

PARENT CONFERENCES

*November 3 & 6, 2009

Tuesday, Nov. 3 4:00 – 8:00 p.m.
Friday, Nov. 6 8:00 a.m. – 12:00 p.m.

**February 11, 2010

Thursday, Feb. 11 4:00 – 8:00 p.m.

**Goal to Conference with ALL Parents*

***Goal to Conference with all Parents of "AT RISK" Students*

NINE WEEK GRADING PERIODS

Friday, August 14 through Friday, October 16 1st Quarter
Monday, October 19 through Tuesday, December 18 2nd Quarter
Thursday, January 4 through Friday, March 12 3rd Quarter
Monday, March 15 through Wednesday, May 26 4th Quarter

REPORT CARD DISTRIBUTION DATES

First Quarter Friday, Oct. 23
Second Quarter Friday, Jan. 8
Third Quarter Thursday, Mar. 18
Fourth Quarter Wed., May 26 (tentative)

MIDTERM DATES

First Quarter Fri., Sept. 11, 2009
Second Quarter Fri., Nov. 13, 2009
Third Quarter Fri., Feb. 5, 2010
Fourth Quarter Fri., Apr. 23, 2010

DEFICIENCY SLIP DISTRIBUTION DATES

First Quarter Thurs., Sept. 17, 2009
Second Quarter Thurs., Nov. 19, 2009
Third Quarter Thurs., Feb. 11, 2010
Fourth Quarter Thurs., Apr. 29, 2010

ACCIDENT INSURANCE CLAIMS

Students must report all accidents to the supervising teacher immediately. If a student is covered by student accident insurance, it is the responsibility of the student or parents to request an insurance claim form directly from the carrier. Claim forms must be filed with the insurance company within 30 days from the date of the accident.

ANNOUNCEMENTS

Calendar events are posted on the sign in front of the building. General announcements will be made over the intercom at 8:05 a.m. daily and posted outside the main office.

COMMUNICATION WITH STUDENTS

Communicating with students from off campus should only be done in emergencies. No students will be allowed out of class to make or receive phone calls except in emergency situations. Non-emergency messages will be delivered during lunch periods and at the end of the day.

RECORDS ACCESS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosures without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

**Model Notification of Rights Under the Protection of Pupil Rights Amendment
(PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S.

Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys. Parents will also be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Military Recruiters' Access to Directory Information

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

FIRE DRILL

As soon as the signal is given for the a fire drill, students are to leave the classroom or study hall and walk out of the building as prescribed in The Building Evacuation Plan. *Students are to remove themselves a minimum of fifty feet from the building. The signal to return to the building will be the regular school bell.

**See Building Evacuation Plan in the back portion of the Handbook.*

INCLEMENT WEATHER DRILL

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan. *Students will be released from the Inclement Weather Area by supervising teachers.

**See Inclement Weather Plan in the back portion of the Handbook.*

EARTHQUAKE DRILL

At the start of a drill, or realistically as soon as shaking starts, the teacher asks students to drop and cover, face away from windows. Remain under shelter until the shaking stops. Be silent. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees and cover their heads with their arms. Be sure not to be under the ceiling lights or near objects that could fall such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms. Students who are outdoors should move away from buildings and utility wires and either lie down or sit down. *LEAVE BUILDING as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

**See Building Evacuation Plan in back portion of the Handbook*

INTEGRATED PEST MANAGEMENT PLAN

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

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

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

If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

ASBESTOS MATERIALS

NOTICE TO PARENTS/STUDENTS

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

In accordance with AHERA regulations, the buildings of Putnam County CUSD No. 535, have been reinspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

ADMISSIONS

NEW STUDENTS:

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

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

PREVIOUSLY ENROLLED STUDENTS:

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

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

TRANSFER STUDENTS

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

ACADEMIC OFFERINGS AND REQUIREMENTS

COURSE OFFERINGS

Each course offered at P.C.H.S. is listed by year in school. Students are to enroll in the required courses in the year in which it is listed; however, it is not mandatory that a student enroll in an elective course during the year in which it is listed.

REGISTRATION PROCEDURES

Every student must enroll in at least seven (7) subjects each semester.

CLASS ADD OR DROP POLICY

All students must take a minimum of seven (7) subjects each semester exclusive of Physical Education, and Driver Education. Due to the time and effort involved in scheduling, schedule changes are kept to a minimum. In order to make a schedule change; the following procedures will be used.

ADDING OR DROPPING A CLASS DURING A SEMESTER

Students may add a class before the fifth class meeting at the beginning of each semester only. Students may drop a class any time prior to two weeks before deficiency slip distribution of the first nine weeks of a particular course.

DROPPING AT THE END OF FIRST SEMESTER

Dropping a class at the end of first semester is discouraged. However, students may drop a class at the end of the first semester if it is felt to be in the best interest of the student. The student will be required to add a class in place of the class that has been dropped. Classes are added or dropped by scheduling a conference with the Guidance Counselor. The counselor will notify the teacher involved before a drop is made. After the conference, a note from the parent or guardian of the student must support any schedule changes, which are deemed to be in the best interest of the student. If a student drops a class after the drop deadline in a given semester, a grade of "F" will be recorded in that class.

AREA CAREER CENTER OFFERINGS

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

Auto Mechanics I & II, Food Services I & II, Drafting I & II, Welding I & II, Beauty Culture, Simulated Office Occupations, Health Occupations I & II, Graphic Arts Production I & II, Building Maintenance & Construction I & II, Electronics I & II, Machine Technology

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

STANDARDIZED TESTING AND GRADE LEVEL DETERMINATION

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

Grade 9 – A student must have freshmen standing and have earned no more than 11 credits

Grade 10 – A student must have sophomore standing and have earned at least 12 credits.

Grade 11 – A student must have junior standing and have earned at least 20 credits.

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

The purpose of standardized testing is to:

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

GRADING SYSTEM

Report Cards are given out at the end of each nine week period. The following marks are given:

A – 94 – 100 Excellent	D – 70 – 76 Passing
B – 87 – 93 Good	F – Below 70 Failing
C – 77 – 86 Average	

A grade may be withheld, resulting in an incomplete, because a student has missed school and failed to make up work.

FIGURING SEMESTER GRADES

Grade percentages are 40% each quarter and 20% for the final. The following points are used in the grade figuring:

12 – A+	5 – C
11 – A	4 – C-
10 – A-	3 – D+
9 – B+	2 – D
8 – B	1 – D-
7 – B-	0 – F
6 – C+	

GRADE WEIGHTING AND CLASS RANK

Rank in class for each student is based on a cumulative grade point average at the end of each semester. Class rank is determined through the tabulation of all grades earned in all classes except Physical Education and Driver Education. Grades are averaged and GPA determined according to the following evaluations.

GROUP A	GROUP B
A = 5	A = 5
B = 4	B = 4
C = 3	C = 3
D = 2	D = 2
F = 0	F = 0

Compute the GPA then add 0.026 to the GPA for each semester of credit in each course from Group A to determine final Grade Point Average.

GROUP A

World Literature, English Comp., Algebra II, Trigonometry, Pre-Calculus, Calculus, Chemistry, Physics, Advanced Biology, Spanish III, Spanish IV, Sociology

GROUP B

English I, English II, English III, Speech, Senior English, Journalism, Integrated Math I, Integrated Math II, Algebra I, Geometry, Informal Geometry, Integrated Science I, Integrated Science II, Biology, Earth Science, Environmental Science, Spanish I, Spanish II, Consumer Ed., Computer Concepts I and II,

Business & Technology, Accounting I, Economics, Band, Chorus, World History, World Geography, American Government, American History, Health, Intro. to Ag., Agricultural Science, Ag Technology, Intro. to Horticulture, Ag Resource Management, Agribusiness Management, Advanced Welding and Metals, Intro. to Technology, Construction Skills I and II, Industrial Skills, Intro. to Drafting, Electricity, Computer Aided Drafting, Orientation to Home Ec., Foods & Nutrition I & II, Food Science, Culinary Arts, Intro. to Engineering, *Co-Op Class, *Co-Op Work Experience, Child Development, Adult Living, Fashion Technology, Living Environments, Internet, Married/Single Life, Parenting, Business Law, Journalism, Art I, Art II, Art III, Art IV, Auto Mech I & II (ACC), Drafting I & II (ACC), Electronics I & II (ACC), Simulated Office Occupations (ACC), Beauty Culture (ACC), Graphic Arts I & II (ACC), Food Service I & II (ACC), Welding I & II (ACC), Health Occupations I & II (ACC), Building Maintenance and Construction I & II (ACC).

*A maximum of 6 credits can be earned toward graduation through the Co-Op Work Experience.

Note: The Valedictorian, Salutatorian and the Top Ten will be selected at the end of eight semesters of course work.

REPORT CARD AND DEFICIENCY SLIP DISTRIBUTION

Report card and Deficiency slip distribution dates are listed on page 2. Report cards will be given to the students on the dates listed. Deficiency slips will be mailed to the parents at midterm (4 1/2 weeks) on the dates listed. (Deficiency Slips are issued as a warning that a student is doing D or F work in a particular subject.)

INCOMPLETE GRADES

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

ASSIGNMENTS WHILE ABSENT

1. A student may request assignments through the Office when absences extend beyond one day.
2. As a rule of thumb, two days are allowed for makeup for each day of excused absence.
3. Call by 10:00 a.m. for same day pickup.

GRADUATION REQUIREMENTS

Graduation requirements consist of forty-six and one half (46 1/2) credits. A credit is a semester of passing work in a subject. Requirements include:

English 6 credits

(Beginning with the class of 2012, 8 English credits will be required)

Social Studies (two of the 4 credits in American History)..... 4 credits

Mathematics..... 6 credits

Science 6 credits

2 credits of Physical Science and 2 credits of Life Science
inclusive of Human Anatomy & Physiology

Electives selected from:

Music, Art, Foreign Language, or Vocational Education 4 credits

Keyboarding..... 1 credit

Health Education..... 1 credit

*Physical Education 3 ½ credits
*Driver Education & Safety..... 1 credit
Business & Technology or Economics or **Consumer Education 1 credit

**Students may pass a proficiency exam to meet the consumer education requirement. No Consumer Education credit will be awarded.

As prescribed by the Board of Education of Putnam County Community Unit School District #535, a student must meet the above graduation requirements in order to receive a diploma and participate in commencement exercises.

HONOR ROLL

Students achieve Honor Roll status by earning (1) an overall “B” average; (2) a “B” average or better in academic subjects; (3) nothing less than a “C” in academic subjects; and (4) nothing less than a “C” in Driver Education, or Physical Education.

HIGH HONOR ROLL

Students achieve High Honor Roll status by earning (1) at least two “A’s” in academic subjects; (2) nothing less than a “B” in academic subjects; and (3) nothing less than a “C” in Driver Education, or Physical Education.

HONOR ROLL-ADDITIONAL FACTORS

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

STUDENT GUIDELINES FOR COURSE WORK AT IVCC

Students of PCHS who wish to take course work at IVCC for high school credit must meet the following guidelines:

1. Students must be approved for classes by IVCC
2. Students may not receive high school credit for college course work unless it is approved in advance by the high school Principal and Guidance Counselor.
3. If a class is offered at PCHS, a student is not allowed to take it at IVCC for high school credit.
4. No more than 4 units of credit from nontraditional sources can be used to meet graduation requirements at PCHS.
5. Semester classes at IVCC of 3 to 4 credit hours are equivalent to one semester credit at PCHS.

EXEMPTIONS FROM FINAL EXAMS

1. Only seniors, who on their PSAT Test, meet or exceed in all areas will be exempt 1st semester only.

HOMEWORK

Good study habits are essential. Almost every course requires some preparation outside the class time. Students are expected to make good use of time when assigned to study halls.

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee (PAC) for Putnam County High School is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to

provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. To participate in an extracurricular activity after school, (including practice sessions) a student must be in attendance at the start of second period. On shortened or special schedule days, a student must be at school by 8:54 a.m. (Exception: Prior approval to be absent by the Principal.)

EXTRACURRICULAR ACTIVITY FEES

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2005-06 school year.

<u>Category</u>	<u>Junior High</u>	<u>High School</u>
*Clubs	\$15	\$25
Puma Crew	\$5	N/A
Panteras	N/A	\$30
Play/Musical	N/A	\$20
**Cheerleading/Athletics (per sport)	\$25	\$40

*One fee for as many clubs as desired

**Per sport

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

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

In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to keep track and verify extracurricular use fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Students in grades 6 – 12 may wish to purchase an activity card at a fee of \$25. Purchase of the activity card is optional. The activity card entitles students to free admission to all school district sponsored events at Putnam County High School and Putnam County Junior High. (Examples of activities not sponsored by the school district include club sponsored activities, tournaments, etc.)

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

OTHER ACTIVITY FEES

Vocational Fees	\$10.00 per class per semester
Driver's Ed	\$40.00
Art	\$10.00 per class per semester

ACCEPTABLE USE POLICY FOR INTERNET USE

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

TERMS AND CONDITIONS

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.
2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a use has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining authorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent.
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained

- via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
 7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of use privileges. Any user identified as a security risk may be denied access to the network.
 8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
 9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

STUDENT INTERNET RULES

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

AUTHORIZATION FOR INTERNET ACCESS:

Each student, teacher, or community member must sign an Authorization agreeing to follow the District rules as a condition for using the District's Internet connection.

ACCEPTABLE USE:

Must be for the purpose of education or research and be consistent with the educational objectives of the district.

Use of the district's Internet is a privilege, not a right, and inappropriate use will result in loss of those privileges. The Building Principal will make all decisions regarding whether a user has violated Acceptable Use and may deny, revoke, or suspend access at any time. The Principal's decision is final.

UNACCEPTABLE USE:

This list does not attempt to list every unacceptable use; it lists examples:

1. Using the network for any illegal activity, including violation of copyright or transmitting any material in violation of any U.S. or State regulation.
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space.
6. Gaining unauthorized access to resources or entities (Hacking).
7. Invading the privacy of individuals.
8. Using another user's account or password.
9. Posting material authored or created by another without his/her consent.
10. Posting anonymous messages.

11. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
12. Using the network while access privileges are suspended or revoked.

NETWORK ETIQUETTE:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities of any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

OTHER:

1. No Warranties – The District makes no warranties of any kind for the services it provides.
2. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including attorney fees, incurred by the District as a result of any breach of the authorization.
3. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Building Principal.
4. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action.
5. Fees – The District assumes no responsibility for any unauthorized charges or fees.

ADDITIONAL PCHS RULES:

1. Students must have permissions each time they access the Internet for any reason.
2. When more students want to use the Internet than there are Internet-accessible computers, students with assignments take precedence.
3. Using the Internet for Chat Rooms (sometimes known as IRC) is not permitted at PCHS. Using it in defiance of the rule may result in the loss of Internet privileges on District Internet Access.
4. Loss of Internet privileges at PCHS will impact on some classes. Students wishing to take Internet Class must have a signed AUP and must not have lost Internet privileges.
5. Using E-mail for any non-educational purpose is not permitted. Using E-mail for other than educational purposes may result in the loss of Internet privileges on school computers.

EXTRACURRICULAR REQUIREMENTS & GUIDELINES

Guidelines to be followed for extracurricular activities grades 6 – 12:

Evening activities on Wednesdays will not be scheduled with two exceptions as follows:

1. conference, regional and state tournaments, and
2. alternative date for reschedule of event due to weather.

If after-school activities held on campus, such as clubs, athletic, scholastic bowl, or fine arts practice sessions are scheduled for Wednesdays, those sessions will be completed by 5:00 p.m. for grades 6-8. Due to the wider range of possible activities, the sessions will be completed by 6:00 p.m. for grades 9-12.

School sponsored events and/or activities will not be held or participated in on Sundays, on or off campus for grades 6-8; no activities will be conducted on Sunday for grades 9-12 without permission and approval from the building principal.

Coaches/sponsors will be informally but proactively informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity. Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is the coach's responsibility.

ELIGIBILITY FOR ATHLETICS, CHEERLEADING & PANTERAS

Grades will be checked every week during the season. To be eligible to participate in athletics, cheerleading or panteras a **student must be doing passing work in 4 of 5, 5 of 6, or 6 of 7 academic subjects**. Subjects not counted toward eligibility are Driver Education & Safety, and Physical Education. Students must be eligible the previous semester to be eligible at all during the ensuing semester.

STUDENT CODE OF CONDUCT FOR EXTRACURRICULAR PARTICIPANTS

The extracurricular code applies to all participants in performance and competition based activities sponsored by Putnam County High School. To be successful, a student must display appropriate behavior and a proper attitude, toward practices, games, meets, coaches, sponsors, and team members. In developing a proper attitude, each student must develop a degree of PRIDE in his/her personal appearance and manner in which he/she conducts themselves. A student must always keep in mind that he/she is a representative of the school and community.

Extracurricular activities are **PRIVILEGES** extended by the school to students who wish to participate and who agree to comply with the rules and regulations established in the handbook and in each respective activity. Compliance allows on-going participation. Failure to comply will result in appropriate sanctions.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantiated considerations as provided within this code shall be afforded.

It is expected that students involve themselves in extracurricular activities. When involved in extracurricular activities, students at Putnam County High School are expected to:

1. Follow the rules and regulations of the activity, conducting themselves in a mature manner showing high standards of social behavior.
2. Demonstrate cooperation and sportsmanship and show proper respect for those in authority.
3. Attend all classes, meetings, practices, competitions, and contests.

EXTRACURRICULAR GRADE POLICY

Grades are checked each week during the season. To be eligible to participate in extracurricular activities, a student must be doing passing work in 4 of 5, 5 of 6, or 6 of 7.

Selection of members or participants is at the discretion of teachers, sponsors, or coaches, provided selection criteria conform to the district's policies. In order to be eligible to participate in any school-sponsored or athletic activity, a student must satisfy Putnam County High School's scholastic standing requirements and may not be failing more than one academic class. Any student failing to meet these academic criteria shall be suspended from the activity for 7 days or until the specific academic criteria are met, whichever is longer.

ATTENDANCE

In order to participate in an activity, practice or rehearsal, performance or contest, students must be in attendance at the start of second period. On shortened or special schedule days, a student must be at school by 8:54 a.m.

SUBSTANCE ABUSE TESTING

Putnam County High School believes that the use of prohibited substances, alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who compete or participate with those students. To be eligible to try out for or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances according to established policy.

Substance abuse testing will be conducted in a random manner throughout the school year for all students in extracurricular organizations that participate in competitions and performances. These include but are not limited to: band and choral ensembles, cheerleading, Panteras, Scholastic Bowl, all sports, theatrical productions, FFA member who compete in events.

Students involved in extracurricular activities will be subject to testing for the entire school year. A student may be tested more than once should his/her number be drawn.

Should a student test positively for substance abuse during any part of the school year, that student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

All parties in order for students to participate must sign a substance abuse testing consent form. This is to be done at the beginning of the school year during open enrollment for any and all activities during the entire school year. Should a student or parent/guardian not sign the form at that time and then the student elects to participate later in the year, the student is ineligible until a test is completed at the student's expense and will become eligible for participation 4 weeks from the date of entry. In addition, any student not involved in extracurricular activities or not enrolled during open enrollment may be enrolled at the request and expense of the parent/guardian.

SUBSTANCE USE RULES AND REGULATIONS

The use of alcohol, tobacco, and illegal drugs is a harmful habit for young adults, and abstinence from these substances at all times is essential for the wellness of the individual. In the event that a student is found to be using, consuming, transporting, or possessing any form of alcohol, tobacco, or any illegal drugs or paraphernalia other than prescribed by a physician, that student will be found to be in violation of the extracurricular substance abuse rules and regulations and may be subject to a punitive referral.

Should the student seek help and apply for a substance abuse program before the violation occurs, a non-punitive referral will take place. This referral will be made in confidence and will not result in any suspension from activities but will necessitate the student participating in a substance abuse program. Expenses for the program will be the responsibility of the parents/guardian.

In the event of a positive test the principal will notify the parents and student. A meeting will be held to discuss the results and consequences. On a student's first positive test the student will be declared ineligible from participation as outlined in violations. That period may be reduced or held in abeyance during a probationary period during which the parents may choose to enter their child in a counseling program. Any second or subsequent positive test will result in the automatic imposition of the consequences described in the Code. Noncompliance with any portion of the testing procedure will be received as a positive test. Any student who has tested positive must provide a negative test before being eligible for participation.

The Substance Abuse Policy is in effect the entire calendar year. Students should make every attempt to avoid events where illegal substances are being used or are present. Students are advised to immediately leave the site of any illegal activity. If a student is present where illegal activities are taking place, it is

conceivable that the student may be arrested or accused of illegal consumption or possession of illegal substances.

INTERSCHOLASTIC ACTIVITIES

The following are considered interscholastic activities:

Baseball	Golf
Basketball	Panteras
Cheerleading	Scholastic Bowl/Academic Teams
Softball	Cross Country
Track	Volleyball
Band/Choral Ensembles	Theatrical Competition and Performance
FFA Competition Teams	

VIOLATIONS

Punitive violations by participants in interscholastic activities will result in the penalties outlined below. Two violations, including one from Category I and another from Category II, will result in a calendar year suspension. Three violations from one category, or a combination of three violations from both categories, will be grounds for loss of eligibility for the remainder of the student's time at the school attended.

Category I- Smoking

- a. First Violation
After confirmation of the first violation, the participant shall lose eligibility for $\frac{1}{4}$ of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.
- b. Second Violation
After confirmation of the second violation, the student shall lose eligibility for one calendar year.
- c. Third Violation
A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.
- d. In activities that have no specific length a confirmation of a first offense consequences shall be decision of the principal, athletic director and sponsor to closely follow the intent and philosophy of this code.

Category II - Drugs and Alcohol

- a. First Violation
After confirmation of the first violation, the student shall lose eligibility for $\frac{1}{2}$ of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.
- b. Second Violation
After confirmation of the second violation, the student shall lose eligibility for one calendar year.
- c. Third Violation
A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.

- d. In activities that have no specific length a confirmation of the first offense consequences shall be decided by the principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

Should a violation occur after school has let out for summer vacation or occur when a student is not an active participant in an activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved. Eligibility loss may extend into the next season or the next school year. The continuing ineligibility will be pro-rated.

Any student and parent/guardian who enrolls in a substance abuse program within five school days of confirmation of an alcohol/drug incident will have the suspension period reduced by half. The cost of the Abuse Program will be the responsibility of the student/parent/guardians. This option exists only on a first offense.

Criminal Acts (Refer to Criminal Acts section located in the main body of the Parent-Student Handbook)

Because participants in extracurricular activities are held in high esteem by our student body, they are expected to be good examples of citizenship and conduct. They should avoid actions, which discredit themselves, their team and their school. Because of the wide range of possible actions and charges, any codification becomes impractical. Therefore, once there has been believable evidence presented that an offense has been committed, a meeting between the athletic director, the head coach or sponsor of the activity, and a neutral coach or sponsor selected by the principal will be held to determine disciplinary action appropriate to the seriousness of the violation.

REPEATED VIOLATIONS

After confirmation of a second offense of any item listed above, the participant will be declared ineligible one calendar year. A confirmation of a third offense of any item listed above, the student will be declared ineligible for the remainder of his/her high school career.

UNEXCUSED ABSENCES

- a. A student who is absent and unexcused from school may not participate in that day's scheduled practice or contest.
- b. A student who is absent and unexcused for a practice or contest will not be eligible for the next scheduled contest. A second unexcused absence for a practice or event will result in the student being ineligible for the next two scheduled contests. A third unexcused absence may result in dismissal from the team or activity.

QUITTING

A student who quits during the season will not be permitted to participate in that activity for the remainder of the season or duration of the activity.

- a. A student who quits an activity will not be permitted to participate in any other activity during that season unless prior approval is obtained from the principal.
- b. Prior to the first event a freshmen trying out for one sport may quit to participate in another sport. This regulation pertains only to athletics. (Also see General D)

EQUIPMENT

Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, the participant may be required to pay the current replacement cost after parent notification has been made.

GENERAL

- a. Curfew
A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.
- b. Rights
In the event of a suspension from participation, parents who have a concern regarding the application of the extracurricular code may schedule a formal meeting with the principal, athletic director and head coach/sponsor of the activity.
- c. Deadlines for Participation
Students who wish to participate in an activity once the season has begun may do so only with the permission of the head coach, athletic director and principal. No student may join a team once the first event has occurred. Transfer students must meet IHSA Guidelines in order to be eligible for participation.

IHSA ATHLETIC ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools, which are members of the IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible for certifying the eligibility of all students representing the school in interscholastic athletics. Any questions concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. If your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office. Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic athletic eligibility. It is designed to make you aware of **major** requirements you must meet to be eligible to compete in interscholastic athletics. You will lose eligibility for interscholastic athletics if you violate IHSA bylaws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility bylaws and how they relate to you.

ATTENDANCE

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection or not."

SCHOLASTIC STANDING

1. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

RESIDENCE

1. Your eligibility is dependent on the residence of your parents, not your own residence. You may be eligible if you attend the public high school in the district in which both of your parents live. If you attend a private or parochial school, you may be eligible when you enroll and attend high school for the first time as a ninth (9th) grade student, regardless of where your parents live.
2. If you have attended the same high school for your entire high school career and your parents move from the district or community traditionally served by your school after you have completed the eleventh (11th) grade, you may remain in attendance at that school, upon approval of the local Board of Education, and be eligible in regard to residence for the twelfth (12th) grade.
3. If you do not reside with both your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.

TRANSFER

1. If you transfer from a high school in one school district to a high school in another school district, you will be ineligible for up to one year unless:
 - a. Your parents move into the district into which you transfer.
 - b. Your transfer is from a private/parochial school to your home public high school, you are entering a public school for the first time, and the principals of both your former school and the new school agree there is no evidence of violation of the IHSA recruiting rules.
2. If you transfer from one public school to another, in a district which has two or more high schools under the same board of education, you will be eligible for up to one year unless: 1) your parents move from the attendance area of the school you are leaving and into the attendance area of the school to which you transfer, or (2) you are ruled eligible by the IHSA Executive Director under the special factors provided in the IHSA eligibility bylaws. **Note:** If you transfer schools and your parents do not move, be sure the principal of your new school obtains a written ruling on your eligibility before you play in a contest.
3. If you transfer because you are emancipated, an orphan, from a broken home, from a single parent family or have reassignment of your legal guardianship by action of the court, you are ineligible until the IHSA Executive Director rules on your eligibility. Be sure the principal of your new school obtains a written ruling on your eligibility before you play in a contest.
4. If you transfer within the first ten (10) days of a semester, you will be eligible immediately if you comply with all eligibility rules. However, if you transfer after the start of the eleventh (11th) day of the semester, you will automatically be ineligible for thirty (30) days, beginning with the date of your transfer.
5. If you transfer schools and your transfer does not comply with IHSA bylaw requirements, you will be ineligible for a **maximum** of one year. The specific length of your ineligibility must be determined by the IHSA Executive Director.

PARTICIPATION LIMITATIONS

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight (8) semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. You 7th and 8th semesters of high school attendance must be consecutive.

3. After you enroll in ninth (9th) grade, you may be eligible for no more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

AGE

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which you will turn twenty (20).

USE OF PLAYERS

You may not appear at a contest in uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

PARTICIPATING UNDER A FALSE NAME

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this bylaw will be subject to penalties.

PHYSICAL EXAMINATIONS

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

AMATEUR STATUS

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without a limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, checks or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

RECRUITING OF ATHLETES

1. The rules prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:

- a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. Offer or acceptance of room, board, or clothing or financial allotment for clothing.
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. Offer or acceptance of free transportation by any school connected person.
 - e. Offer or acceptance of a residence with any school connected person.
 - f. Offer or acceptance of any privilege not afforded to non-athletes.
 - g. Offer or acceptance of free or reduced rent for parents.
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics; even when special remuneration or inducement is not given. Please remember that you may not be offered or receive **any benefit, privilege, or opportunity**, which is not also provided or made available to all prospective students at the school.

SCHOOL TEAM SPORTS SEASONS

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Director's.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season bylaws will result in a penalty to you and/or to your school's coaching personnel.

PLAYING IN NON-SCHOOL COMPETITION

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your principal must initiate the request for approval in writing prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which, you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college or university team during your high school career.

ALL-STAR PARTICIPATION

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA.You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

COACHING SCHOOLS

1. A coaching school is defined as “any program sponsored by an organization or individual, which provides instruction in sports theory and skills to groups of persons.” The term “groups of persons” is defined as more than two (2) students from any school.
2. During the school year, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - a. You may not attend a coaching school, camp or clinic for any fall sport(s) after July 31.
 - b. You may not attend a coaching school, camp or clinic for any winter or spring sport(s) after the day your school begins in the fall.

MISBEHAVIOR DURING CONTESTS

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

ELIGIBILITY FOR THEATER PRODUCTIONS

To participate in any school year theater production, students may not be doing passing work in 4 of 5, 5 of 5, or 6 of 7 academic classes. Subjects not counted toward eligibility are Driver Education and Safety, and Physical Education. Students must be eligible the previous semester to be eligible at all during the ensuing semester.

DESCRIPTION OF EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

ATHLETICS

Boys’ athletics include baseball, basketball, cross country, golf, and track. Girls’ athletics include, softball, volleyball, basketball, cross country, golf, and track. Competition is offered at all levels and all students are encouraged to participate. Putnam County High School is a member of the Tri-County Conference. All athletes are required to have a physical exam and school insurance or a waiver signed by a parent or guardian.

CHEERLEADING

Cheerleading squads consist of the varsity and junior varsity groups. The varsity squad is limited to sophomores, juniors, and seniors. The junior varsity squad is open to freshmen, sophomores, and juniors.

DRAMA

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

FFA

The FFA is open to students who are enrolled in Vocational Agriculture. The FFA participates in soil, dairy, livestock, speech, and parliamentary procedure contests, and encourages leadership and scholarship among its members.

INTERNATIONAL THESPIAN SOCIETY PCHS TROUPE

The local theater group is a member troupe of the International Thespian Society. Membership requirements include:

1. Participation in two or more high school or junior high plays in major and/or minor acting roles; and
2. Participation in a crew; and
3. Attainment of a minimum of 10 Thespian credits for the above work; and
4. Payment of an initiation fee.

The goal of this group is to promote professional theater at the high school level, through participation in plays, musicals and contest selections.

JOURNALISM CLUB

Journalism Club is open to all students. Club reporters and class reporters are especially encouraged to participate. The club is responsible for the weekly articles and photographs in the PC Record as well as the layout design and ad sales in the yearbook. Students can participate in all phases of production or both the newspaper writing or yearbook layout. Photography will be taught to any club member who expresses a desire and demonstrates the necessary skills. All members are expected to help solicit ads for the yearbook to help pay for journalism expenses. An awards dinner is held every spring to honor deserving members. Sophomores, juniors, and seniors may qualify for membership in Quill and Scroll honor society for journalists. Initiates must be in the top third of their class and be nominated by the advisor and current members for outstanding participation in the club.

MEDIA CLUB

Media Club is a service-oriented club open to all students. Members learn to help with all phases of operation of the Media Center. Other service projects may involve school, other district schools, and the community. All needed skill will be developed through training sessions, social meetings, and field trips.

NATIONAL HONOR SOCIETY

National Honor Society requires that a student be a sophomore, junior, or senior. Sophomores must have a 4.7 grade point average, juniors have a 4.6 grade point average and seniors have a 4.5 grade point average to be eligible. In addition to this grade point requirement, the student must demonstrate strong leadership, character, and service to the high school and community. A faculty committee selects members for this organization. New members are inducted at a dinner in March.

PANTERAS

The Pantera squad consists of 14 members. The squad is open to freshmen, sophomores, juniors, and seniors.

SCHOLASTIC TEAMS

Scholastic teams are open to those students who excel in school achievement and are interested in competition. The two areas of scholastic teams include Scholastic Bowl, similar to college quiz, and WYSE, a testing competition of math, engineering and science.

SCIENCE CLUB

Students enrolled in Biology, Chemistry, and Physics may join Science Club. This club will allow students to explore the fields of science outside the classroom in different and exciting ways. Individual research projects will be encouraged and emphasized, as well as, group projects and activities.

SPANISH CLUB

Spanish Club is open to third and fourth year students currently enrolled in Spanish. Hispanic culture will be explored through guest speakers, movies, pen pals, cooking, dancing, and excursions.

STUDENT COUNCIL

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

FUND RAISING

The junior class will handle the concession stand at all home basketball games. The selling of services of merchandise for fund raising purposes is to be approved by the principal.

COORDINATOR

Mike Struna, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)339-6514, is the coordinator for Title IV (Sex equity) and Section 504 (minorities).

BASIC GUIDELINES

DISCLAIMER

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES, WHICH WILL OCCUR WHEN, SAID STANDARDS, ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY THE STAFF MEMBERS AT PUTNAM COUNTY HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO INSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.

STUDENT RESPONSIBILITY

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

It is the responsibility of the principal, by direction of the school board through the superintendent, to operate the school to the optimum educational benefit of the individual students.

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in, or responsibility for, action detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or designee with the aid of the school staff.

Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the board of education with a recommendation for expulsion. The following responsibilities are required of all students at Putnam County High School:

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

SCHOOL JURISDICTION

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

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

CRIMINAL ACTS

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

ARSON

The malicious, intentional attempt to burn any property.

BREAKING AND ENTERING

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

INTIMIDATION OR HARASSMENT

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14th Amendment to the U.S. Constitution, Title IX or the Educational Amendments of 1972, and most state constitutions. In its simplest terms, sexual harassment is deliberate and/or repeated sexual or sex based behavior that is not welcomed and is not asked for. It may be, but is

not limited to: physical touching or interference with movement, verbal epithets, derogatory comments or slurs, and/or visual displays of derogatory cartoons, drawings, posters, or messages. In order to constitute sexual harassment the conduct must be unwelcome, undesirable or offensive to the harassed person, and not be solicited or incited by that person. Likewise general harassment refers to conduct which targets race, nationality, ethnicity, religion or disability. Harassment of, or threats to students, employees of the district, or the board of education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.

CYBER HARASSMENT

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

FIGHTING OR ASSAULT/BATTERY

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

EXPLOSIVES, INCENDIARIES, FIREARMS, WEAPONS, AND LOOK ALIKES

To bring any kind of explosive material or look alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alikes or any other weapons, whether concealed or not. No student will be in possession of any object, which could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the school code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The board of education can expel a student for up to two years for any conduct that is in violation of the student code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

FIRE ALARM AND FIRE FIGHTING EQUIPMENT

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

GANGS, GANG ACTIVITIES AND UNAUTHORIZED ORGANIZATIONS

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

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

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

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

CELLULAR COMMUNICATION DEVICES AND ELECTRONIC PAGING DEVICES

No student shall use a cellular phone during the school day (8:00 am to 3:05 pm). Students may possess a cellular phone during the school day but it must be turned off and out of sight. Students who use a cellular phone during the school day, or fail to keep it concealed, will have the phone confiscated and returned to a parent or guardian at their request. All other electronic communication devices are prohibited. A second violation of this policy will result in a Saturday detention. All subsequent violations will result in more severe consequences.

THEFT

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

TRESPASSING

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

VANDALISM

Littering, defacement, or destruction of property belonging to students, staff, Board of Education, or District #535 will result in disciplinary action. Vandalism can include tampering with safety equipment.

ALCOHOL, CONTROLLED SUBSTANCES, AND LOOK ALIKES

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

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

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

REASONABLE SUSPICION BASED TESTING

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

POSSESSION: Any student who is in possession of, or in control of, any alcohol, or other illegal or controlled substance. Possession is defined as to the student's person, clothing, supplies, locker, desk, automobile, or school property used for the storage of said substances.

DELIVERY/INTENT TO DELIVER: Transfer of, possession or control of any prohibited substance, whether or not that substance is in that person's immediate possession. Delivery includes but is not limited to any gift, sale or exchange or other transfer with or without payment or other considerations. Penalties for violations of the above policy can range from suspension to an immediate recommendation for expulsion.

PARAPHERNALIA: The possession, use, distribution, purchase, or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia includes rolling papers, pipes, clips, needles, violation of this policy may result in the student being suspended or recommendation for expulsion.

SEARCH AND SEIZURE

School authorities may search a student and/or a student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student is violating either the law or a school policy. School authorities may also search a vehicle on school premises if there is reasonable suspicion of contraband in the vehicle in violation of criminal law or school rules. School property, including, but not limited to, desks and lockers are owned and controlled by the district and the district may make reasonable rules regarding its use. School authorities are authorized to conduct administrative inspections of school property as a means of protecting health, safety, or welfare of the district; its employees and students, without notice to/or consent of the student and without a search warrant. If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or district policy such evidence may be seized and disciplinary action taken. When appropriate, this evidence may be transferring to legal authorities. Students who refuse to cooperate with a search conducted in accordance with this policy shall be deemed to be in violation of school policy on insubordination and shall face appropriate disciplinary consequences. This policy is in agreement with the Illinois School Code.

POLICE ASSISTANCE

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

STUDENT REGULATIONS

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Putnam County High School has a closed campus. Once students arrive at school they are not permitted to leave until the conclusion of the school day without permission from the principal or the principal's designee. A student will be considered to have arrived at school once the student boards the school bus, is dropped off at school or an area adjacent to the school, or is the driver or passenger of a vehicle on school property, including the roadway surrounding the vicinity of the school. A student that is off campus without permission will be considered truant and additional consequences added for being off campus.

1st offense: Saturday detention, in school suspension or out of school suspension

2nd offense: In school or out of school suspension

3rd offense and all subsequent offenses: Out of school suspension

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

ELECTRONIC ENTERTAINMENT DEVICES

Radios, tape players, or other electronic instruments or games are not to be brought to school unless permission is obtained from the principal in advance. Such instruments can interfere with the educational program and are a temptation to theft.

SCHOOL PROPERTY

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

LOCKERS

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

OPEN CONTAINERS/BEVERAGES

In order to maintain a safe, clean environment and to protect persons and property, no open beverages or containers may be brought into the building. Items purchased at school or brought in closed and sealed may be consumed in the Commons. At no time are open containers or beverages allowed in classrooms or hallways.

USE OF VULGAR, OBSCENE LANGUAGE OR GESTURES (not directed at school personnel)

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

DISRESPECT/USE OF VULGAR, OBSCENE LANGUAGE OR GESTURES DIRECTED TO SCHOOL PERSONNEL/INSUBORDINATION

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

STUDENT LANGUAGE/STUDENT EXPRESSION

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

USE OR POSSESSION OF TOBACCO

Students are not permitted to smoke or chew tobacco on campus, anywhere in the school building, or at any school function. Smoking is prohibited on buses. To possess, consume, or smoke tobacco in any of its forms is prohibited. All tobacco products will be confiscated.

First incident.....three day suspension

Second incident....five day suspension

Third incident.....seven day suspension

A fourth incident is a flagrant violation and will be handled accordingly. In addition county and local ordinances prohibit use of tobacco. Violations will be reported to law enforcement.

INAPPROPRIATE DRESS (Board Policy 710-07)

Putnam County High School encourages students and their parents to select responsible styles of dress that are appropriate for a healthy educational environment conducive to the educational achievement of the educational goals of the community. Clearly the responsibility for appropriate dress for school rests with the students and the students' parents. It is necessary for schools to outline what is inappropriate and can cause a substantial disruption of the educational process. Students should maintain an appearance that will not impair or endanger their health or safety.

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

- a. The clothing that students wear should cover them from at least the shoulder to mid thigh. Short shorts, halter or tube tops, and transparent clothing, bare midriffs, low cut or sagging pants are not allowed.
- b. No clothing is allowed that displays or communicates drug or alcohol advertisements or names, profane language, or vulgar statements; hate messages, sexual innuendo, tobacco ads, suicide or violent messages.
- c. During the school day, coats, jackets, hats, or bandannas are not to be worn in the building.
- d. Clothing with holes in inappropriate places may not be worn.
- e. Hats are not allowed to be worn in the building at any time.
- f. Shoes are to be worn at all times.
- g. Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc.

Students who dress in an inappropriate manner will be given the opportunity to rectify the situation.

Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the principal. The principal will meet with the student in a timely manner, advise the student of the problem and alternatives and attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken. Continued violations of the above policies will necessitate more severe disciplinary actions, which may include suspension or recommendation for expulsion.

TARDY POLICY

1. Students are tardy if they are not in their seat when the bell rings.
2. A student who is more than five minutes late to any class will be considered as absent and truant for the entire period and the eleven day rule will take effect.
3. The tardy system will be in effect for only a semester and will begin again in the new semester. Each tardy will be submitted by the classroom teacher to the office and the office will record total tardies, not tardies per class period. On the first and second total tardies, there will be a verbal warning. On the third total occasion of tardiness the office will inform the student that a third tardy has occurred, and an office detention will be assigned. On a fourth tardy the same procedure will occur. A fifth and all subsequent tardies will result in a Saturday detention. Chronic tardiness, fifteen (15) per semester, could result in the student being suspended from school.

COPYING/PLAGIARISM

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

CHEATING

Using, submitting or attempting to obtain data, answer to work dishonestly, by deceit or by means other than those authorized by the teacher could result in a zero on the assignment, notification of parents and possible disciplinary action.

FORGERY

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

PASSES

During a class period a student must have an official pass in order to be in the halls. The pass must have the student's name, date and time, and an authentic teacher's signature. Students are required to show their passes to a teacher when asked. Students who are in the halls without authorization will receive a detention and students who are chronically wandering will lose pass privileges. Students who wish to leave the school building (to go to their car or to any other restricted area) must receive a pass from the office signed by the principal, dean of students or their designee.

RESTRICTED AREAS

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

Students who leave the school building during an extracurricular activity, must leave the school grounds, and will not be readmitted to the extracurricular activity.

RESTRAINT

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

OBSTRUCTION OF AN INVESTIGATION/SLANDER/LIBEL

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

CONFISCATED MATERIALS

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

VISITORS

While visitors to school are welcome at anytime, school premises are for school business only. As required by Illinois School Code, all visitors must report directly to the main office to secure permission to be on campus. Visitors who do not comply with this regulation will be considered trespassers and may be prosecuted. Any person wishing to visit a class and/or teacher must obtain permission in advance from the principal.

Students who wish to bring a visitor to school must follow the following procedures. Luncheon visitors are not permitted without approval in advance.

1. Bring a note from home requesting the school permission for the guest to visit. The parent/guardian assumes all responsibility for the guest. This must be presented at least one full day in advance to all teachers whose classes will be observed and returned with the teacher's signatures to the principal. The principal will then decide to issue the visitor a pass.
2. Student visitors are not allowed to ride the school bus.
3. No visitor's passes will be issued during the first two weeks of each semester or during any testing period.
4. Visitors are not permitted to visit Putnam County High School if their own school is in session on the day that they wish to attend, without the written permission of their school principal.
5. In general, a visitor's pass will not be issued in cases where there is no apparent educational value or there is a likelihood of disturbance of the educational process.

PERMIT TO LEAVE SCHOOL

Students are not to leave the school building during the school day, without receiving clearance from the office. Occasionally it becomes necessary for students to leave school during the day or for a portion of the day. Students who leave with valid cause must receive permission from the main office. A doctor's note or other means of verification of absence may be required. Students who become ill during the school day should report to the office. If possible parents/guardians will be called to release the student. No student will be released without permission from a parent or guardian identified on the emergency forms.

AT NO TIME SHOULD A STUDENT LEAVE SCHOOL WITHOUT PERMISSION FROM THE PRINCIPAL'S OFFICE. Failure to observe this rule will result in an unexcused absence. Students in violation of this policy will be considered truant. Additional violations of this rule may result in suspension.

PUBLIC DISPLAY OF AFFECTION

It may be trite to point out, but there is a time and a place for everything. A public school building is not the time or the place for kissing of any kind, and/or other forms of petting. Students will be admonished on the first offense by the teacher or staff member. Second and all subsequent offenses shall result in disciplinary action. This policy extends to school grounds, parking lots, school buses, etc.

RESTROOMS

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

SCHOOL DAY

All students must report to the commons area or to their scheduled first period classroom upon entering the building prior to the beginning of the school day. The Media Center is off limits and students should not congregate in the hallways. Students who are late in arriving to school for the start of the school day should report to the Main Office before going to class. Teachers will be in their classrooms by 7:55 a.m. each day in order to make themselves available to students who might need help. We encourage students to make use of this time.

DRIVING TO SCHOOL

Students who drive to school will park their car upon arriving and not return to the car until the end of the school day. Students must park in the west parking lot. The first row of parking is reserved for faculty and staff. Students should not park in those areas. Students who drive to school can be denied the privilege of

using the school parking facilities by violating the above standards or by reckless driving or other inappropriate behavior in the school parking lot. This includes, but is not limited to, smoking in vehicles, squealing of tires, and speeding or carrying on any activities in violation of the school rules described herein. Disciplinary action will be taken for violations of these rules, which could include detention, suspension, or expulsion. Driving to and from the Area Career Center is expressly forbidden unless prior permission is obtained from the principal. Violation may result in detention, suspension, and removal from the ACC. School officials may search autos on campus if there exists a reasonable suspicion of contraband in violation of state law or school rules.

Students who drive to school must register their vehicles in the office within the first two weeks of school or when they begin driving to school. Students will be assigned parking stickers that must be affixed to their cars. The numbers of the stickers will correspond to numbered spaces in the lot. Parking spaces will be assigned to students on the basis of grade level (seniors, juniors, sophomores). Students must park in assigned spaces.

SECURITY CAMERAS

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

REGULATIONS GOVERNING HIGHSCHOOL DANCES OR OTHER ACTIVITIES

1. School sponsored dances at night may only be held the day preceding the day on which school will not be in session.
2. Students who are not part of the Putnam County High School student body are not permitted to attend unless accompanied by a PCHS student. PCHS students must submit the name of the guest to the dance sponsor at least 48 hours in advance of the dance or activity. Students who are below the 9th grade will not be allowed to attend PCHS dances.
3. Clothes worn at the dances must be appropriate for the occasion and throughout the occasion.
4. No dances will be held without supervision and prior approval of the principal.
5. Evening dances will close no later than 11:00 p.m.
6. Participants must stay at the dance or activities, must be in attendance within the parameters set for the event, and once students leave they may not return.
7. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening.
8. Students who leave an extra curricular event or function will not be readmitted.
9. Students must arrive at the dance no later than 8:30 and may not depart until 10:30, unless other time parameters have been set for the event.

SCHOOL DANCES

Putnam County High School students, who wish to bring an outside guest to a school dance (including Prom) must submit the name of their guest to the administration at least 7 days in advance. No out of school guests who are 21 years of age or older will be approved for participation or admitted to school dances. No junior high students will be admitted to school dances. The administration reserves the right to deny the participation of any outside guest at any Putnam County High School dance.

SPECIAL EDUCATION SERVICES

If a student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

GROSS DISOBEDIENCE/MISCONDUCT

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

TEACHER ASSIGNED DETENTION

Teachers are the first line of school discipline and classroom management is the key to effective education. Teachers may assign detentions for inappropriate behavior. Teacher detentions are time segments served with the teachers. When necessary, teachers will allow one day for students to make appropriate arrangements. Students who fail to report for a teacher assigned detention will be referred to the office and assigned to two office detentions.

OFFICE DETENTION

Office Detentions are scheduled for Mondays, Wednesdays, and Thursdays from 3:08 to 3:45. Office detentions can be assigned for minor or more serious disciplinary infractions. Students will be assigned to the next available date unless other arrangements are made with the principal. Students who are late for or fail to report for an assigned detention will be assigned two (2) detentions. Students who miss detentions that were rescheduled will be suspended from school for one (1) day.

EXCESSIVE DETENTIONS

On the occasion of a student's 5th office detention issued for misconduct other than tardiness in a semester the student will be issued an out of school suspension for continued misconduct. Further misconduct detentions may be issued according to the following schedule:

Consequences – 5th detention: out of school/in school suspension or a Saturday Detention

10th detention: out of school 3 days

15th detention: out of school 5 days

Continued unabated misconduct beyond 15th detention will be subject to disciplinary action, which may include a ten-day suspension and a recommendation for expulsion to the Board of Education.

SATURDAY DETENTIONS

This program provides an alternative to certain out of school suspensions and another level of detention for more serious offenses. Saturday detention might be used in the case of a student who cuts a class a second time, or a student who is suspended out of school for missing detention. This program would not be an option for offenses considered to be gross misconduct, swearing/disrespect to staff, fighting, and smoking.

Saturday detention begins at 8:00 a.m. and concludes at 12:00 p.m. Students that are late will not be admitted. Students who are late or fail to attend Saturday detention shall be assigned an in school or out of school suspension. Students will report to the Media Center with work sufficient to keep them busy for the entire period of time they are there. The rest of the building is off limits. Anyone who arrives to the Media Center without sufficient materials will be sent home and counted as a no show for that day.

Saturday detention is a place for quiet study. Regular school rules apply. There will be no sleeping, no talking, no food or drink, no radios or tape/CD players of any kind, etc allowed. Students are to remain in their assigned seat the entire time.

There will be no washroom or water fountain passes issued. The students will be given a ten minute break from 10:00 to 10:10. During that time students are to remain in the Media Center area or hallway. Students may also be assigned Saturday detentions after accumulating five (5) or more after school detentions. Any student who accumulates five (5) or more detentions will be required to serve those detentions during a Saturday detention session.

CLASSROOM EVICTIONS

As stated elsewhere in the handbook, teachers are responsible for classroom discipline; however, occasions may arise when students are evicted from class: A student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in an educational manner. The student must report immediately to the Main Office. When possible the student will have an immediate conference with principal or designee. The student will submit a written version of the incident. The student will be assigned two detentions (unless the offense is suspendable as defined elsewhere in this handbook). The student will report to the Main office on the next day during the period that he/she was evicted. The teacher's version and student's version do not have to agree. **The teacher who evicts the student from class will contact the parents of the student as early as possible.** In the case of a second eviction from the same class, the same procedure will be followed except that the student will receive a Saturday detention. After a second eviction, a conference with the parent, teacher, and student will be called by the principal/dean. A Behavior Management plan will be created. If a third eviction should occur from the same class, the student may be assigned to two Saturday detentions. A conference should be held at this time to discuss the student's placement in the class he/she has been evicted. The student may be suspended from class and placed in a study hall. Classroom evictions and suspensions are considered unexcused absences from class and can affect attendance and grade reports for that class. A student who self-evicts from a class may be considered in violation of school policy on insubordination. In cases of a student self-eviction, the principal, dean of students and classroom teacher shall meet to discuss the circumstances of the self-eviction and the consequences for the self-eviction.

BEHAVIOR REMEDIATION PLANS

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

IN SCHOOL SUSPENSIONS

The principal or designee may assign an in school suspension to a student for serious or repeated violations of school rules. During the in school suspension the student will be given all appropriate assignments to be completed during the suspension. Students who complete work (in the designated time) during an in school suspension will receive full credit for that work. A student who accumulates excessive in school suspensions may be suspended from school as the next step in the disciplinary process. Students who refuse to serve an in school suspensions, or students who are evicted from an in school suspension for disruptive behavior, will be assigned a three day out of school suspension with no credit for work missed during that suspension.

OUT OF SCHOOL SUSPENSIONS

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

Students, who are suspended from school on the first occasion, will receive 50% credit for schoolwork missed during the suspension. All subsequent suspensions from school shall result in no credit for work made up. Students who accumulate three (3) out of school suspensions in the same semester may be recommended to the Board of education for expulsion.

EXPULSION

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

ATTENDANCE POLICY

The Illinois School Code (Section 26-1) states, "Whoever has custody or control of any child between the ages of 7 and 16 years shall cause such child to attend school within the district wherein the child resides the entire time that it is in session during the regular school year." This same statute further requires that students over the age of 16 who are enrolled in public school are to maintain regular attendance.

All students are expected to attend school regularly and to be on time for their classes in order to benefit as much as possible from the instructional program and to develop habits of punctuality, self discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance habits generally perform better in their classes, enjoy school more, and are much more employable after high school. The following regulations cover absences and tardiness:

EXCESSIVE ABSENCES

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

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

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

Step 2: Upon the seventh (7th) day of absence in the same class in the same semester, a notice will be sent to the parents from the principal's office. The guidance counselor will contact the student and take appropriate steps to resolve the problem. These steps may include a family conference, referral to a

truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10th) absence from the same class, each semester, a notice will be sent to the parents from the principal's office. A Review Board (made up of the Principal, Dean of Students, and 3 teachers who rotate the responsibility each semester) will meet with the counselor to consider the reasons for these absences, and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and result in loss of credit for that day in that class.

Out of school suspensions count as unexcused absences toward this ten day total.

Consideration of absences after the 10th absence

Each absence after the 10 day limit will be recorded as Unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REASON WILL BE BLOCKED AND COUNTED AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY.

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

ABSENCES

The State of Illinois allows the school to sanction only absences for "valid cause". "Valid Cause" for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as determined by the Principal, or other circumstances that may cause reasonable concern to the parent for the safety and health of the student. Therefore, parents must keep the school informed as to why their children are absent by telephoning the school as to why their children are absent by telephoning the school at either the 24-hour answering machine, 815 339-2230, or, during school hours, the parents may call the school office. Absence will be classified as either excused or unexcused. The following lists are intended only as a guide and are not all-inclusive.

DETERMINING EXCUSED OR UNEXCUSED ABSENCES/TARDIES

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

EXCUSED ABSENCES ARE GIVEN FOR: (limit of 10 per semester)

1. Student illness, serious enough to keep him/her at home.
2. Illness in the family of such a nature that the student's help is needed at home.
3. Death in the immediate family.
4. Unusual circumstances that must be APPROVED IN ADVANCE by the Principal.

UNEXCUSED ABSENCES ARE GIVEN FOR:

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

An unexcused absence will result in a student not being allowed to make up work, quizzes, or tests. No credit will be granted for class work missed.

PERFECT ATTENDANCE

As stated elsewhere in this handbook, attendance at school is expected if a student is to be successful. Attendance in classes is an experience that cannot be duplicated by "made up work". Perfect Attendance is a goal that all students should strive to achieve. Putnam County High School does not encourage students to come to school when they are ill. Students that have achieved perfect attendance will be honored as part of the honors day activities held in the spring of every year and the special achievement of the student's perfect attendance will be rewarded. For the purpose of this policy, Perfect Attendance is defined as any student who has recorded no half or full day absences.

ATTENDANCE COMPUTATION

A student must be in school at least:

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

PREARRANGED ABSENCE

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

1. The student must bring a written request from home at least three (3) days in advance, the student must notify all his/her teachers.
2. It remains the student's responsibility to obtain all work missed during an absence and the work must be turned in the date of the return to school.

A senior may be excused for two (2) college days to visit a college or for a job interview. These dates must be prearranged with the Guidance Counselor at least (3) three days in advance with written notification from the college or interviewer as well as written documentation of the visit provided upon the student's return to school. Noncompliance with these stipulations will be cause for the absence to be unexcused.

TRUANCY

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

On the first occasion of truancy, a student will serve an after school detention for each period that is missed. Five (5) detentions will be assigned for missing the entire day. The student will receive zeroes for all missed work. If a student is truant a second time (one (1) period to a full day) the student may be given up to two (2) Saturday detentions and zeroes will be recorded for all work missed during the absence. A student that is truant a third time will be suspended from school for up to three (3) days and a parent teacher conference

will be scheduled. A fourth incident of truancy may cause the student to be withdrawn from class and placed in a quiet study hall. No credit will be earned for that class.

MAKE UP WORK POLICY

Work missed during a sanctioned absence will be made up by the student within double the number of school days that the student was absent. A student may make up work that is missed during an unsanctioned absence; however, no credit will be given for that work, unless the individual teacher and student agree to other arrangements. When a student returns from an illness, they should meet with each teacher to determine the correct and most convenient procedure for completing the assignments that were missed.

AWARDS AND CERTIFICATES

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

American Legion Awards, Athletic Awards, Brenda Bishop Scholarship, D.A.R. Award, Deck Memorial Scholarship, Dusty Khoury Scholarship, FFA Awards, Farnsworth Essay Contest, Hazel Marie Boyle Scholarship, Helen H. Tyler Scholarship, Honor Roll, Illinois State Scholars, IVCC Foundation Scholarships, Joyce Kuhne Scholarship, Knute Hamel Scholarship, Music Booster Scholarship, Music Awards, National Honor Society, Justi Science Scholarship, Nelson Family Trust Scholarship, PCEA Scholarship, Perfect Attendance, Student Media Assistants, Top 10 Seniors, Veteran's Scholarship, Wilhelmena Whitaker Award, William I. Tyler Scholarship, Robert V. and Marquerite Klein Service Scholarship, Robert D. Straughn Community Service Award, Rotary Student of the Month

SURVEYS

From time to time, in order to comply with grants, or supply research information, it is necessary for Putnam County High School to survey all or part of the student body. Parents who do not want their children to participate in this type of activity should contact the office.

CAFETERIA

The cafeteria is for those who want to take advantage of a hot meal every day.

MEDIA CENTER

The high school Media Center is well equipped with reference materials, books to enrich the curriculum, current magazines, recreational reading, and daily newspapers. Audio-Visual aides will be available for student use.

GUIDANCE SERVICES

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

STUDENT ASSISTANCE PROGRAM

The Putnam County Student Assistance Program exists to assist students with problems related to academics, attendance, behavior and health. The program consists of a coordinator and several staff members working together to develop an action plan appropriate helping resources. Students may be referred to the program by faculty, staff, parents, or they may refer themselves.

SPECIAL SERVICES

Insurance – School accident insurance is voluntary and must be requested and paid for by the student. Athletes are required to carry school insurance or present a written waiver from parents.

SPECIAL EDUCATION SERVICES

Special Education services are provided through a cooperative with the LaSalle Educational Alliance for Special Education.

SCHOOL BUS INFORMATION

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

USE OF VIDEO CAMERAS ON SCHOOL BUSES

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

STUDENT CONDUCT

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

INSTRUCTION TO SCHOOL BUS RIDERS

Proper bus conduct is emphasized every year at the start of school. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the rules governing school bus riders.

Passengers must be on time at the designated school bus stop. The bus cannot wait for late arrivals. Stay off the road at all times while waiting for the bus.

Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

While riding the bus, students are required to comply with all FIRST STUDENT rules posted in front of each bus as follows:

A student may be suspended or expelled from the bus at any time for gross disobedience or misconduct. The district's regular suspension and expulsion procedures shall be used to suspend or expel a student's privilege to ride a school bus.

The principal has the authority in determining the validity of each incident reported by a bus driver or supervisor. Special Education students will be considered per their IEP.

The following procedures will be used for each valid incident. The progression of offenses listed below is for each semester. In other words, students begin each semester with a "clean slate."

1. 1st Offense

Written warning from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and may be given detention(s) or missed lunch(es)/recess(es) at school. The warning is sent home for parent notification with parent response requested.

2. 2nd Offense

Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and shall be given automatic detention(s) or missed

- lunch(es)/recess(es) at school. The report is sent home for parent notification with parent response requested.
3. 3rd Offense
Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and given 2-9 days bus suspension. Parent is notified of offense and written report sent home with parent response requested.
 4. 4th Offense
Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and given a bus suspension up to ten days, and bus expulsion for remainder of the semester may be recommended to the board of education. Parent is notified of the offense and written report sent home with parent response requested.
 5. 5th Offense
Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the board of education. Parent is notified of offense and written report sent home with parent response requested.

INCLEMENT WEATHER PLAN

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

CANCELLATION

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

DELAY IN STARTING SCHOOL

When weather conditions are such that by delaying the start of school either one or two hours so the buses can then complete their routes, it will be announced as early as possible on the radio stations. When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed either one or two hours and no students are expected in the buildings before the delayed opening time.

EARLY RELEASE

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

EXTRACURRICULAR EVENTS

1. Varsity practice and games are not directly affected by school closings, because a small number of young adults are involved. For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations.
2. When school is closed because of weather conditions, all junior varsity and freshmen games are automatically canceled. Scheduled varsity and sophomore events may be played.
3. When school is closed, all junior high games and practices are canceled.

4. All other extracurricular meetings after school and canceled when school is closed because of weather.
5. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for insuring that all participants get home safely by following the procedures set for the regular school day.

RADIO STATION ANNOUNCEMENTS

All announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations:

	AM	FM
WLPO/WAJK	1220	99.3
WLRZ – Peru		100.9
WZOE – Princeton	1490	98.1
WIRL – Peoria	1290	

Announcements will also be posted on the school district website: www.pcschools535.org.

INCLEMENT WEATHER PLAN

The inclement Weather Drill will be announced over the intercom. Six areas are designated as shelter areas. Students are to comply with the following procedure:

AREA I -Hallway between Room 13 and Kitchen - All students from the Industrial Arts Shop, Ag Shop, Kitchen, Restrooms west of Kitchen, Rooms 13, 14, 15, 16, 17 and 18 proceed to this area.

AREA II -Hallway north of the Auditorium - All students from the Commons Area, Auditorium, Stage, Media Center, Rooms 7, 8, 9, 10, 11, and 12 proceed to this area.

AREA III -Hallway south of the Auditorium - All students from the Principal's Office, Guidance Office, Athletic Director's Office, Mr. Swingel's Office, restrooms near Media Center, Rooms 1, 2, 3, 4, 5 and 6 proceed to this area.

AREA IV -Hallway between Room 19 and Girl's Locker Room - All students from Room 19, Gym Storage Room, and restrooms next to Room 19 proceed to this area.

AREA V -Boy's Locker Room - All boys in the locker room remain in the room. All boys in the gym or outside proceed to this area.

AREA VI -Girl's Locker Room - All girls in the locker room remain in the room. All girls in the gym or outside proceed to this area.

FIRE ALARM EVACUATION PLAN

If smoke or fire is detected within the school building sound the fire alarm closest to you. Evacuate the building according to the established plan with occupants at least 50 ft. from the structure and out of the fire and emergency personnel's way. Teachers are reminded to take grade books, turn off lights and close doors when the classroom is cleared. This allows for faster security checks. The school emergency response team will check restrooms and other areas to assure evacuation. Check roll when everyone is out. Call: 925-7015

Do not return to the building until authorized by officials.

EVACUATION PLAN

1. When the fire horn is sounded, all students are to walk out of the building and remove themselves a minimum of fifty feet from the building.
2. Teachers having students in their classes when the alarm rings will supervise evacuation of students from the building.

3. If possible, teachers will close all doors before leaving their rooms, and be assured that all students, for whom they are responsible, are clear of the building.
4. Students will reenter the building by direction of their supervising teacher.

PROCEDURE

Room 1	-Out room door east and through east hallway door
Room 2 thru 6	-Down east hall and through east hallway door
Room 7 thru 12	-Down east hall and through east hallway door
Room 13	-Out room doors, turn left and through main entrance door
Room 14 & 15	-Down north hall and through north hallway door
Room 16	-Out south door down west hallway and through west hallway door
Room 17	-Out room door, turn right and through west hallway door
Room 18	-Through shop and through north exit door
Room 19	-Out room door west and through west hallway door
Ind. Arts Shop	-Out through nearest exit door
Ag Shop	-Out north exit door
Media Center	-Out east doors
Auditorium	-Out main door south and out south entrance door
Commons	-Down west hallway out main entrance door
Kitchen	-Out west door, down north hallway and through west hallway door
Principal's Office	-Through main entrance door
Guidance Office	-Through south entrance door
Mr. Swingel's Office	-Through south entrance door
Athletic Director's Office	-Out door down south hallway through main entrance door
Gym	-Out west exit doors
Boy's Locker Room	-Out north exit door
Girl's Locker Room	-Out west door and through gym exit door
Restroom	-Through nearest outside door

STUDY HALL POLICY

The policy for study halls at Putnam County High School is that they should be used for studying not for visiting with fellow students, listening to radios or music, or for playing games.

STUDENT BEHAVIOR RULES

1. Students are to be in their assigned seats when the bell rings.
2. Students may not talk without special permission. The study hall teacher may grant one (1) student at a time permission to speak for three (3) minutes about school assignments.
3. A student must sign out every time he or she leaves the Media Center or room study hall. Students may sign out to the restroom, only, with special permission or a pass.

IN THE MEDIA CENTER

4. Students are to keep all four legs of their chairs on the floor to prevent damage to the chair or themselves.
5. Throwing anything in the Media Center can result in a detention. Throwing anything dangerous can result in suspension from study hall.
6. The school rule about not taking soda or other liquids in a classroom will be strictly enforced in the Media Center and all computer areas.
7. After roll is taken, students may leave their seats without permission to use the reference books, magazines, newspapers, books, vertical files, or to check out materials. Students are to immediately return to their assigned seats with necessary materials.

8. The table and chairs in the magazine area are to be used for faculty, staff, and visiting adults for a conference area.
9. At the end of the period, students are expected to pick up any garbage around their tables and push in their chairs before leaving the Media Center.

RESTROOMS

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

CLASSROOM PASSES

1. A student who is going to attend another teacher's classroom must have that teacher write a pass and give it to the study hall teacher prior to that student's study hall hour. The study hall teacher will allow that student to leave after roll is taken.
2. A student must sign in when leaving and returning to study hall.
3. A student must return to sign in at the end of the period when out on a classroom pass. The pass must be returned to the study hall teacher with the returning time and signature of the supervising teacher.

NO LOCKER PASSES

Passes will not be issued to go to lockers. Students are to get items needed from lockers between class periods.

STUDYING TOGETHER

Students may study together with permission when:

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

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

SPECIAL RULES FOR CLASSROOM STUDY HALLS

1. Students follow the same basic rules as the Media Center study hall.
2. Students may ask for passes to the Media Center to get materials after the first five (5) minutes of study hall. This allows the Media Center study hall teacher time to take roll and check passes.
3. Students may be given passes to go the Media Center for materials. These passes are for five (5) minutes to get materials and return to their study hall.
4. Students requiring extra time for research must explain their need to get a research pass from their study hall teacher or Mrs. Campbell.
5. Students may be given passes to use the computers in the Media Center subject to availability. No student from a room study hall may use the computers for anything except assignments. (The only teachers allowed to write passes to computer labs are Mrs. Campbell and the business teachers. Student s may use these areas only when they are supervised.)

MINI COMPUTER LAB USE

1. Students may use the computers during their study halls.
2. These students are to sign a computer use check in sheet explaining their use on entering the lab area.

3. If students need more computers than available Mrs. Campbell will write passes to use the bigger computer labs, if they are being supervised and the lab teacher agrees.
4. When more students want to use the computers than computers are available, the student with the highest priority gets the computer.

PRIORITY OF STUDENT COMPUTER USE

1. Students with class assignments
2. Students using word processing for reports or research papers.
3. Students doing review activities such as typing practice or typing class notes.
4. Students doing programming that is not curriculum related.

Note: Certain programs are considered games except when a teacher assigns them. These can be considered assignments only for a short time assigned by a classroom teacher.

MEDIA CENTER POLICY

SECTION I – MAGAZINES AND NEWSPAPERS

1. Current issues of magazines will be displayed in a magazine rack in the Media Center. All students may use the magazines in the Media Center.
 - A. Current magazines may not be taken from the Media Center during the school day without special permission.
 - B. Current magazines may be checked out for overnight during the last period of the day or after school, and must be returned before the first class the next school day.
 - C. Some current magazines may be kept behind the circulation desk and in the media office. These may be used in the Media Center by signing a pink card.
2. Back issues of magazines may be checked out for two (2) weeks. To obtain a back issue, the student should use the Abridged Reader's Guide or the First Search to make selections. Current and back issues of magazines are checked out using barcodes through the automation system.
3. Current copies of daily newspapers will be available in the Media Center.
4. Students are not to mutilate magazines and newspapers.

SECTION II – REFERENCE AND RESERVE BOOKS

1. All dictionaries, encyclopedias, atlases, and special references are found in the "Reference Section" of the Media Center.
2. Reference Books may not be taken from the Media Center during the school day without special permission.
3. Some Reference Books may be checked out overnight.
4. Reference Books should be returned to the correct place in the Reference Section when the student is finished with it.
5. Reserve Books are special books or other materials taken from the regular shelves and placed on "Reserve" for a limited time for a specific class. The teacher of that class makes the request.
 - A. Reserve material may be checked out for any one period during the school day but must be used in the Media Center.
 - B. Reserve materials may be checked out for overnight during the last period of the day or after school and must be returned before the first class the next school day.

SECTION III – GENERAL CIRCULATION

1. All books in general circulation and vertical files may be checked out for two (2) weeks.
2. All materials from general circulation may be renewed for an additional two (2) weeks unless there is a "hold" on the material.

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

SECTION IV – AUDIO VISUAL MATERIALS

1. All Audio Visual materials are listed in the Public Access Computer (PAC).
2. All Audio Visual materials may be checked out of the media center with a teacher's permission.
Examples: Videos, DVD's, Books on Tape
3. The student will be responsible for all Audio Visual materials and any borrowed equipment.

SECTION V – OVERDUE MATERIALS

1. A fine of five cents per day will be charged for overdue general circulation books and back issues of magazines.
2. Because the Media Center has a limited number of Reference Books, current issues of magazines, and Reserve materials, a special fine of twenty cents per day will be charged for these overdue materials. This special fine will be charged for materials not returned by the end of the first period following an overnight check out.
3. Fines are to be paid in the Media Center.
4. A lost or mutilated book will be replaced by the actual cost of the book.
5. A lost or mutilated magazine or vertical file packet will be replaced by a two dollar fine.