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# 1. Introduction

## A. WELCOME:

On behalf of the Board of Education and staff, may we extend to you a most cordial welcome to the Pinckneyville Community Schools. We look forward to working with you in our mutual commitment to provide the children of the community the best educational program possible and encourage your participation in the numerous school activities that occur throughout the school year.

Timothy O'Leary  
Superintendent

Welcome to Pinckneyville Junior High School. We hope that your child's education can be a positive experience and we are here to help you and your child with the educational process. This handbook is written to help students, parents, and school personnel become aware of rules, procedures, and schedules of Pinckneyville Junior High School. Please take some time to discuss the contents of this handbook with your child. This handbook is a summary of District #50 policy. This handbook is subject to change at any time. We ask you to sign and return the last page of this book.

Thank you  
Mark Rohlfig  
Principal

## B. SCHOOL VISION – MISSION – PHILOSOPHY

Pinckneyville Junior High School is dedicated to providing academic excellence in order to promote student's personal growth and achievement. This educational program will be achieved by:

- Fostering a safe, positive, and challenging learning environment
- Holding high expectations for success
- Relating instruction to the real world and careers
- Building and maintaining positive relationships with students, staff, parents, and the community

Our school is devoted to providing quality educational experiences which will enable students to develop into lifelong learners and responsible citizens in our ever-changing world.

## C. BOARD OF EDUCATION

Marilyn Millikin, President

Austin Marlow, Vice President

Greg Conway

Craig Lazenby

Scott Carney

Kyle Pursell

Keith Hagene

Halleck Reese, Treasurer

Tyson Tanner, School Attorney

Scott Wagner, Secretary

## D. DISTRICT ADMINISTRATIVE OFFICE (357-9096)

Mr. Timothy O'Leary  
Staci Louis  
Rachel Kellerman

Superintendent  
Bookkeeper/Secretary  
Secretary

**E. PINCKNEYVILLE JUNIOR HIGH SCHOOL STAFF(357-2724)**

Mark Rohlfig	Principal	Marty Wettig	7/8 Social Studies
Cathi Gerrish	Secretary	Courtney Overturf	7 Reading/ELA
		Lindy Rushing	7/8 Math
Cathy Rezba	5	Haven Hicks	7/8 Science
Amanda Duvardo	5	Sara Lane	8 Reading/ELA
Darlene Heine	5	Mallory Owens	Social Worker
Meghan Carney	6	Brendan Betz	6-8 P.E./Health
Heather Harsy	6	Amber Nichols	Band/Jr. High Chorus
Chris Martin	6	Reed Recker	Band
Heidi Karsten	Art		
Dawn McClay	Music	Elaine James	Special Education
Lori Waggoner	Speech	Shari Kovic	Special Education

**Health Service**

Tammy Lacy Health Aide

**Aides**

Cherie Tabing  
Betty Cacioppo

**Cooks**

Cindy Konkel  
Norma Caraker

**Custodians**

Gary Suhr - Technology  
Ira Copus  
Bob Clark

## 2. Schedules

**Pinckneyville Junior High Calendar 2016-2017**

Thursday, August 11.....	Teacher Institute Day - No School
Thursday, August 11 .....	Open House from 5:00-6:00 P.M.
Friday, August 12 .....	Teacher Institute Day - No School
Monday, August 15 .....	First Day of School – Full Day
Monday, September 5 .....	Labor Day - No School
Friday, September 16.....	School Improvement Day - 12:30 Dismissal
Friday, October 7.....	Teacher Institute Day - No School
Monday, October 10.....	Columbus Day - No School
Wednesday, November 2.....	Parent/Teacher Conference – 3:30 – 7:00 P.M.
Thursday, November 3 .....	Parent/Teacher Conference – 3:30 – 7:00 P.M.
Friday, November 11 .....	Veterans Day (Observed) - No School
Friday, November 18.....	School Improvement Day - 12:30 Dismissal
Tuesday, November 22 .....	2:00 Dismissal
Wednesday, November 23.....	Thanksgiving Holiday - No School
Thursday, November 24 .....	Thanksgiving Holiday - No School
Friday, November 25 .....	Thanksgiving Holiday - No School
Friday, December 23 .....	School Improvement Day - 12:30 Dismissal
Tuesday, January 3 .....	Teacher Institute Day - No School
Wednesday, January 4 .....	Christmas Break Concludes - School Resumes
Friday, January 13 .....	School Improvement Day - 12:30 Dismissal
Monday, January 16 .....	Martin Luther King's Birthday - No School
Friday, February 17 .....	School Improvement Day - 12:30 Dismissal
Monday, February 20 .....	President's Day - No School
Wednesday, April 12 .....	2:00 Dismissal
Thursday, April 13.....	Easter Break - No School
Friday, April 14 .....	Easter Break - No School
Monday, April 17 .....	Easter Break - No School
Friday, April 28 .....	School Improvement Day - 12:30 Dismissal
Thursday, May 25 .....	Last Day of Student Attendance - 12:30 Dismissal
Monday, May 29.....	Memorial Day (Observed) - No School

## B. DAILY CLASS SCHEDULE

7:50 A.M.	School Opens
8:05 A.M.	First Bell – Students go to homeroom
8:10 A.M.	Tardy Bell
8:20 – 9:05	First Period
9:08 - 9:50	Second Period
9:53 – 10:35	Third Period
10:38 – 11:20	Fourth Period
11:23 – 12:05	Fifth Period
12:38 – 1:20	Sixth Period
1:23 – 2:05	Seventh Period
2:08 – 2:50	Eighth Period
2:50 P.M.	School Dismissed

<u>LUNCH SCHEDULE</u>	
11:20 - 11:50	7 <sup>th</sup> Grade Lunch
11:50 – 12:20	5 <sup>th</sup> Grade Lunch
12:05 – 12:35	8 <sup>th</sup> Grade Lunch
12:35 - 1:05	6 <sup>th</sup> Grade Lunch

NOTE: Students should not arrive at school before 7:30 A.M. and should leave at dismissal time unless under the direct supervision of a teacher. Parents are requested to please pick up their children at the designated times.

## C. EARLY OUT SCHEDULE

### **12:30 Dismissal**

7:50 A.M.	School Opens
8:05 A.M.	First Bell – Students go to homeroom
8:10 A.M.	Tardy Bell
8:20 – 8:50	First Period
8:50-9:20	Second Period
9:20-9:50	Third Period
9:50-10:20	Fourth Period
10:20-10:50	Fifth Period
10:50-11:20	Sixth Period
11:20-11:50	Seventh Period
11:50-12:30	Eighth Period

Lunch: 10:50-11:20	5 <sup>th</sup> /6 <sup>th</sup> Grade Lunch
11:20-11:50	7 <sup>th</sup> Grade Lunch
12:00-12:30	8 <sup>th</sup> Grade Lunch

### **2:00 Dismissal**

7:50 A.M.	School Opens
8:05 A.M.	First Bell – Students go to homeroom
8:10 A.M.	Tardy Bell
8:20 – 9:00	First Period
9:00 - 9:40	Second Period
9:40 – 10:20	Third Period
10:20 – 11:00	Fourth Period
11:00– 11:30	Fifth Period
11:30-12:00	Fifth/Sixth Period
12:00-12:30	Sixth Period
12:30-1:10	Seventh Period
1:10-1:53	Eighth Period
1:53 P.M.	School Dismissed

Lunch: 11:00-11:30	5 <sup>th</sup> /6 <sup>th</sup> Grade Lunch
11:30-12:00	7 <sup>th</sup> Grade Lunch
12:00-12:30	8 <sup>th</sup> Grade Lunch

# 3. Health and Safety

## A. STUDENT SCHOOL INSURANCE (Optional)

An optional school insurance program is available to all students

Plan	<b>\$60.00</b>	24 Hour Coverage with dental
Plan II	No Charge	School Time Coverage

## B. MEDICATION FOR STUDENTS

When a student requires prescribed or over the counter medication during school hours the parents should contact the health aide at the school.

Any student who is required to take medication during school hours must comply with these school regulations:

1. Written orders from a physician detailing child's name, name of medication, and dosage to be given.
2. Written request and permission from the parent/guardian of the student requesting that the school district give the medication prescribed by the physician.

Forms for both of the above are available at school

Every effort should be made to administer medication at home before or after school hours.

NOTE: Students are not allowed to transport medication. Parents need to deliver and pick up all medication given at school.

## C. HEAD LICE POLICY

In view of the continuing problem of head lice in the community, the District adopts the following procedure to be carried out by the administration and health service staff:

1. Students who have evidence of head lice will be excluded from school until they have been properly treated and all nits or (eggs) have been removed from the hair strands. Students are expected to return within three school days of being excluded from school.
2. Students sent home for treatment should be brought back to school (by appointment only) to be re-checked before they are allowed to attend school. If nits (eggs) or live lice are found, the student will be sent home for further treatment.

## D. SCHOOL CLOSING

In the event that it becomes necessary to close school due to severe weather conditions or an emergency, such a decision will be announced over WCIL (101.5), WDQN (1580), WHCO (1230), Z100 (100), WXAN (103.9), WSIL Channel 3 and KFVS Channel 12. **School messenger parent notification system will also be utilized during emergency situations.** For any additional information contact the school 618-357-2724.

## E. LEAVING SCHOOL GROUNDS

Students are not to leave the school grounds at any time during the school day without special permission from the principal or the superintendent. If a student is to leave the school during the day, a note dated and signed by the parent or legal guardian must be presented to the principal or superintendent for approval. The note must also state who will be picking up the student. Then, it is necessary for the person picking up the student to come in the office and fill out the sign-out sheet before leaving the school grounds. This requirement is for the safety and protection of the students.

Junior High students are not permitted to leave the campus at lunch unless accompanied by a parent or designated adult. A written note must be submitted to the principal for approval, if the parent wants the student to go home for lunch.

## F. ASBESTOS MANAGEMENT PLAN

Pinckneyville District #50 conducted a complete inspection of its facilities in 2004, utilizing the services of Mead Environmental Associates. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

Thank you for your cooperation and understanding.

## G. SAFETY DRILLS

Throughout the school year there will be several safety drills conducted. These drills include fire, tornado, and security drills.

## H. VISITORS

All individuals who enter school grounds are required to check in with the main office. This includes parents, community members, maintenance personnel, and salespeople.

## I. HERBICIDE/PESTICIDE NOTIFICATION

Pinckneyville JHS has a voluntary registration in the event that the spraying of pesticides or herbicides is necessary. By putting your name on this list you are asking to be notified two days before an airborne pesticide or herbicide application. In the event of an extreme emergency requiring the immediate use of pesticides, we will notify you as soon as possible. Contact the office if you wish to be added to the registry.

## J. VIDEO SURVEILLANCE

Pinckneyville Junior High School uses video cameras in the hallways, playgrounds, lobby, and building entrances to monitor student, staff, and visitor safety.

## K. FOOD ITEMS

In accordance with the recommendations made by the Illinois Department of Public Health, all refreshments/food products brought to school must be prepackaged and/or purchased from a licensed food facility. All food items must be brought to the office to be checked before being taken to classrooms or students. This applies to all school and classroom parties.

# 5. Students

## A. STUDENT LUNCH FEES

Lunches Grades 5 – 8	<u>\$2.00</u>
Extra Milk	<u>\$ .25</u>
Breakfast	<u>\$ .60</u>

\*Students will only be allowed a maximum of 10 lunch charges. Students will not be allowed a school lunch if they have 10 or more charges and will be provided an alternate lunch selection.

## B. STUDENT BOOK RENTAL FEES

Grades 4 – 8	<u>\$35.00</u>
Jr. High Lock Fee	<u>\$ 3.00</u>

### C. WAIVER OF FEES

If you feel you are unable to pay school fees (such as book rental), you may request an application for waiver of school fees at the school office. The following eligibility criteria will be used:

- a) Recipient of Public Assistance
- b) Eligible for free or reduced lunches
- c) Other extenuating circumstances

For complete policy and procedures, you may contact the school office at 357-2724.

### D. BOOK DAMAGE FEES

Students will be charged a book damage fee for any book that they fail to keep in acceptable condition. Fees will range from \$5.00 to the cost of replacing the whole book.

### E. STUDENT ENROLLMENT REQUIREMENTS

1. Children reaching the age of five (5) on or before September 1 of the year during which the regular school term begins shall be eligible for kindergarten.
2. First grade students may enter school providing they attain the age of six (6) on or before December 1 of the year during which the regular school term begins.
3. Students entering school for the first time must present the required birth certificate or other documentary proof of date of birth.
4. Elementary school age children (K-8) residing in the school district, who are living with parents or legal guardians, shall be eligible for admission. Non-resident students who wish to attend the Pinckneyville Schools shall be assessed a tuition charge.
5. Physical examinations of all pupils entering kindergarten or first grade and sixth grade are required by law. The State also requires that all students fulfill immunization requirements at the time of school entrance. Students transferring from other school districts shall present an up-to-date health record at the time of enrollment.
6. State law requires a dental examination to be completed for students entering kindergarten, second grade, and sixth grade.
7. State law requires all students entering kindergarten to have completed an eye examination. An eye examination is also required for students entering an Illinois school for the first time.

### F. STUDENT ATTENDANCE

It is mandatory, under Illinois law, that students attend school every day. Parents are to notify the school whenever a child is absent (357-2724). Parents must call between 7:45 A.M. and 9:50 A.M. on the morning of the absence. Failure to contact the school will result in an unexcused absence.

Students may be excluded from school when afflicted with any contagious, infectious, or transmittable disease. School officials shall be governed by the decision of a physician or the Board of Health, in such cases. In such cases it may be necessary to provide written documentation, from a physician or Board of Health, of the illness or disease. Any student who is absent from school must have a valid cause. A valid cause would be illness, medical problems, and religious holidays, death in the family, family emergencies, or other situations approved by the building principal. **Students who have more than three (3) total absences in a quarter may be required to provide a note from a medical professional for each absence to be excused after that point. Written notes from parents/guardians or phone calls will not be accepted as verification of absences after three (3) in a quarter.**

**Excused absences: Students who have an excused absence will be provided an opportunity to make up tests or other work that was missed during their excused absence. All work will be made up at the teacher's discretion but in all cases within the grade period missed. Students should talk with each of their teachers upon returning to school to receive make-up work. Students will have equal number of days missed to turn in all makeup work.**

**Unexcused absence: Any absence from school which is found not to be valid will be counted as unexcused. Any student whose absence is determined to be unexcused will be allowed to makeup missed work. If work is not turned in within the allotted time, this may result in no (0) credit. Students will have equal number of days missed to turn in all makeup work**

**If a student needs homework, parents must call before 9:50 am. No homework will be collected after 9:50 am. Homework will be ready for pickup in the office by 2:50pm. Any student who has not completed work while absent must meet with their teacher to arrange for makeup assignments.**

**Vacations: If the parent/guardian chooses to take a student for trips or vacation during the school year, the student may be excused at the discretion of the administration. The administration should be notified in writing at least seven (7) days in advance of the planned absence. Arrangements for makeup tests, assignments, projects or other activities are the responsibility of the student, and are to be made-up at the discretion of the teacher.**

Many students miss school each year to go deer hunting. Student presenting a note signed by their parents will be permitted to miss one day per school year to deer hunt.

## G. STUDENT RECORDS

A complete cumulative record is maintained on each student enrolled in the Pinckneyville Schools. The folder contains the student's grades, attendance records, standardized test scores, and any information the school may need pertaining to any special health conditions of the student.

Parents may review these records by making an appointment with the principal or superintendent of the school to set a time when the records can be reviewed and interpreted.

If a student should move from Pinckneyville to another area, the parent must give written permission before the student's records can be mailed to another school. Parents bringing students into Pinckneyville Schools must also request in writing, to have the previous school send records to Pinckneyville.

# 6. Academics and Instruction

## A. EDUCATIONAL PROGRAM

Pinckneyville School District #50, provides a comprehensive educational program that has received full state recognition. The Educational Program includes the following:

\*Reading and Mathematics

\*Social Studies, Science, and Language Arts

\*Health, Safety, and Physical Education (Grades 7 & 8 only)

Library Service

Title Services

Special Education and Speech

School Health Service

Jr. High Electives

Discovery Education will be utilized to determine RtI interventions for students

(\* ) Indicates core classes used to determine honors and promotion.

## B. GRADING SYSTEM

- A - Excellent: Represents work of a very high quality.
- B - Good: Represents work of above average quality
- C - Average: Represents work of average quality
- D - Low: Represents work of below average quality.
- E - Failing: Represents failing work.
- S - Satisfactory
- N - Needs for improvement
- U - Unsatisfactory



### C. GRADING SCALE

A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	E+ 57-59%
A 93-96%	B 83-86%	C 73-76%	D 63-66%	E 53-56%
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%	E- 0-52%

100% Honor Roll = 100%      High Honor Roll = 92.5-99.9%      Honor Roll = 86.5-92.4%  
Adequate Progress = 69.5-86.4      Academic Warning = 59.5-69.4      Danger of Retention = 59.4 or Below

### D. GRADE REPORTING AND PARENT CONFERENCES

Parents will be notified of their child's progress using midterm reports and report cards. Midterm reports will be issued to students every 4-5 weeks and report cards are issued every 9 weeks. Parents wanting to review their child's grades more often can contact the school to make arrangements. Parents who wish to speak to their child's teacher about grades can call and set up a conference to discuss their child's grades. Parents may also access their child's grades online at [www.jrpanther.com](http://www.jrpanther.com). Please contact the school if you would like further instructions on checking grades online.

Grading Periods	Mid Term Reports	Quarter Ends	Report Cards Sent Home
First Quarter	September 16, 2016	October 14, 2016	October 21, 2016
Second Quarter	November 18, 2016	December 23, 2016	January 6, 2017
Third Quarter	February 10, 2017	March 10, 2017	March 17, 2017
Fourth Quarter	April 12, 2017	*May 25, 2017	*May 25, 2017

\*Ten snow days have been built into the school calendar. School will dismiss earlier depending on the number of snow days used. If no snow days are used, school will dismiss on May 11, 2017.

\*Subject to end of school date

### E. RETENTION AND PROMOTION

The promotion policy of PJHS is based on the following:

1. Successful completion of the curriculum.
2. Attendance
3. Performance on the PARCC and IOWA tests.
4. Teacher Evaluations

Parents will be notified of possible retention mid school year. Parents will also have the opportunity to meet with staff members to discuss concerns and review criteria for retention. The final decision is up to the school district in matters of retention.

### F. ADDING AND DROPPING CLASSES

Once a student registers for a class they are encouraged to stay in the class for the full length of the class. If a student wants to drop a class they must do it within the first week of the class or wait till the end of the quarter. After the first week they cannot drop a class. The principal must approve all add or dropped classes.

### G. STUDENT PLANNERS

Students will be issued a daily calendar/planner at the first of the school year. Students are expected to use the planners to develop organizational skills. Part of a student's grade can be based on the use of their planners. If a student should lose their planner, they will be required to purchase a new one from the office (Cost: \$5.00). Students are not allowed to use their own planners purchased outside of school.

### H. PHYSICAL EDUCATION PROGRAM

All students at PJHS participate in a Physical Education class every day. Students in 5<sup>th</sup> grade are not required to wear the PE uniform. 5th grade students are required to have tennis shoes to participate in P.E. Students in grades 6, 7 and 8 are required to wear the school uniform (White or gray shirt and navy shorts and non-marking gym shoes). For the health and safety of all students, students may be required to remove jewelry or watches before participating in P.E. All items should be marked with the student's name. If a student is in attendance but cannot participate due to a medical reason a medical release is required. This release should also state when the student could again participate in PE class. Notes from parents may only exclude student from P.E. for 1 day only. Students may "rent" a lock for their PE locker for \$3.00, \$2.00 of which is refunded when the same lock is returned at the end of the school year. (Only school issued locks may be used on lockers). Students should always have their locker locked when they are not present in the locker room. Every attempt is made to issue the same lock to the student for their 3 years of PE so that they only have to memorize one combination. Students should not tell anyone else their combination. Any bottles kept in the PE locker (deodorant, hairspray, and cologne) should be of unbreakable material.

## I. COMPUTER AND INTERNET POLICY

Internet access is now available to students and teachers in the Pinckneyville District #50 schools. We are very pleased to bring this access to Pinckneyville School District #50 and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Pinckneyville School District #50) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the District.

Life is a series of choices and consequences. Pinckneyville School District #50 has chosen to make Internet resources available to students, and the consequence is that they will have access to far more information than if they had to rely on their school's library. If a student choose to use these resources for finding information that will be of assistance in learning, the consequences will be continued access the Internet. If a Pinckneyville School District #50 student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. The signature at the end of this handbook indicate each party who signed has read the terms and conditions and understands their significance.

**Acceptable Use** – The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Outcomes of Pinckneyville District #50. Use of another organization's network or violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

**Network Etiquette** – Users 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 get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Pinckneyville School District #50, including yourself.
- d. Note the electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
- g. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry or hate.
- h. Student subscriptions to electronic mailing lists are not allowed on Pinckneyville School District #50 accounts.
- i. From time to time, Pinckneyville School District #50 system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practices.

**Accuracy of Information** – Use of any information obtained via the Internet is at your own risk.

Pinckneyville School District #50 specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from Internet sources used in students' papers and reports should be cited the same as references to printed materials.

**Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or principal. Do not demonstrate the problem to the other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of Information on to the hard drives of Pinckneyville District #50 computers is prohibited; all downloads must be to a floppy disk. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.

**Vandalism** - Vandalism will result in the cancellation of privileges as well as other sanctions cited in this handbook. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, internet, or any of the other network items. This includes, but is not limited to, the uploading or creation of computer viruses.

**Inappropriate Use** – Pinckneyville District #50 teachers and administrators will deem what is inappropriate use, and their decision is subject only to the confirmation of the school board. The administration, faculty, and staff of PJHS may request the suspension or termination of computer use of any user who violates the acceptable use practices.

## 7. Discipline

### Students

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

### Student Behavior (formerly known as Student Discipline)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically

includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
10. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

#### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

#### Weapons

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

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

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

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

### Delegation of Authority

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

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

### Student Handbook

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

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

### Students

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-2017 school year.

### Suspension Procedures

#### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.



### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## Students

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

### Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## A. INCENTIVE PROGRAM

Each quarter, PJHS will provide positive incentive activities for students who meet the following criteria:

1. Students must not be considered truant from school.
2. Students must have a 70% or better for their quarter average (teacher discretion)
3. Students must not have more than 2 detentions for the quarter.
4. Students must not have any suspensions (in/out) for the quarter.

\* **Incentives include trips, dances, and other incentive activities established by the school.**

### **CLASS TRIPS/END OF YEAR TRIPS:**

Students on school sponsored trips should be aware of the fact that all such trips are considered merely an extension of the classroom and all normal regulations are in effect. No student will be allowed to take part in the field trip without a proper parental permission form filled out. The administration will approve all class/field trips in advance and provide a list of students eligible to attend. **Students with records of chronic absenteeism, discipline problems, suspensions (in or out) or failing grades will not be approved for these trips.**

## B. APPROPRIATE DRESS

Students at PJHS are expected to have pride in their appearance, as well as being respectful of the rights of others. Clothing that is disruptive to the educational system is not appropriate. An example of clothing that is disruptive includes, but is not limited to, clothing that advertises alcohol, tobacco, or drugs', clothing that displays offensive text or graphics, clothing that exposes undergarments. Students are expected to be covered from their shoulders to mid-thigh at all times. Any clothing that exposes any portion of a student's mid-section, shorts or skirts that do not come to their finger tips or shirts or dresses that do not cover the entire shoulder are not permitted. Pants or shorts with holes above the knee are not allowed. Students wearing low cut tops will be asked to change.

## C. SEARCH AND SEIZURE

All items brought to school are subject to search and seizure by the administration and staff. Search and seizures will be conducted in cases where illegal substances, weapons, or any other inappropriate items are suspected to be in possession by students.

## D. WEAPONS

Weapons of any kind are not permitted on school grounds. This includes, but is not limited to, knives, guns, billy clubs, brass knuckles, and razor blades. The possession or use of a weapon can result in expulsion from school.

## E. DRUGS, ALCOHOL, AND TOBACCO

The use or possession of any real or look alike illegal drugs, alcohol, tobacco products, paraphernalia, or other drug inducing substances are not permitted on school grounds. The use or possession of these substances can result in expulsion from school.

## F. SEXUAL HARRASSMENT

Sexual harassment is defined as any touching, grabbing, teasing, crude pictures, messages, or any other actions that are sexual in nature directed at individuals or groups. Anyone who witnesses sexual harassment or experiences it needs to report it to a teacher, counselor, or principal. Students found guilty of sexual harassment can be expelled from school.

## G. AGGRESSIVE BEHAVIOR

Aggressive behavior can be considered any behavior that hurts other student(s) physically and/or emotionally. This includes, but is not limited to, bullying and teasing. Bullying and teasing will not be tolerated and can result in severe disciplinary actions. Students found to have engaged in this type of behavior will be required to take a character development class. This class will be delivered during a study hall period.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### **Complaint Managers:**

##### **Mark Rohlfing**

700 E Water  
Pinckneyville  
618-357-2724  
mrohlfing@jrpanther.com

##### **Mallory Owens**

700 E Water  
Pinckneyville  
618-357-2724  
mowens@jrpanther.com

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

### H. ALTERNATIVE SCHOOL

Students who are severe behavior problems are eligible for alternative school. Students can be sent to an alternative school in Duquoin or Murphysboro, Illinois for help in correcting their behavior problems. Parents will be notified if their child is eligible for this program.

### I. VALUABLES

Students are not permitted to have excess money, jewelry, gifts, flowers, and other valuable items at school. Valuables are not needed at school and run a risk of being stolen.

### J. LATE TO SCHOOL OR CLASS; TARDY

Students who are late getting to school or throughout the day will receive detentions if they accumulate too many tardies in a quarter.

### K. CELL PHONE/ELECTRONIC DEVICE USAGE

Using a cellular or any other electronic device that disrupts the educational environment or violates the rights of others is prohibited. All cellular and electronic devices must be turned off and out of sight during the school day. Using a cellular device to take photographs/videos, send messages, cheat, or violate student conduct rules may result in disciplinary action. Cellular or electronic devices that go off or are visible during the school day will be confiscated and sent to the office. Parents will be required to pick up the device. Repeated or serious violations involving cellular or electronic devices may result in detention, suspension, or expulsion from school. School phones located in the office and lobby are available for students to use with prior approval.

## 8. Special Services

### A. SPECIAL EDUCATION AND 504

Pinckneyville SD #50 offers special education and 504 programs. Please see the principal if you are interested in special services.

### B. MISCONDUCT BY STUDENTS WITH DISABILITIES

#### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available upon request of the parent(s)/guardian(s).

## **Discipline of Special Education Students**

The District shall comply with provisions of the individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student who's gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition.

A special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed state of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

### **C. CARE TEAM**

PJHS has teams of teachers who assist students with various academic and social problems. Students, parents, and teachers are encouraged to make referrals to the teams so that they may intervene to help students with school related issues.

### **D. SOCIAL WORK SERVICES**

Pinckneyville SD #50 has a full time social worker on staff. Students may be referred for social work services for various reasons. Parents may contact the social worker to discuss concerns or problems related to school.

# **9. Extra Curricular Activities**

## **A. EXTRA CURRICULAR PROGRAM**

PJHS extra curricular program includes the following:

1. Girls Softball
2. Boys Baseball
3. Cheerleading
4. Boys Basketball
5. Girls Basketball
6. Coed 5<sup>th</sup>/6<sup>th</sup> Basketball
7. Girls Volleyball
8. Boys Track
9. Girls Track
10. Student Council
11. Technology Club
12. Archery

## B. PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

As part of their educational experience, students have the opportunity to participate in extracurricular activities. Students in extracurricular activities are required to follow the PJHS handbook and athletic policy. Participation in extracurricular activities shall not be prohibited because of race or sex. Academic achievement (grades) and attendance will be used as a criterion for participation. Students who participate in extracurricular activities must maintain passing grades in all their subjects. Grades will be checked each week after the first three weeks of a quarter grading period. Grades will not be checked during the first three weeks of a quarter grading period. Any student who is failing one or more classes after weekly grade checks will be ineligible to participate in extracurricular activities for the following week. **Any student on the ineligible list for three (3) consecutive weeks may be removed from the team.** Parents and students will be notified 1-3 days in advance of ineligibility for extracurricular activities. Any student who is absent for more than ½ day of school due to illness or unexcused absence will not be allowed to participate in extracurricular activities that day. Suspensions and other serious discipline infractions can result in students being ineligible to participate in extracurricular activities. All extracurricular activities and schedules must have the principal's or athletic director's approval.

Every student participating in an athletic program must have an up-to-date physical examination and concussion information sheet on file at the junior high. **No student may try out until the physical examination or concussion information sheet has been turned in.** Students must also have school insurance or a signed statement from a parent indicating insurance coverage for the student(s).

# 10. Transportation

## A. BUS TRANSPORTATION

Students who live one and one-half (1.5) miles or more from school are eligible to ride the bus. The boundaries established by the School Board for the Junior High School are as follows:

1. North of the Missouri Pacific Railroad tracks mile marker sign for Nashville and Carlyle on Highway 127.
2. South of the Illinois Central Railroad tracks underpass that cross Highway 127 south of town.
3. West of Illinois Central Railroad tracks underpass on Highway 13/154.
4. Southwest of Illinois Central Railroad tracks at the fairgrounds.

Every effort will be made to provide bus service as convenient as possible for students. However, it must be remembered that bus routes are determined with the safety and welfare of the students in mind. Hazardous conditions that exist may require adjustments in the route, especially during the winter months.

In the event that bus routes are changed due to weather conditions or should it become necessary to close school, it will be announced using School messenger and broadcast on WDQN Duquoin 1580, WHCO Sparta 1230, and WCIL Carbondale 101.5.

## B. SHUTTLE RUN

In addition to the regular bus routes, the school district shall bus students living within 1.5 miles from school in identified safety hazard areas approved by the State. Only those students (5 – 8) residing in these areas will be permitted to ride the shuttle bus.

Junior High School students eligible for in-town bus service on the shuttle bus are those students who reside North of Highway 154, and West of Highway 127.

Junior High School students living in Imperial Heights are eligible for bus service under this

hazard area condition. Students living in Diamondtown, Diamond Terrace, and Sunset Drive, and the fairground areas reside 1.5 miles from school and are eligible for regular bus service.

**SEE ROUTE MAP OF SHUTTLE RUN IN THE BACK OF THIS BOOK**

**C. EMERGENCY SNOW ROUTES**

**School Closing**

In the event that it becomes necessary to close school due to severe weather conditions or an emergency, such a decision will be announced over WCIL (101.5), WDQN (1580), WHCO (1230), Z100 (100), WXAN (103.9), WSIL Channel 3 and KFVS Channel 12.

Pinckneyville District 50 will use **School Messenger** in the event that it becomes necessary for an early dismissal or to close school due to severe weather conditions or an emergency, parents will receive a call from **School Messenger**. It is no longer necessary to contact the school.

**Emergency Snow Routes**

Emergency Snow Routes have been developed to enable the District to remain in session on days when the highways are clear, but the secondary roads remain hazardous for normal bus transportation of students. If bus routes are changed due to weather conditions an announcement stating that, "School will be in session, busses will be running on Snow Routes", will be announced on the following radio and television stations: WCIL (101.5), WDQN (1580), WHCO (1230), Z100 (100), WXAN (103.9), WSIL Channel 3 and KFVS Channel 12. Following is a list of the snow routes for all busses ridden by District #50 students.

*This information can also be downloaded online from the district website: [www.jrpanther.com](http://www.jrpanther.com)*

<b>Hot Pink – ( Martha) Pickup/Drop Locations</b>
Normal route with the exception the bus will not run down Waxwing, Wood Duck, South & North Lake Roads. Students will be picked up at the highway at approximately 7:10 A.M. Students will be dropped off at 3:20 P.M.

<b>Purple - (Connie) Pickup/Drop Locations</b>
The bus will park at the Swanwick yards located at Tigerlilly Road and Route 13. Parents may drop students off between 7:10 A.M. to 7:20 A.M. Students will be dropped off at 3:35 P.M. The bus will make regular highway pickups. In Addition the following stops will be made: New Church /Route 13    7:25            3:25 Zinnia/Route 13            7:30            3:20 Mueller Hill/Route 13    7:35            3:15

<b>Orange – ( Betty) Pickup/Drop Locations</b>
Normal route with the exception the bus will not run Presswood Hills. The Presswood Hills students will be picked up at the Beaucoup Baptist Church parking lot at 7:10 A.M. and dropped off at 3:30 P.M.

<b>Red–(Marla) Pickup/Drop Locations</b>	<b>Pick Up</b>	<b>Drop Off</b>
Antique Mall/Route 127	7:10 A.M.	3:25 P.M.
Suchomski Store/Route 127	7:20 A.M.	3:30 P.M.
Carnation/Route 127	7:25 A.M.	3:20 P.M.
Finch Road/Route 127	7:26 A.M.	3:15 P.M.



<b>Green (Teddi) - Pickup-Drop Locations</b>	<b>Pick Up</b>	<b>Drop Off</b>
Pyatt Blacktop/Route 13	7:10 A.M.	3:20 P.M.
Cudgetown Road/Route 13	7:20 A.M.	3:16 P.M.
Normal Route 13 Pickups		
North Sunset/Fairground Road	7:30 A.M.	3:10 P.M.
South Sunset/Fairground Road	7:30 A.M.	3:10 P.M.
Charlotte Hills/Fairground Road	7:32 A.M.	3:12 P.M.
Cottontail/Fairground Road	7:33 A.M.	3:14 P.M.

<b>Blue –( Tori) Pickup/Drop Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
The bus will park at the Cutler T Lot (Route 150/154) at 7:15 A.M. to 7:25 A.M. Students will be dropped off at 3:35 P.M.		
Route 154/Crocus Road	7:30	3:40
Beaucoup Baptist Parking Lot	7:38	3:45
Gunther’s Trailer Court	7:40	3:50

<b>High School #9- Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
State Route 13/127/Matthew Road	7:15 A.M.	3:20 P.M.
State Route 13/127/Pyatt/Cutler Road	7:25 A.M.	3:25 P.M.
All pickups on State Route 13/127 will be made.		

<b>High School #8 - Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
State Route 13/Town of Swanwick	7:00 A.M.	3:25 P.M.
State Route 13/Larkspur Road	7:15 A.M.	3:20 P.M.
State Route 13/Fleur-de-lis Road	7:20 A.M.	3:15 P.M.
All pickups on State Route 13 will be made.		

<b>High School #3 - Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
State Route 154/County Line Road	7:20 A.M.	3:30 P.M.
State Route 154/Baby’s Breathe Road	7:22 A.M.	3:28 P.M.
State Route 154/Cutler T. Rock Pile (North Exit)	7:24 A.M.	3:26 P.M.
State Route 154/Lost Prairie Road	7:26 A.M.	3:24 P.M.
State Route 154/Rose of Sharon Road	7:30 A.M.	3:22 P.M.
All pickups on State Route 154 will be made.		

<b>High School #1 - Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
White Walnut Road/State Route 154	6:50 A.M.	3:10 P.M.
State Route 127/Bethal Church Road	7:15 A.M.	3:30 P.M.
State Route 127/Todds Mill	7:20 A.M.	3:25 P.M.
State Route 127/Oak Grove Baptist Church	7:30 A.M.	3:15 P.M.
All pickups on Route 127 will be made		

## **D. BUS REGULATIONS**

### **Students Bus Conduct**

All students must follow the District's *School Bus Safety Rules*.

#### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.

1. Willful injury or threat of injury to a bus driver or to another rider.
2. Willful and/or repeated defacement of the bus.
3. Repeated use of profanity.
4. Repeated willful disobedience of a directive from a bus driver or other supervisor.
5. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### **Academic Credit for Missed Classes During School Bus Suspension**

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

#### **Electronic Recordings on School Buses**

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

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

## E. END OF DAY DISMISSAL

It is very important to follow the proper procedure for dismissal at the end of the day. The safety of each student must be taken into consideration as we dismiss school each day. Students have several choices when dismissed at the end of the day:

1. Ride High School Bus Home – Students report immediately to the walk line area and walk to the high school to get on the appropriate bus. Once they arrive at the high school, students report to their assigned bus.
2. Ride Junior High Bus Home – Students must report immediately to the gym and await dismissal by bus supervisors to board their assigned bus.
3. Walk/Ride Bike Home – Students must immediately report to the south entrance and await supervisor's instructions. The supervisor will direct students across the street. Students must walk and push bikes across the road. **No student is allowed to cross the road without a supervisor present.** Students walking and riding bikes are not allowed to travel in front of the high school along Highway 154. Students must travel home around the back of the high school.
4. Ride in car Home – Students must immediately report to the front entrance of the school to await parent/guardian pick up.
5. After School Activities – Students involved in after school activities need to report to their assigned areas with the coach or sponsor.

**Parents do not drive your car into the area where the students are loading school buses.** This area is east of the Junior High School's gym. If you must meet a child on the bus, park in front of the Junior High and walk to the bus area.

Parents please drive carefully and if you encounter other drivers or students acting in an unsafe manner, please report them to the Junior High principal.

Student walkers and bicycle riders who choose to create a situation that endangers them or others may be required to remain after school. When the busy school traffic is gone, these students will be dismissed.

## F. CHANGE OF TRANSPORTATION

Students are required to bring written notice to the school office if they are to ride a different bus to school or home from school.

## G. HAZARDOUS BUS ROUTES

See insert in the back of handbook for routes.

# 12. Pictures/Media

## A. VIDEOTAPING AND PICTURES OF STUDENTS

Throughout the school year students may be videotaped or have their picture taken. All video and pictures are used for educational purposes and may be posted on the school web page, bulletin boards, and other areas throughout the school. Any parents not wanting their child to have video or pictures taken need place a written request with the principal.

# 13. Title 1 Parent/School Compact

Pinckneyville School District #50 will:

- 1) Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards.
  - Integrate technology into and across the curriculum.
  - Implement reading interventions to meet the needs of all students.
  - Use differentiated instruction and materials for students to understand the concepts being taught.
- 2) Hold Parent/teacher conferences during which time this compact will be passed out and discussed.
- 3) Provide parents with frequent reports on their child(ren)'s progress. The school will provide the following reports:
  - Mid Term Progress reports
  - Grade book online
  - Discovery Ed Results
  - PARCC Reports (When taken)
  - Provide reasonable access to staff. Staff will be available for parent meetings:  
Before School, after school and during preparation periods.
- 4) Provide parent opportunities to volunteer and to observe classroom activities.

Parent Responsibilities:

We as parents/guardians will support our children's learning in the following ways:

- Make sure that homework is completed.
- Monitoring amount of television my child watches.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive uses of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices sent from the school and responding as appropriate.
- Attending Parent/Teacher conferences.
- Instill proper manners and positive character values.
- Monitoring attendance.
- Serving on committees or advisory groups to the extent possible.

# Acknowledgement Page

I have read and fully understand the Pinckneyville Junior High School District #50 handbook to include the computer and Internet policy. I understand that the handbook is subject to change at any time due to district policy and state law updates.

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Children(s) Name(s)

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Parent Signature

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Date

*\*Please fill out the above information and return this page.*

Thank you for your cooperation,

*MARK ROHLFING*  
Principal PJHS

**Pinckneyville Junior High**  
**District #50**



**Student Handbook**  
**2016-17**

**Pinckneyville Junior High**

**700 East Water Street  
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**618.357.2724**

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