

# Putnam County Junior High School

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## Mission Statement

**Putnam County School District- where all students will  
learn and succeed, and all means ALL.**

**PUTNAM COUNTY SCHOOL DISTRICT 535**

**EDUCATING OUR FUTURE**



**This assignment notebook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

\*\*\*Your Putnam County PTA provides this student assignment notebook\*\*\*

Putnam County PTA

The objective of the PTA is to promote the welfare of all children through a working partnership among parents, educators, and the community at large.

The PTA, in cooperation with teachers and administrators, work to provide worthwhile programs for our students. In order to make these programs possible, the PTA holds fund-raisers through the year such as: Book Fairs, Fun Fair, Santa's Secret Shop, and Market Day. Market Day is the main fund-raiser held throughout the school year.

We encourage everyone, parents and community members alike who are concerned about the welfare of children to use PTA as a vehicle for becoming involved in education. We welcome everyone to attend our monthly meetings. PTA meetings are held on the third Tuesday of each month at 7:00 pm in the high school Media Center. BABY-SITTING IS AVAILABLE DURING THE MEETING AT NO CHARGE.

We need your support to MAKE A DIFFERENCE-Join the PTA today!

### Putnam County PTA Officers

President: Lori Mertel 815-339-6873  
Vise Pres: Connie Donaldson 815-339-6360  
Treasurer: Tracie Haage 815-339-2380  
Secretary: Michelle Black 815-925-7360

Meetings will be on the 3rd Tuesday of the month (subject to change)

### Meeting Dates 2009-2010

September 15, 2009	October 20, 2009	November 17, 2009
December 15, 2009	January 19, 2010	February 16, 2010
March 16, 2010	April 20, 2010	May 18, 2010

### MARKET DAY

Market Day is a major fund-raiser for PTA to raise money for all three schools. Market Day is an organization that helps to raise money for education. Order forms are sent out each month to all students and are also located at the three Putnam County banks. You can order special food products and PTA receives a percentage from each product. A few months throughout the year there are special promotions to help us earn an extra profit. It is a fund-raiser that the whole community can get involved in.

### Market Day Chairpersons

Lori Mertel.....815-339-6873

### Market Day Pick-up Dates 2009-2010

Pick up time is from 4:00-5:00 pm

September 8, 2009	October 6, 2009	November 3, 2009
December 1, 2009	January 12, 2010	February 9, 2010
March 9, 2010	April 13, 2010	May 11, 2010
	June 8, 2010	

**PUTNAM COUNTY CUSD 535**

## SCHOOL CALENDAR 2009-2010

**July 29, 30 – Registration 9:00- Noon and 1:00-7:00**  
**Aug. 13 – Teacher Institute Day**  
**Aug. 14 – First Day of School – 11:25 a.m. Dismissal**  
**Aug. 17 – Aug. 21 – 2:05 PM Dismissal – Teacher In-Service**  
**Sept. 4 – 11:25 AM Dismissal – Teacher In-Service**  
**Sept. 7 – No School – Labor Day**  
**Sept. 11 – First Quarter Midterm**  
**Sept. 25 – 11:25 AM Dismissal – School Improvement Day**  
**Oct. 9 – Institute Day**  
**Oct. 12 – No School – Columbus Day**  
**Oct. 16 – First Quarter Ends**  
**Oct. 30 – 11:25 AM Dismissal – School Improvement Day**  
**Nov. 3 – Parent Teacher Conferences 4:00 – 8:00 PM**  
**Nov. 6 – Parent Teacher Conferences 8:00 – Noon**  
**Nov. 9 – No School – Veterans Day Observance**  
**Nov. 13 – Second Quarter Midterm**  
**Nov. 25 – 27 – No School – Thanksgiving break**  
**Dec. 18 – First Semester Ends – 2:05 PM Dismissal**  
**Dec. 21 – Jan. 1 – Winter Break**  
**Jan. 4 – Return to School**  
**Jan. 15 – 11:25 AM Dismissal – School Improvement Day**  
**Jan. 18 – No School – Martin Luther King Day**  
**Feb. 5 – Third Quarter Midterm**  
**Feb. 9 – Parent Teacher Conferences at the JH 4:00-8:00 PM**  
**Feb. 12 – 2:05 AM Dismissal – Comp Time for P/T Conferences**  
**Feb. 15 – No School – President’s Day**  
**March 1 – No School – Pulaski Day**  
**March 2 – 12 – ISAT Testing for Grades 3, 4, 5, 6, 7, 8**  
**March 12 – Third Quarter Ends**  
**March 19 – No School – Institute day**  
**April 2 – 9 – Spring Break**  
**April 28 – 29 – Prairie State Achievement Tests**  
**May 24 – No School – Institute Day**  
**May 26 – Report Card Day**  
**May 27, 28, June 1, 2, 3 – Emergency Days**

### Putnam County Junior High Athletic Schedules 2009-2010

<u>Putnam County Junior High</u>					
<u>Softball 2009</u>					
					<u>Bus</u>
Saturday	08/08/09	Dunlap	Away	10:00AM	8:00
Tuesday	08/11/09	Ottawa Shepherd	Away	4:30PM	3:00

Thursday	08/13/09	Fieldcrest A/B	Away	4:15PM	2:45
Saturday	<b>08/15/09</b>	<b>Ransom/St. Anthony</b>	<b>Home</b>	<b>10:00AM</b>	
Monday	<b>08/17/09</b>	<b>Flanagan</b>	<b>Home</b>	<b>4:30PM</b>	
Thursday	<b>08/20/09</b>	<b>Midland</b>	<b>Home</b>	<b>4:30PM</b>	
Friday	<b>08/21/09</b>	<b>Eureka</b>	<b>Home</b>	<b>4:15PM</b>	
Saturday	08/22/09	Indian Creek DH	Away	10:00AM	8:00
Thursday	08/27/09	Ransom/St. Anthony	Away	4:30PM	3:00
Friday	<b>08/28/09</b>	<b>Woodland</b>	<b>Home</b>	<b>4:30PM</b>	
Saturday	<b>08/29/09</b>	<b>Lady Puma Classic</b>	<b>Home</b>	<b>TBA</b>	
Monday	<b>08/31/09</b>	<b>Fieldcrest</b>	<b>Home</b>	<b>4:30PM</b>	
Tuesday	09/01/09	Lowpoint-Washburn	Away	4:30PM	3:00
Thursday	<b>09/03/09</b>	<b>El Paso-Gridley</b>	<b>Home</b>	<b>4:30PM</b>	
Tuesday	09/08/09	Henry	Away	4:30PM	3:15
Wednesday	09/09/09	IESA Regional	Away	TBA	TBA

**Putnam County Junior High**

**Baseball 2009**

Monday	<b>08/17/09</b>	<b>Flanagan</b>	<b>Home</b>	<b>4:30PM</b>	<b>Bus</b>
Tuesday	08/18/09	Eureka	Away	4:15PM	2:30
Thursday	<b>08/20/09</b>	<b>Midland</b>	<b>Home</b>	<b>4:30PM</b>	
Saturday	08/22/09	Dunlap	Away	10:00AM	8:00
Monday	08/24/09	Roanoke-Benson	Away	4:30PM	2:45
Tuesday	<b>08/25/09</b>	<b>Indian Creek</b>	<b>Home</b>	<b>4:30PM</b>	
Wednesday	08/26/09	Northlawn A	Away	4:15PM	3:00
Wednesday	<b>08/26/09</b>	<b>Northlawn B</b>	<b>Home</b>	<b>4:15PM</b>	
Thursday	08/27/09	Peru Catholic	Away	4:30PM	3:00
Friday	<b>08/28/09</b>	<b>Peru Washington</b>	<b>Home</b>	<b>4:15PM</b>	
Saturday	08/29/09	Marseilles DH	Away	10:00	8:15
Monday	<b>08/31/09</b>	<b>Fieldcrest</b>	<b>Home</b>	<b>4:30</b>	
Tuesday	09/01/09	Lowpoint-Washburn	Away	4:30PM	3:00
Wednesday	<b>09/02/09</b>	<b>Chillicothe</b>	<b>Home</b>	<b>4:30PM</b>	
Thursday	<b>09/03/09</b>	<b>El Paso-Gridley</b>	<b>Home</b>	<b>4:30PM</b>	
Tuesday	09/08/09	Henry	Away	4:30PM	3:15
Friday	09/11/09	Peru Washington	Away	4:15PM	3:00
Saturday	09/12/09	Morton Tournament	Away	TBA	TBA
Tuesday	09/15/09	IESA Regional	Away	TBA	TBA

**Putnam County Junior High**

**Girls Basketball 2009**

Saturday	09/26/09	Eureka Tip Off Tourney	Away	TBA	TBA
Monday	<b>10/05/09</b>	<b>St. Columba</b>	<b>Home</b>	<b>5:00PM</b>	
Thursday	<b>10/08/09</b>	<b>Midland</b>	<b>Home</b>	<b>5:00PM</b>	
Monday	<b>10/12/09</b>	<b>Peru Washington</b>	<b>Home</b>	<b>5:00PM</b>	
Tuesday	10/13/09	Roanoke-Benson	Away	6:00PM	4:45
Saturday	10/15/09	Peru Catholic Tour	Away	TBA	TBA
Monday	<b>10/19/09</b>	<b>Fieldcrest</b>	<b>Home</b>	<b>5:00PM</b>	
Tuesday	10/20/09	Mendota Holy Cross	Away	5:00PM	3:30
Thursday	10/22/09	Lowpoint-Washburn	Away	6:00PM	4:45
Monday	<b>10/26/09</b>	<b>El Paso-Gridley</b>	<b>Home</b>	<b>5:00PM</b>	
Tuesday	<b>10/27/09</b>	<b>Peru Catholic</b>	<b>Home</b>	<b>5:00PM</b>	
Thursday	10/29/09	Henry	Away	4:00PM	3:00
Monday	<b>11/02/09</b>	<b>Flanagan</b>	<b>Home</b>	<b>5:00PM</b>	
Thursday	11/05/09	Oglesby Washington	Away	5:30PM	4:30
Monday	11/09/09	LTC Tournament 7th @ Midland		TBA	TBA
Tuesday	<b>11/10/09</b>	<b>LTC Tournament 8<sup>th</sup> at PC</b>		<b>TBA</b>	
Monday	<b>11/16/09</b>	<b>Ransom</b>	<b>Home</b>	<b>5:00PM</b>	
Saturday	11/21/09	IESA 7 <sup>th</sup> Grade Regional	Away	TBA	TBA
Monday	11/30/09	IESA 8 <sup>th</sup> Grade Regional	Away	TBA	TBA

**Putnam County Junior High**

**Boys Basketball 2009-2010**

Thursday	11/11/09	Chillicothe	Away	6:00PM	<b>Bus</b> 4:30
Friday	11/13/09	DePue	Away	6:00PM	4:45
Monday	11/16/09	Midland	Away	6:00PM	4:45
Thursday	<b>11/19/09</b>	<b>Roanoke-Benson</b>	<b>Home</b>	<b>6:00PM</b>	
Monday	11/23/09	Peru Catholic	Away	6:00PM	4:45
Tuesday	11/24/09	Fieldcrest	Away	6:00PM	4:45

Monday	11/30/09	Lowpoint-Washburn	Home	6:00PM		
Thursday	12/03/09	El Paso-Gridley	Away	6:00PM		4:30
Tuesday	12/08/09	JFK	Home	6:00PM		
Thursday	12/10/09	Peru Washington	Away	6:00PM		4:45
Monday	12/14/09	Henry	Home	6:00PM		
Tuesday	12/15/09	St. Columba	Away	6:00PM		4:30
Thursday	12/17/09	Flanagan	Away	6:00PM		4:30
Monday	01/04/10	Logan	Away	5:00PM		3:30
Tuesday	01/05/10	Ottawa Shepherd	Away	5:00PM		3:30
Thursday	01/07/10	Streator Northlawn	Home	6:00PM		
Monday	01/11/10	LTC 7th Grade @ RB/EPG	Away		Away	TBA TBA
Tuesday	01/12/10	LTC 8th Grade @ EPG	Away	TBA		TBA
Thursday	01/21/10	Holy Family	Away	5:00PM		3:45
Saturday	01/23/10	IESA 7th Grade Regional	Away	TBA		TBA
Saturday	01/30/10	IESA 8th Grade Regional	Away	TBA		TBA

**Putnam County Junior High**  
**Girls Volleyball 2010**

			<u>Place</u>	<u>Time</u>	<u>Bus</u>
Tuesday	01/05/10	Mendota Northbrook	Home	4:15PM	
Monday	01/11/10	Peru Washington	Home	4:00PM	
Tuesday	01/19/10	Roanoke Benson	Away	4:00PM	2:45
Wednesday	01/20/10	Peru Catholic	Away	5:00PM	3:45
Saturday	01/23/10	Puma Volleyball Invitational		10:00AM	
Monday	01/25/10	Fieldcrest	Home	6:00PM	
Tuesday	01/26/10	Peru Washington 6th	Home	4:00PM	
Thursday	01/28/10	Lowpoint-Washburn	Away	6:00PM	4:45
Monday	02/01/10	El Paso-Gridley	Home	4:00PM	
Thursday	02/04/10	Henry	Away	4:00PM	3:00
Friday	02/05/10	Marseilles Tournament	Away	TBA	TBA
Saturday	02/06/10	Marseilles Tournament	Away	TBA	TBA
Monday	02/08/10	Flanagan	Away	6:00PM	4:30
Thursday	02/11/10	Logan	Home	4:00PM	
Monday	02/15/10	Midland	Home	4:00PM	
Monday	02/22/10	LTC 7th Grade Tournament @ Fieldcrest		TBA	TBA
Tuesday	02/23/10	LTC 8th Grade Tournament @ Flanagan		TBA	TBA
Saturday	02/27/10	IESA 7th Grade Regional	Away	TBA	TBA
Saturday	03/06/10	IESA 8th Grade Regional	Away	TBA	TBA

**All Schedules are subject to change**  
**Please Refer to Week at a Glance Tab on the PCJH website**  
**For the latest updated schedules**  
[www.pcschools535.org](http://www.pcschools535.org)

**PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT # 535**

**Board of Education Mission Statement**

Putnam County School District- where all students will learn and succeed and all means ALL.

**Putnam County Junior High School Mission Statement**

Putnam County Junior High will promote an educational environment that meets the intellectual, social, emotional, and physical needs of early adolescents.

## Belief Statements

CHARACTER COUNTS! in school, at home and in our community.  
 All students will become responsible, productive citizens of good character.  
 Best educational decisions will be made within financial means.  
 All grade levels are of equal importance.  
 With appropriate instruction, all students can learn.  
 Application of knowledge and problem solving is an essential part of education.  
 Education is a team effort between school, community, students and parents.  
 Education is NOT limited to the classroom, to the school, nor to the school year.  
 Technology will enhance the educational process.  
 A school environment that is caring, supportive and promotes mutual respect is the most conducive to learning.

## Putnam County Junior High 2009-2010 Bell Schedule

<u>Late Start or</u>		<u>Regular Schedule - 3:15 Dismissal</u>		<u>Assembly Schedule</u>		<u>11:25 Dismissal</u>		<u>2:00</u>	
1 <sup>st</sup> Period	8:05-8:46	VIP	8:05-9:19	1 <sup>st</sup>	8:05-8:26				
	1 <sup>st</sup> 8:05-8:35								
2 <sup>nd</sup> Period	8:48-9:30	1 <sup>st</sup>	9:22-9:52	2 <sup>nd</sup>	8:29-8:50				
	2 <sup>nd</sup> 8:38-9:08								
3 <sup>rd</sup> Period	9:33-10:14	2 <sup>nd</sup>	9:55-10:25	3 <sup>rd</sup>	8:53-9:14			3 <sup>rd</sup>	
	9:11-9:41								
4 <sup>th</sup> Period	10:17-10:58	3 <sup>rd</sup>	10:28-10:58	4 <sup>th</sup>	9:17-9:38			4 <sup>th</sup>	
	9:44--10:24								
5 <sup>th</sup> Period	11:01-12:31	5 <sup>th</sup>	11:01-12:31	5 <sup>th</sup>	9:41-10:02			6 <sup>th</sup>	10:27-
	10:57								
Lunch, VIP, Recess		Lunch, VIP, Recess		Lunch, VIP, Recess		5 <sup>th</sup>	11:00-12:30		
6 <sup>th</sup> Period	12:34-1:15	4 <sup>th</sup>	12:34-1:04	6 <sup>th</sup>	10:05-10:26		Lunch, VIP,		
7 <sup>th</sup> Period	1:18-1:59	6 <sup>th</sup>	1:07-1:37	7 <sup>th</sup>	10:29-10:50		7 <sup>th</sup>		
	12:33-1:03								
8 <sup>th</sup> Period	2:02-2:43	7 <sup>th</sup>	1:40-2:10	8 <sup>th</sup>	10:53-11:14				
	8 <sup>th</sup> 1:06-1:36								
9 <sup>th</sup> Period	2:47-3:15	8 <sup>th</sup>	2:13-2:43	9 <sup>th</sup>	11:18-11:25		9 <sup>th</sup>		
	1:40-2:00								
		9 <sup>th</sup>	2:47-3:15						

**Putnam County Junior High School Song**  
**We're proud to be right here at P.C. Junior High**  
**We're black and gold and we're the best**  
**Puma pride comes through with spirit**  
**It shows we're leading all the rest**  
**We'll stand behind you at P.C.J.H**  
**We'll always hold our banner high**  
**Come on ev'ry body join us**  
**And cheer for Putnam County Junior High**

# Putnam County Junior High School Parent-Student Handbook 2009-2010

## Introduction

The faculty, staff, and administration welcome you to Putnam County Junior High School. Our educational programs which await you are challenging, motivating, and of top quality. Each instructor has taken the time to develop his/her program so that the opportunity is there for each student to achieve his/her potential both academically and socially.

In addition to the academic environment, many extra-curricular activities await interested students. The activities provide each participant with opportunities to make use of the special talents he or she may possess. Students are encouraged to participate to the fullest extent possible in extra-curricular activities.

The "middle school concept" is of major importance at Putnam County Junior High School. Our student-centered curriculum is designed to project an atmosphere of warmth and caring. Exploratory provides a variety of learning opportunities for all students. Advisory gives each student an adult on staff that knows him or her a little better, cares for him or her a bit more, and is available when the student needs help. Faculty member's work throughout the summer, collaborating in the development of interdisciplinary units in the six fundamental learning areas so that students have the opportunities to acquire not only the knowledge, but also the skills needed to work with others throughout their lives.

The Putnam County community is a member of the CHARACTER COUNTS! Coalition. The schools use the six pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars are:

Trustworthiness	Responsibility	Caring
Respect	Fairness	Citizenship

This handbook has been prepared as a reference guide for the benefit of Putnam County Junior High School students and their parents. We hope that parents and students will read the handbook carefully and keep it handy for a reference. Please pay special attention to changes to the handbook that was approved by the Board of Education at the June meeting. Those additions are typed in bold print. We also ask that you sign and return the receipt found at the end of this handbook to verify that you have received and read this handbook. We are looking forward to an exciting and successful school year and we welcome your support to make that possible.

Yours in education,

Carl B. Carlson  
Principal

Table of Contents

Grading Scale.....	3
High Honor Roll Requirements.....	3
Honor Roll Requirements.....	3
Academic Standards.....	3
Interim Progress Report.....	4
Homework.....	4
Developing Good Study Habits.....	4
Awards.....	4
Presidents Education AwardsNational selection criteria for these awards are as follows:Recipients of the Presidents' Award for Educational Excellence must maintain an A- average or equivalent in junior high school, including the first three grading periods of their eight grade year and performance at or above the 85th percentile on the Metropolitan Achievement Test, basic battery in grade seven.Recipients of the President's Award for Educational Improvement must maintain at least Honor Roll performance in junior high school, including the first three grading periods of their eighth grade year. ....	4
Junior High School Academic Award.....	4
American Legion Award.....	4
Fred Howard Farnsworth Essay Contest.....	5
Perfect Attendance.....	5
Puma Pride.....	5
Extra-Curricular Activities.....	5
Student Code of Conduct for Extra-Curricular Participants.....	5
Athletics.....	7
Puma Crew.....	8
Scholastic Bowl.....	8
Spelling Bees.....	8
Student Council.....	8
Talent Search.....	8
Write On.....	8
Student Responsibilities.....	9
Detention Procedures:.....	12
Saturday Detention.....	12
Definitions of Suspension and Expulsion.....	12
School Bus Conduct Guidelines.....	13
General Information.....	14
School Hours.....	14
Attendance.....	14
Make Up Work.....	16
Pupil Absences For Vacation.....	16
Homework Requests During Absences.....	16
Parent Advisory Committee.....	16
Student Assistance Program.....	16
Media Center/Computer Labs.....	16
Authorization for Internet Access.....	17
Cafeteria.....	17
Emergency School Closing/Inclement Weather.....	17
Lost and Found.....	18
Withdrawals and Transfers.....	18
Accidents - First Aid - Illness.....	18
Medication At School.....	18
Commencement Attire.....	18
Care of School Property.....	18
Use of Telephone.....	19
Personal Belongings.....	19
Lockers19	
Locker and Desk Inspections.....	19

Visitation.....	19
Student Records - Rights of Parents and Students.....	19
Sex Equity Title IX and Civil Rights Section 504.....	20
Fire Drills.....	20
Disaster Drills.....	20

## 6<sup>th</sup> – 8<sup>th</sup> Grades

### Grading Scale

Report cards are distributed at the end of each nine-week period (quarter). The following marks are used:

A - 94 -100%	Excellent
B - 87 - 93%	Above Average
C - 77 - 86%	Average, normal progress
D - 70 - 76%	Below average - promotion questionable
F - Below 70%	Failing - improvement necessary for promotion
IN	Incomplete
ME	Medically Excused
CR	Credit Given for Class

### Academic Subjects

Reading/Literature  
English/Writing  
Mathematics  
Science  
Social Studies

### Non Academic Subjects

Band  
Chorus  
Physical Education  
Exploratory

### Honor Roll

Students may earn recognition for their classroom performance through High Honors or Honor Roll distinctions.

### High Honor Roll Requirements

1. A student must have a grade point average (GPA) between 4.6-5.0 in academic subjects.
2. A student may not have less than C's in non-academic subjects.

### Honor Roll Requirements

1. A student must have a grade point average (GPA) between 4.0-4.5 in academic subjects.
2. A student may not have less than C's in academic or non-academic subjects.

### Additional Factors Pertaining To Honor Roll and Report Cards

#### 6<sup>th</sup> – 8<sup>th</sup> Grades:

1. If a student has an incomplete on his/her report card, the student will not be considered for either honor roll.
2. Signed report cards must be returned to the office on the Monday following distribution. If a parent wishes a conference with a teacher or teachers, the parent should write this request on the signed report card copy returned to the school or phone the school, (882-2116) for an appointment.
3. An incomplete must be made up by the end of the following grading period; at that time grade for the material completed will be computed and marked on the report card. Incomplete grades will not be given for the final grading period.

#### 5<sup>th</sup> - 8<sup>th</sup> Grades:

1. To remain eligible, participants in any extra-curricular activity may not fail any subject. Grades are checked every Friday for the following week's activities throughout all extra-curricular seasons to determine eligibility.
2. A student may not be excused from a class in which he/she is doing failing work to participate in extra-curricular activities.

### Placement, Promotion, and Retention

The Principal will assign students to classes as outlined in School Board Policy 7.30. Placement, promotion, or retention will be made in the best interests of the student after careful evaluation of all factors relating to the advantages and disadvantages of identified alternatives.

The Principal will direct and assist teachers in the evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reason not related to the student's academic performance. In accordance with the *Illinois Education Reform Act* and in compliance with School Board Policy 6.230, both quantitative measures such as age, physical size, ability, and level of academic achievement as well as qualitative assessment of the student's motivation, self image, social adjustment, and readiness for work at the next grade level will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents. If a student is currently part of a case study evaluation or receiving Special Education services, the student's educational team shall determine promotion.

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic core subjects (Reading/Literature, English/Writing, Math, Science and Social Studies). Parents of students, who are in danger of nonpromotion, will be notified by registered mail on May 1<sup>st</sup> including notification through out the year.

#### Interim Progress Report

Midway during each nine-week period, a progress report will be mailed to parents of students to indicate those areas where the student is doing incomplete, unsatisfactory, or failing work. The student thereby has a sufficient period of time to concentrate on these areas before permanent grades are issued on the report cards. Progress reports may also be mailed which indicate excellent or satisfactory progress.

#### Homework

Homework is not necessarily required of all students at all grade levels on a daily basis. It is not given for the sake of keeping the student busy. Homework can help a child develop the habit of independent study, give him/her practice in basic skills, and help him/her learn the need for budgeting his/her time. In order to better prepare students to be productive citizens in the community and in the workplace, no late work for credit will be accepted. This includes work that is left in lockers, at home, etc.

#### Developing Good Study Habits

The following suggestions should help reinforce the study habits and skills being taught in school.

1. Purchase a small assignment notebook and use it for every class. School assignment notebooks are available through the school store.
  2. Take notes on what is read.
  3. Watch the teacher during the instructional process.
  4. Review your notes before class begins.
  5. Recite answers orally when studying for quizzes or tests.
1. Check assignments and notebooks for neatness and completion.
  2. Get assignments completed and turned into the teacher on time.

#### Awards

##### Presidential Education Awards (6<sup>th</sup> – 8<sup>th</sup> Grades)

National selection criteria for these awards are as follows:

Recipients of the Presidents' Award for Educational Excellence must maintain an A- average or equivalent in junior high school, including the first three grading periods of their eighth grade year and meet the additional criteria set forth by the Presidents' Award for Educational Excellence.

Recipients of the President's Award for Educational Improvement must maintain at least Honor Roll performance in junior high school, including the first three grading periods of their eighth grade year.

##### Junior High School Academic Award

Academic Awards will be presented annually to grade eight students for the purpose of providing recognition for outstanding achievement. The guidelines that follow have been developed to govern administration of the Academic Award.

1. Only eighth grade students will be eligible for the Academic Award.
2. Eighth grade students must have maintained academic standards to place them on the High Honor Roll during ten of the first eleven grading periods of their tenure in grades six, seven, and eight.
3. Transfer students who meet the criteria found in these guidelines will be eligible for the Academic Award. Eligibility of transfer students will be determined according to official transcript records from the previous school(s) attended.
4. The Academic Award will be presented at the end of each school year during Commencement Exercises.

##### American Legion Award

The American Legion Certificate of Distinguished Achievement is awarded in recognition of the possession of those high qualities of honor, courage, scholarship, leadership, and service that are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society. Potential recipients (one eighth grade girl and one eighth grade boy) of this award are recommended by a vote of the eighth grade students. The staff at Putnam County Junior High makes final selection. The awards are announced and presented at the Commencement Exercises.

### Fred Howard Farnsworth Essay Contest

The Fred Howard Farnsworth Essay Contest deals with research papers on specific topics in the areas of conservation or ecology. Those papers are judged prior to the April Board of Education meeting. Winners on both the middle school (8<sup>th</sup> grade) and senior high school levels are announced at the April meeting. Monetary prizes are awarded.

### Luann Acuncius Outstanding Puma

The Luann Acuncius Outstanding Puma Award has been created in the memory of Luann Acuncius who devoted her time, strength, and energy to providing a pleasant and enjoyable environment for everyone entering PCJH. The purpose of the award is to recognize an eighth grade student who has displayed the same qualities of caring, concern, love, and the willingness to help others without reward. The award is announced and presented at the commencement exercises.

### Coach Lenhausen Sports Leadership Award

The Coach Lenhausen Sports Leadership Award will be awarded to one female and one male eighth grade athlete who best exemplify the CHARACTER COUNTS! The Six Pillars of trustworthiness, respect, responsibility, fairness, caring and citizenship comprise these qualities. The award winners will be selected by a vote of PCJH faculty and staff and will be given annually at the commencement exercise.

### Perfect Attendance (6<sup>th</sup> – 8<sup>th</sup> Grades)

Good school attendance is important for all students. Perfect school attendance is achieved by only a very few. The school secretary, by law, keeps attendance records. Those select students who have achieved perfect attendance for a full school year are recognized annually at the Awards Assembly.

### Puma Pride

The purpose of the Puma Pride award is to enhance the school as a whole and the individual as a person by providing the student body an opportunity by which they can demonstrate positive behavior in their school and social settings. Individual growth of a student is measured on what the student has been and is becoming. The committee includes a teacher and four students from each grade level (6<sup>th</sup> – 8<sup>th</sup> grade), meets monthly to evaluate the nominations.

## **Extra-Curricular Activities**

### Introduction

Putnam County Junior High School strives to provide a wide variety of extra-curricular activities. It is felt that each student will have the opportunity to find an activity that appeals to his/her interests and talents and each student is encouraged to participate to the fullest extent possible. Extracurricular activities are a privilege for those who participate. The following activities for 7<sup>th</sup> and 8<sup>th</sup> graders will have participation limits – softball and baseball (20), girls basketball, boys basketball and volleyball (15), cheerleading (16). Coaches and sponsors will conduct appropriate tryouts and choose members for these squads. Boys and girls track, 6<sup>th</sup> grade boys basketball, 6<sup>th</sup> grade girls basketball, and 6<sup>th</sup> grade girls volleyball, will have no participation limits. Sixth grade students may be allowed to try out (after the initial tryouts have been conducted) if the number of participants of 7<sup>th</sup> and 8<sup>th</sup> graders is not the maximum number allowed. This is at the discretion of the coach.

As in many public school systems, alternative methods of funding are necessary to maintain a quality extra-curricular program. Guidelines for extra-curricular activity and user fees are included at the end of this section.

### **Random Drug Testing of Students Participating in Extracurricular Activities**

Students who wish to participate in extracurricular activities at PCJH must consent to the random drug testing policy. The policy and procedures can be found in appendix A of this handbook.

### **Student Code of Conduct for Extra-Curricular Participants**

The Board of Education recognizes the value of extracurricular activities for our students, as well as the community. We also recognize that these activities can fill every day of the week if allowed. With respect for the schedules of our students and their families, it is the policy of the Board of Education to refrain from scheduling activities on Wednesday evenings and Sundays. The activities that relate to this policy include all extracurricular activities. We also understand that situations will occasionally arise that will be exceptions to this policy. Examples of exceptions include, but are not limited to:

- Holiday, conference, regional and state activities and tournaments.
- Special events that are generally considered family events.
- Alternative dates or the rescheduling of events due to weather or other unforeseen circumstances.

If after-school activities are held on campus on Wednesdays, these sessions will be completed by 5:30pm for grades K-8. If requests are made for activities to be held on Wednesday nights or Sunday afternoons no earlier

than 2:00 pm, permission must be granted by the building principal. It should be understood that these instances would occur rarely.

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.

To be successful, a student must display appropriate behavior and a proper attitude toward practices, games, meets, coaches, sponsors, and team members. If a student's behavior or attitude is unacceptable, he/she will be dropped from the activity for the remainder of that season. A student who is dropped from one team will not be allowed to try out for any other sport during that season.

In developing a proper attitude, each student must develop a degree of PRIDE in his/her own personal appearance and the way he/she participates. A student must always keep in mind that he/she is a representative of his/her school and community. **It is a privilege to participate in extra-curricular activities.**

The extra-curricular policy is in effect year round. If a student is not in season at the time of a violation, the conditions of the policy carry over to the next season or activity in which the student participates. Individual coaches, sponsors, sports, or activities may be stricter in their punishment. Prior to the beginning of each season or activity, coaches or sponsors will meet with their students to discuss the General Code of Conduct and each specific team or activity code.

If a student quits an activity after completing a suspension, the punishment will carry over to the next activity in which he/she participates.

The rules in this policy do not supersede any board-district or school action that may be taken.

1. **SMOKING:** Once practices have begun for the school year, a student possessing or using tobacco will be penalized in the following manner:
  - A. **First Violation**  
After confirmation of the first violation, the participant shall lose eligibility for 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 the remainder of the school year.
2. **DRUGS AND ALCOHOL:** Once practices have begun for the school year, a student possessing or using alcohol or drugs will be penalized in the following manner:
  - A. **First Violation** - After confirmation of the first violation, the participant shall lose eligibility for ½ 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 the remainder of the school year.
3. **CRIMINAL ACTS:** Athletes should avoid actions that discredit the school such as charges for battery, theft, burglary, etc. After confirmation of such violation, a meeting between the head coach, or sponsor, athletic director and principal will be held to determine disciplinary action based on the seriousness of the act.
4. **ILLNESS:** To participate in an extra-curricular activity after school, a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E., DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)
5. **UNEXCUSED ABSENCES:** A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.
6. **QUITTING:** A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.
7. **ELIGIBILITY:** Junior High School: Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or non-academic subject. If one failing grade is received, the student may participate in practices or meetings but may not participate in any events until the next eligibility check. If a student is failing in more than one subject area, he/she is ineligible for practices and events until the next eligibility check. If a student receives ANY failing grade at a second check, he/she is totally ineligible for a second week. IF THAT STUDENT IS AGAIN INELIGIBLE FOR A THIRD TIME DURING THE SAME ACTIVITY, HE/SHE WILL BE DECLARED INELIGIBLE FOR THE REMAINDER OF THAT ACTIVITY. This is a cumulative procedure. This eligibility rule applies to all extra-curricular activities.
3. **EQUIPMENT & UNIFORMS:** Each student is responsible for equipment and uniforms issued to him/her. If

lost or damaged, he/she will be required to pay for them at the current replacement cost after parent notification has been made.

4. **GENERAL:**

- A. Curfew: A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.
- B. Rights: In the event that a member of the Board of Education, an administrator, a teacher, or a supervisor from the school district finds a student in violation of one of these rules, the accuser, when necessary, may be required to confront the student involved and furnish the appropriate personnel with the details.

**2009-2010 EXTRA-CURRICULAR ACTIVITY AND USER FEE GUIDELINES**

**ACTIVITY FEE:**

1. Students in grades 6-12 have the option of purchasing an activity card at a cost of \$25. Students are not required to purchase an activity card. Replacement fee of a lost activity card is \$2.00. This card is non-transferable.
2. Upon payment of the activity fee, (full or ½ payment), an activity card will be provided which entitles students free admission to all school district sponsored events at Putnam County High School and Putnam County Junior High School. (Examples of activities not sponsored by the school district include club sponsored activities, tournaments, etc.)
3. It is suggested that the activity card fee, should the student wish to purchase a card, be paid at registration. Should this not be possible, one-half of the fees may be delayed until January 15. It is also suggested that book fees be paid in full at registration. Again if this is not possible, one-half of the book fees may also be delayed until January 15.

**USER FEE:**

1. Junior and Senior high school students who participate in extra-curricular activities will be required to pay a user fee according to the established fee structure.
2. The user fee must be paid, or indigent application made, to the building principal prior to any type of participation in a given category. Indigent applications for waiver of the extra-curricular fees are available at the time of registration in August or before participation in the first extra-curricular activity.
3. The following fee structure for student extra-curricular activity participation has been established for the 2006-2007 school year:

	<u>CATEGORY</u>	<u>JUNIOR HIGH</u>	<u>HIGH SCHOOL</u>
	*Clubs	\$15	\$25
	Puma Crew	\$ 5	NA
Performing Arts	**Instrumental	0	0
	Panteras	NA	\$30
	Chorus	0	0
	Play/Musical Cast	NA	\$20
	***Cheerleading/Athletics (per sport)	\$25	\$40

\*One fee for as many clubs as desired.

\*\* Students participating in District instrumental music programs may rent district-owned instruments from the Music Department. Students will be expected to pay monthly instrumental rental fee, unless they own and use their instruments. A rental fee of \$10.00/month will be charged for non-percussion instruments. Percussionists will be charged \$5.00/month. The instrument rental fee is not an insurance policy. Any major damage that a student might cause due to negligence will be assessed in addition to the monthly rental fee.

\*\*\* Per sport

4. 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.
5. In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to notify the school when a family limit of \$300 in extra-curricular user fee has been reached. Charges for instrument rentals are not included in the \$300 limit.

**Athletics**

The athletic program at Putnam County Junior High School includes activities for both boys and girls. Boys' sports consist of baseball, basketball, and track. Girls' sports include softball, basketball, volleyball, and track. Putnam County Junior High School is a member of the Little Tri-County Conference and the Illinois Elementary School Association. The athletic program is open to students in grades seven and eight. Each participant is required to read and sign the athletic code before participating in any practices, tryouts, or games. All athletes are required to have a physical exam and school insurance or an insurance waiver signed by a parent or

guardian before they can be permitted to practice or participate in any sport.

#### Cheerleading

The purposes of cheerleading are to promote school spirit, to develop a sense of good sportsmanship among the students, and to improve relationships between schools during athletic events. The cheerleading squad consists of two groups, one for grade seven boys' basketball, and one for grade eight boys' basketball. The 16 cheerleaders are selected in the fall for the upcoming season. The same eligibility and physical exam requirements for members of the athletic teams apply to the members of the cheerleading squad.

#### Puma Crew

The Puma Crew is a service organization often called the "caretakers" of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school.

Puma Crew sponsors two dances each year. These dances are open to 6<sup>th</sup> –8<sup>th</sup> grade students who attend Putnam County Junior High School. These dances are regarded as privileges therefore students must earn the right to attend. Any student who has accumulated a detention during the grading period of the dance may not attend. Additionally, any student who has received an in-school or out-of-school suspension during the grading period of the dance may not attend. Students with un-served detentions or suspensions would also be prohibited from attending the dances. Lastly, students not passing all classes are unable to work the school store or concession stand at home activities.

#### Scholastic Bowl

The Scholastic Bowl team is an opportunity for students to test their intellectual ability against other students locally and statewide. Contests are held with schools in our area. Culmination comes in the form of regional and statewide contests.

#### Spelling Bees

Each year the *Peoria Journal Star* sponsors a spelling bee in Marshall and Putnam Counties. Students in grades six through eight are eligible to participate in preliminary activities to select three students to represent the school. Competition advances from local to regional, state, and national levels.

#### Student Council

The Student Council is a delegate assembly of students representing 6<sup>th</sup> – 8<sup>th</sup> graders. The assembly consists of an executive council plus one student from each advisory section. The purpose of this organization is to sponsor major school activities and to maintain communication and promote understanding between the student body and the faculty. Membership on the council is a privilege, honor, and responsibility which many students seek each year.

#### Talent Search

Mathematics Talent Search, sponsored by the Center for Talent Development of Northwestern University, is open to all junior high students. To qualify, students must have scored at the ninety-fifth percentile or higher on a recent achievement test. Eligible students will then experience either the ACT or SAT college entrance examination. Participants receive a certificate of recognition and a listing of summer and academic year programs designed for high caliber students.

#### Write On

The Write On Club provides an opportunity for students interested in developing their writing skills. Considerable work is done in the computer lab using the computer systems. The club meets during the extended academic period or after school to finish necessary activities.

### **Discipline**

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County Junior High School. Each incident will be considered according to the individual merits of the case.

Building policies published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

In addition to the rules outlined in this handbook, the Principal may establish certain written rules and regulations not inconsistent with those established by the board of education and the superintendent of schools.

## **Student Responsibilities**

As in any set of rules or regulations concerning the operation of an organization designed to benefit a group of individuals, it is not possible to specify every conceivable situation. Therefore, any involvement or complicity in, or responsibility for, action that jeopardizes good order, health, safety, or the educational process will be resolved by the principal with the assistance 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. If the 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.

Any actions by persons, which are a violation of the criminal statute of the State of Illinois, will be subject to disciplinary action by the administration/Board of Education. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions include suspension and/or recommendation for expulsion from school. Putnam County Junior High School participates in the mandated reciprocal reporting of criminal activity with the authorities.

All students are responsible for the following:

1. To become informed about and adhere to the rules and regulations of Putnam County Junior High School, established by the Board of Education and implemented by the school administrator, teachers, and other staff members.
2. To respect the rights and individuality of other students, administrators, teachers, and other staff members.
3. To refrain from libel, slanderous remarks, and obscenity in both verbal and written form. Students who willfully 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. Further, students who willfully obstruct a school investigation by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to consequences for misconduct.
4. To dress and groom in a manner that is appropriate for the environment and meets reasonable standards of health, cleanliness, and safety.
5. To be present and punctual at all required school functions including Incentive Day activities as assigned.
6. To refrain from gross disobedience or misconduct or behavior that actually or potentially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

## **School Reporting to Law Enforcement Agencies**

It is the duty of the principal to report to law enforcement any violation of the Cannabis Control Act and violations of Section 401 and 407 of the *Illinois Controlled Substance Act* that occur in the school, on school property, or on a school bus. In addition, the principal will report to law enforcement any violation of Putnam County ordinance 2002-01 which makes it unlawful for any person under eighteen (18) years of age to sell, barter, chew, use possess or smoke tobacco within the corporate limits of Putnam County.

## **Building Policies**

1. No one is allowed to leave the building or the school grounds without the permission of the principal. This rule applies as well to students attending extracurricular activities. Students may not leave the school building during extracurricular activities unless their parent accompanies them.
2. Chewing gum is allowed at the junior high school as a privilege as long as it does not interrupt the educational process of others and does not become a distraction or nuisance on school grounds.
3. No student may open the locker of another student.
4. Students are not allowed in the classrooms before school, during noon periods, or after school without permission from and supervision of a teacher, the principal, or his/her designee. Furthermore, no one is allowed on campus without authorization.
5. Fighting, encouraging others to fight or participating in "play fighting" will not be tolerated. Any student participating in such behavior may be suspended from school, expelled, or otherwise disciplined. Any student participating in fighting or instigating a fight will receive an automatic 2 (two) days out-of-school.

suspension for the first violation. The student must meet with the school social worker upon returning to school. Further violations will result in additional suspensions and or expulsion.

6. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon or a look-alike shall be prohibited on school buses, in school buildings, or on school grounds at all times, including at school-sponsored events at home or away. This includes any object (purchased or home-made) that may be classified as a weapon or any part of a weapon such as a knife, laser, used bullet shell or cartridge. Violation of this rule will necessitate disciplinary actions that may include suspension or recommendation for expulsion. To bring any kind of explosive material or look alike to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alike or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety.
7. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as 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, or 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 as 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 alike 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.
8. Personal belongings such as baseball cards or other collectibles, electronic devices such as games, pagers, radio, CD players, etc. are not allowed at school. **ABSOLUTELY NO BETTING OR TRADING OF ANY ITEMS, INCLUDING MONEY, IS ALLOWED IN SCHOOL, ON SCHOOL GROUNDS, OR ON THE BUSES.** Nuisance items confiscated from a student will remain with the principal until a parent or guardian picks up the items. Parents will be notified by letter that the item will be held for two weeks after which time the school shall not be responsible for the items. Students may possess cellular phones during the school day, but may not use cellular phones during the school day. (8:05 am-3: 15 pm) Students who use cellular phones or have them in clear view during the school day will face disciplinary consequences.
9. School property, including but not limited to desks and lockers is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety, and welfare of the District, its employees, and students without notice to or consent from the student or parent and without a search warrant.
10. Smoking, possession of tobacco products, alcoholic beverages or drugs or drug paraphernalia, or being under the influence of same, is prohibited at any time, at any school in the School District. This rule also applies at any school-sponsored activity at home or away. Violation of this rule will necessitate disciplinary actions that may include suspension of up to ten (10) days and/or recommendation for expulsion. Students who are under the reasonable suspicion of being under the influence of a prohibited substance may be asked by a school administrator to submit to drug testing The suspicion based drug policy and procedure can be found in Appendix B of this handbook.
11. 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 and/or expulsion.
12. Damage to school property as a result of willfully irresponsible or destructive behavior by a student is not allowed; the student will be charged for the repair or replacement of the property damaged. The student may also be subject to disciplinary action.
13. Gross misconduct, which involves acts so serious that they require administrative action, could result in suspension or expulsion. Some examples of gross misconduct would include-but not be limited to-behavior that is injurious to a person or property, such as fighting; gross disrespect or insubordination, possession or use of a weapon, drugs, or drug paraphernalia, look-alike, or other controlled substances; willful disobedience; stealing; or other acts which are seriously disruptive and/or create a hazard to other students, staff, and/or school property.
14. 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. Violations will result in disciplinary action.

15. Students are expected to be in class on time. Infractions to the tardy rule fall under the student choice discipline plan for students.
16. Students who cheat (defined as using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher) will face the following consequences:
  - First Offense – A grade of “0” for the assignment, quiz, or test.
  - Second Offences – A grade of “0” for the assignment, quiz, or test and a detention.
  - Third and all subsequent offenses – A grade of “0” for the assignment, quiz, or test and an in-school suspension.
17. 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.
18. The Board of Education recognizes that appropriate dress is necessary in order to maintain the orderly educational process of the school as well as to insure the health and safety of the students. Clearly, the responsibility for appropriate attire at school rests with the student and his/her parents. Students should maintain an appearance that will not disrupt the educational process or impair or endanger the health or safety of the student body.
19. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible. Some examples follow which are to be used as guidelines:
  - The clothing that students wear should cover them from at least shoulder to mid thigh. Short shorts, halter or tube tops, transparent clothing, and bare midriffs are not allowed.
  - Shorts and/or pants that sag below the waist exposing under clothing are not allowed.
  - Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
  - Outerwear, including coats, jackets, capes, hats, and bandannas are not to be worn in the building during the day. Additionally, sports bags, book bags, etc., may not be carried during the day.
  - Clothing with holes in inappropriate places may not be worn.
  - Shoes must be worn at all times.
  - Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc. may not be worn.

Students who dress in an inappropriate manner will be given the opportunity to correct 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. The Principal will 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.

20. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.
21. Invitations to personal parties may not be distributed by students or parents at school. The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside the school day.
22. School parties and activities are planned for the school's students. While the help and support of parents with these parties and activities is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Continuous or repeated violations of the above policies will necessitate more severe disciplinary action that may include suspension or recommendation for expulsion. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In case of suspension, written notification will be sent to the parents and the Superintendent's office.

#### Disciplinary Options:

1. Parent conference with all the parties involved
2. Program modification
3. Temporary removal from class
4. Financial restitution (in cases where damage or loss is incurred)
5. In-school suspension (length to be determined by the Principal)
6. Out-of-school suspension (length can be from one to ten days)

7. If necessary: law enforcement involvement
8. Withdrawal of privileges
9. Expulsion - must be by recommendation of the Principal and/or Superintendent with the approval of the school board
10. Other options as deemed appropriate by the administrator

#### Detention Procedures:

Sixth through eighth graders will follow the guidelines set forth through the student choice discipline plan. Detentions can be either behavioral or academic. Sixth through eighth graders will be issued a detention after the student receives three (3) strikes for violating classroom rules during a single class period. A student that acquires five (5) tardies in the same class during a grading period will receive a detention. Also, a student that accumulates a total of ten strikes in the same class will be referred to the office and issued a detention.

A detention notice will be given to the student at least one day prior to the assigned detention. Additional copies will be forwarded to the office and the student's VIP teacher on the day the notice is given. The student must return his copy, signed by the parent or guardian, to the VIP teacher at the start of the next school day. If a student fails to return his signed copy, an additional detention may be given. Any student returning a detention notice with a forged signature could be subject to disciplinary action including suspension or expulsion. On the day of the detention the home is responsible for providing transportation for the student.

Detentions are served on two days during the week (to be determined at a later date), from 3:15-5:00 p.m. While serving a detention, students are given a disciplinary packet to complete that outlines behavior modification and making better choices for themselves.

Detentions that need to be rescheduled more than once will result in the following:

- First time - In-school suspension for the length of the detention.
- Second time - Saturday detention or one day out-of-school suspension as determined by the principal.

Those students who receive more than two detentions within one grading period are subject to more severe consequences AS FOLLOWS:

- 3<sup>rd</sup> Detention – Served as a Saturday detention (8:00 am – Noon) or In-School Suspension
- 4<sup>th</sup> Detention – Served as an in-school suspension or Out of School Suspension
- 5<sup>th</sup> and all subsequent detentions – served as an Out-of-School Suspension

Any student receiving a detention to be served on the day of extra-curricular practice or contest will not be allowed to participate in the practice or event on that date. Missing two practices or contests as a result of a detention will result in an unexcused cut. Detentions will not be rescheduled due to extra-curricular activities.

#### Saturday Detention

This program provides an alternative to certain out-of-school suspensions and another level of detention for more serious offenses. For example, Saturday detention might be appropriate in the case of a student who would otherwise be suspended out-of-school for failing to serve detention(s). This program would not be an option for offenses considered gross misconduct, e.g., swearing/disrespect to staff and/or fighting.

Saturday detentions are served at the junior high. They begin at 8:00 a.m. and conclude at 12:00 p.m. Students who are late will not be admitted and will have their detention rescheduled. Students who fail to attend Saturday detention will be suspended from school for 1 day or serve their original suspension, whichever is greater. Students will report to the designated room 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 at the detention room 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 players of any kind, etc. allowed. Students are to remain in their assigned seats the entire time. There will be no washroom or water fountain passes issued.

Students may also be assigned a Saturday detention after accumulating too many after-school detentions. Any student who misses more than two detentions may be required to serve those detentions during a Saturday detention session.

#### Definitions of Suspension and Expulsion

##### Suspension

Suspensions are considered unexcused absences and students may not receive credit for work during the period that they are suspended. The student has a right to the work that was done, and may complete assignments and

have them corrected. However, it is the student's responsibility to obtain these assignments. When suspended, students are not to be on campus or at any extra-curricular events.

#### Expulsion

In cases of gross misconduct or disobedience, the Principal may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for the remainder of the school year or up to one year.

#### In-School Suspension

1. A student who is suspended from class will work on any class work for the day plus additional assignments that the teacher assigns in lieu of classroom participation.
2. The student will report to the office upon arrival at school with all the necessary materials to do the assigned work.
3. The student will remain in the assigned seat unless given permission by the Principal or his/her designee to move.
4. The student is not allowed to sleep, talk, or sit and stare.
5. The student can work only on assigned class work. If the student has extra time he/she will be given extra work or be allowed to read a book. Work is checked to make sure that it is complete.
6. The student will be escorted to the restroom and then to the cafeteria to get his/her lunch tray. He/she will eat alone in the suspension area.
7. Violation of an in-school suspension could result in additional time (another day of in-school suspension) or if deemed necessary by the Principal an out-of-school suspension or Saturday detention.
8. An in-school suspension prohibits a student from participating in any extra-curricular activities (including games or practices) on the day of the suspension.

PARENTS AND STUDENTS PLEASE NOTE: If a disciplinary consequence causes a student to miss a game or activity which is changed to another day, the student will still miss the activity regardless of the date of serving the consequence.

#### Student Transportation

Generally, students cannot be transported on a bus other than the one to which they have been assigned. The only exception to this would be a genuine family emergency; the parent or designee would need to work with the Principal to arrange alternative transportation. Students can be issued a pass allowing them to be dropped off at a different bus stop on the students assigned bus route if a note, dated and signed by the parent, is brought to the office. In an emergency ONLY, a phone call from the parent or designee could be accepted.

#### School Bus Conduct Guidelines

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

While waiting for and approaching the bus:

1. Riders must be on time at the designated school bus stop. This bus will not wait for you.
2. Stay off the road at all times while waiting for the bus.
3. 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:

Much of the student transportation for the district is provided through First Student Transportation. Bus riders are expected to comply with the following rules, which are posted in each of the Ryder buses.

#### Use of Cameras on School Buses

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing 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, transportation director, bus driver, sponsor, coach or other supervisor. Videotape may be reused or erased unless it is needed for an educational or administrative purpose.

In addition to the video portion of the tape, the audio portion may also be reviewed by the administration for investigative purposes.

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.

1. Follow the drivers' instructions.

2. Do not eat, drink or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

Bus riders are required to follow the rules posted within the bus. These rules can be summarized and following these four basic rules can substantially heighten the safety of each student:

1. Obey the driver at all times.
2. Stay in your seat when the bus is moving.
8. Keep hands, feet, and objects to yourself.
9. Keep the noise level down at all times on the bus.

#### Bus Misconduct Consequences

Appropriate conduct is expected at all bus stops and on the bus. Inappropriate behavior that creates a safety hazard, distraction to the bus driver, and/or infringes on the rights of other students will result in disciplinary consequences.

Application of bus misconduct consequences shall be determined at the discretion of the building principal, (WHO HAS THE AUTHORITY IN DETERMINING THE VALIDITY OF EACH BUS INCIDENT) and shall include, but not necessarily be limited to, the following consequences:  
(7.220=R -SCHOOL POLICY)

FIRST OFFENSE- WRITTEN WARNING FROM BUS DRIVER TO THE PRINCIPAL. PARENTAL WARNING AND DETENTION OR LOSS OF RECESS MAY BE ASSIGNED.

SECOND OFFENSE- WRITTEN INCIDENT REPORT FROM BUS DRIVER TO THE PRINCIPAL. PARENTAL NOTIFICATION AND DETENTION OR LOSS OF RECESS WILL BE ASSIGNED.

THIRD OFFENSE- WRITTEN INCIDENT REPORT FROM BUS DRIVER TO PRINCIPAL. PARENTAL NOTIFICATION AND BUS SUSPENSION UP TO 9 DAYS.

FOURTH OFFENSE- WRITTEN INCIDENT REPORT FROM BUS DRIVER TO PRINCIPAL. PARENTAL NOTIFICATION AND BUS SUSPENSION UP TO 10 DAYS. (BUS EXPLUSION FOR REMAINDER OF THE SCHOOL YEAR MAY BE RECOMMENDED TO THE BOARD OF EDUCATION.)

FIFTH OFFENSE- WRITTEN INCIDENT REPORT FROM BUS DRIVER TO PRINCIPAL. PARENTAL NOTIFICATION AND BUS EXPLUSION FOR REMAINDER OF THE SCHOOL YEAR WILL BE RECOMMENDED TO THE BOARD OF EDUCATION.

THE ABOVE OUTLINED PROCEDURES ARE ACCUMULATIVE PER SEMESTER. IN ADDITION, A STUDENT MAY BE SUSPENDED OR EXPELLED FROM THE BUS AT ANY TIME FOR GROSS DISOBEDIENCE OR MISCONDUCT.\_

Normal school attendance as outlined by the *Illinois School Code* is expected of all students. Students suspended from riding the bus must attend school or be considered truant.

NOTE: Bus riders are also subject to the rules applying to conduct on the school premises or at school events when using bus transportation.

### General Information

#### School Hours

The office is open from 8:00 A.M. to 4:00 P.M. daily. The school day for students in grades 6 – 8 is 8:05am – 3:15pm.

#### Attendance

All students are required by law to attend school each day it is in session. Punctuality and regularity in attendance relate positively toward school achievement. Irregular school attendance makes the student feel insecure and requires a period of readjustment that slows down learning.

Tardiness is a part of attendance. Students are required to be in class on time. A student will be considered tardy if he/she is not in the classroom with required textbooks and materials when the tardy bell rings.

Attendance is computed and recorded as follows:

Tardy - Absent one hour or less.

Absent ½ day - Absent one to three and one-half hours.

Absent all day - Absent more than three and one-half hours.

PARENTS OR GUARDIANS ARE TO CALL THE ABSENTEE REPORTING SERVICE AT 339-2230 FOR THEIR CHILD PRIOR TO 10:00 A.M. THE DAY THE STUDENT IS ABSENT. IT WILL BE ASSUMED THAT THE STUDENT IS TRUANT UNLESS A PARENT/GUARDIAN CALLS BEFORE 10:00 A.M. ON THE DAY OF THE STUDENT'S ABSENCE. THE STUDENT WILL THEN RECEIVE AN UNEXCUSED ABSENCE.

A health certificate from a doctor is required for any of the following: contagious diseases, rashes, surgery, illness requiring a physician, absences of more than three days, and excuses from physical education classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent or guardian must call prior to the student's release time. The student is required to report to the office for an early dismissal slip prior to leaving the building. This early dismissal slip is to be given to the teacher when the student leaves the classroom. The parent or guardian will pick up the student in the school office. Students must sign the Departure/Return sheet in the office when leaving or returning to school at irregular hours.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility and no further calls will be necessary. For extended absences, phone calls on the first day of the student's absence and the day of the student's return are all that is required.

In order to provide adequate preparation time, parents or guardians requesting textbooks and/or assignments during their child's absence should contact the office prior to 8:30 A.M. Textbooks and/or assignments can then be picked up after 3:30 P.M.

Parents may request and pick up assignments for their child when he/she is ill or unable to attend school. Additional assignments may be requested when the previous ones have been returned to the teacher for evaluation. Work not returned must either be made up or a grade of zero will be recorded.

### EXCESSIVE ABSENCES

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences per semester. The eleventh absence per semester is considered excessive and may result in a loss of credit. 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 receive credit.

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

Step 2: Upon the seventh (7<sup>th</sup>) day of absence in the same semester, a notice will be sent to the parents from the principal's office. The principal 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 (10<sup>th</sup>) absence each semester, a notice will be sent to the parents from the principal's office. The Principal will consider the reasons for these absences and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10<sup>th</sup>, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day.

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

### Consideration of absences after the 10<sup>th</sup> 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 REAONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY**

It is within the sole discretion of the junior 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 is the only person who can excuse absences.

### Make Up Work

Excused absences require that the student make up any work missed. It is the responsibility of the student to get assignments from the teachers. Ordinarily, the amount of time allowed will be the length of the absence.

Unexcused absences require that the student do extra assignments, approximately double the length of the regular classroom assignment. Students will receive credit for these assignments when they are completed and given to the teacher.

### Pupil Absences For Vacation

Students whose parents take them out of school to accompany the family on a vacation or business trip will not be penalized. When arrangements are made in advance between the parents and the teachers, no penalty shall be made to a student's grade other than that normally resulting from missing class work.

### Homework Requests During Absences

Homework assignments will be provided for students who are absent. Please contact the school prior to 8:30 a.m. with your request. Assignments will be ready for pick-up after 3:30 p.m.

### Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Junior High is a committee of parents representative of each village in the county and each grade level in the school. The purpose of the PAC is to provide direct two-way communication between the school and the parents. The committee will meet once each grading period (quarter) of the school year.

One third of the PAC will rotate off each year in order to provide opportunity for as many parents to participate as possible but still provide continuity for the committee.

Parents who are interested in serving on the PAC are encouraged to contact the building principal.

### Response to Intervention (Rti)

The Putnam County JH Rti team exists to assist students with problems related to academics, attendance, behavior, social/emotional, and other health related issues. The team consists of a coordinator and several staff members working together to develop an action plan of appropriate helping resources. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. The goal is to develop the student's skills so that they can be successful in their academic experience.

### Social Work

School social work services are available for all students and their families attending Putnam County Schools. Parents, students, or school staff may request social work service or consultation. All attempts will be made to coordinate services with the student's family, and parental consent will be required for ongoing services to students under the age of 12 years. School social workers provide individual, group, and classroom based services. Student/family confidentiality is a paramount concern of the school social worker.

### Incentive Days

On various occasions throughout the school year, students who have earned the opportunity may participate in Incentive Days. All students are expected to attend school on the Incentive Days as these days count as regular attendance days. If a student earns a detention, suspension, or expulsion, they are not eligible to participate on Incentive Days. If a student has excessive absences and/or excessive missing assignments prior to an Incentive Day, students may not be able to participate in order to catch up on missing work. Students who do not earn the reward or have make-up work to complete will be placed in a study hall.

### Media Center/Computer Labs

The media center and computer labs are important elements of the educational program at Putnam County Junior High School. These areas provide students with opportunities for leisure reading, research, use of

audio/visual materials, computer use, etc. A weekly media schedule is provided for all class sections and computers are a part of our Exploratory schedule for all grade levels.

Except for the lunch hours, the media center/computer labs are open to students from 8:00 A.M. to 4:00 P.M. When classes are in session at other times during the school day, students must have a pass from the classroom teacher before they proceed to the media center or computer labs.

#### Authorization for Internet Access

Each year, employees and students in Putnam County C.U.S.D. #535 are required to sign the Acceptable Use Policy in order to have access to the Internet and/or use e-mail. Parents who want their child to have Internet access must sign, date, and return the form sent by the school each year. The form states the following:

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

Misuse of the Internet and/or the computer lab may result in the loss of privileges and other disciplinary actions including but not limited to detention or suspension.

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

#### Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. All students go directly to the cafeteria at lunchtime. Students have the option of selecting three items from the meal for that day. Food is not to be taken from the cafeteria at any time. Students can pay for lunches in the office before school from 7:30-8:05 a.m. each day that lunch is served. It is the student's responsibility not to lose his or her lunch money. The school does not permit and is not responsible for those students who lend lunch money to other students.

In the event that it becomes necessary for a student to charge his/her lunch, it must be paid the following school day. Should there be a third charge, an email will be sent to the parents (through TeacherEase) stating that the student should bring a sack lunch until all charges are paid off and additional money needs to be put into the student's lunch account. If email is not available, a phone call will be made. A cold sandwich or peanut butter sandwich will be provided if necessary.

The use of the lunch program is a privilege. Repeated infractions of rules will jeopardize this privilege. Table manners appropriate for a public dining room are required. Food may not be traded or exchanged. When leaving the cafeteria, students form a single line to dispose of garbage. Glass bottles or cans are not allowed in the building.

#### Emergency School Closing/Inclement Weather

Schools may be closed unexpectedly due to severe weather, power failure, heating problems or for other reasons. In the event of an emergency, an attempt is made to notify as many homes as possible. The decision to close is made by the Superintendent and is based on information obtained from the local road officials, observations by the bus drivers, and personal inspections by the superintendent. Often this decision cannot be made much before the time buses are scheduled to leave in the morning.

Parents are encouraged to listen to local radio stations for information about the closing of school during inclement weather conditions. The following radio stations broadcast the information about the closing of school:

		<u>A.M.</u>	<u>F.M.</u>
WLPO/WAJK	LaSalle	Dial 1220	Dial 99
WIZZ/WSIQ	Streator	Dial 1250	Dial 98
WLRZ	Peru		Dial 101
WZOE	Princeton	Dial 1490	Dial 98.3

If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. It is

important for school phone lines to remain open for important instructions and staff communications.

#### Lost and Found

Found articles are to be brought to the Lost and Found outside the office door. Students who have lost articles are to check to see if they have been turned in. Please put a nametag on your child's outer clothing, boots, and other supplies to help return any items that may have been found.

#### Withdrawals and Transfers

When students move from the District, parents must notify the school at least one day in advance. This allows time to complete transfer information for the school and get the parent's signature on the Release of Records and other required forms. Books must be returned to the teachers and any remaining fees must be paid in the office.

#### Accidents - First Aid - Illness

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. We are prohibited by law from going beyond this. Parents will be contacted and requested to come to school and assume the responsibility for any additional health care or decisions about what to do. Also, parents of students who become ill at school or are running a fever will be contacted to come for the child. An Emergency Information form is sent home each year for the parents to correct and update. This information is essential when a child needs medical attention. Please keep the school informed of changes. In case of an emergency and a parent cannot be reached, the "Emergency Procedures" section will be followed. Please include in this section two names of adults who live in the District who can accept full responsibility for your child's care.

#### Medication At School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

It is the policy of the Board of Education that District personnel shall not assume responsibility for administering medications to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the Principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student's name, name of medication, purpose, and duration
2. Time to be administered and dosage
3. Possible side effects of medication
4. Statement from the parent that the school will not be held responsible for any results of the medication.
5. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

Medication must be brought to/from school by the parent/guardian. When it is brought to school, it must be in the original container that should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student.

These instructions apply to administering acetaminophen (Tylenol) as well. Due to the threat of Reye's Syndrome, school personnel will NOT administer aspirin unless accompanied by a doctor's prescription. Due to the unpredictability of possible side effects, school personnel will NOT administer eye drops, eardrops, or antibiotics.

Forms to complete the above requirements are available in the office of each school.

#### Commencement Attire

Gowns are required for the commencement ceremony. Students are measured for gowns at the school and charged a fee for the gown. The gown becomes the property of the student upon payment. Students should dress appropriately under the gown.

#### Care of School Property

Parents and students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students, who disfigure property, break or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

#### Use of Telephone

Telephones in the school are for business purposes and may be used by students only in an emergency. A message from parents will be relayed or the student will be permitted to return the call. Except in emergencies, students (and teachers) will not be excused from class to come to the phone.

#### Personal Belongings

The school cannot be responsible for items such as radios, walkman, headphones, cameras, baseball cards, etc. Personal items not required for the school program are not permitted at school.

#### Lockers

All students are assigned book lockers, with combination locks. In order to protect possessions, students must comply with the following procedures:

1. Keep your combination a secret.
2. Keep your belongings in your own locker.
3. Be sure your locker is closed and locked when you leave it.
4. Keep your locker neat and clean, inside and outside.
5. Open and close your locker carefully. You are responsible for damage to the lock or locker.
6. No student is allowed to open the locker of another student.

#### Cell Phones

Cell phones have become an issue and a distraction during the school day. Students with cell phones at school should have them turned off and in their lockers during the school day to avoid unnecessary disturbances.

1<sup>st</sup> Offense = Warning and phone call home to parent about incident.

2<sup>nd</sup> Offense = Detention and parent picks up phone from school office.

3<sup>rd</sup> Offense = Detention/Suspension and parent picks phone up in the office. If this continues to be a problem, a parental meeting with administration will take place to discuss the issue behind the repeated misuse during the instructional periods of the day.

#### Locker and Desk Inspections

Lockers, desks, and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas may be inspected to ensure compliance with acceptable school use. Any inspection of the facilities will be made in a non-discriminatory manner. NOTE: Lockers and desks are school property and therefore subject to inspection at the discretion of school personnel.

#### Visitation

Parents are always welcome to visit Putnam County Junior High School. Parents should call in advance if a conference with a teacher or teachers is desired. The office needs to be notified if the parent intends to eat hot lunch. As required by the *Illinois School Code*, all visitors must report directly to the office before visiting any room or area of the building or campus. Students are not allowed to bring visitors to school as there is no apparent educational value to such visits and the educational process for enrolled students may be adversely affected.

#### Student Records - Rights of Parents and Students

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. OFFICIAL TEMPORARY RECORDS RESIDE IN THE PUPIL PERSONNEL SERVICES OFFICE IN THE HOPKINS BUILDING IN GRANVILLE, ILLINOIS. The student temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
  - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
  - b. Challenge the contents of the records by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If satisfaction is not obtained, a formal hearing will be scheduled to be

- conducted by an impartial hearing officer.
- c. Receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
  - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
  5. The following is designated as public information and may be released to the general public unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and addresses, information about participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
  6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.
  7. Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the superintendent of the district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

#### Sex Equity Title IX and Civil Rights Section 504

All students regardless of sex, race, color or creed are eligible for enrollment in all programs and/or activities in Putnam County Junior High School. Those students who feel they have been excluded because of sex and/or believe that their civil rights have been violated should contact the Title IX Coordinator, District Superintendent, 402 East Silverspoon Avenue, Granville, Illinois 61326. Phone: (815) 339-2238.

#### School Safety

In order to provide as secure an environment as possible, Putnam County Junior High School is included in the Putnam County Community Unit School District #535 Safe School Plan. This plan included not only school staff but also local law enforcement personnel. Anyone with information about possible school violence is urged to call the Illinois School Violence Tip Line at 1-800-477-0024, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. Law enforcement authorities or the state police then follow-up on the report.

#### Fire Drills

Fire drills will be held throughout the school year in order to become routine. Participants must be serious and diligent at all times. Students and teachers will follow these general regulations during a drill or actual emergency.

1. Notification will be made by a steadily sounding horn.
2. Following your teacher's instructions, proceed in a single file from your room to your designated area.
3. Walk briskly, but do not run. Do not talk.
4. Teachers will see that doors and windows are closed and lights are out when leaving the building.
5. Students who are out of the room when the alarm sounds are to exit the building at the nearest exit and rejoin their class.
6. Attendance is to be checked by the teacher when the class arrives at its designated area to account for all students assigned to them.
7. The principal or his/her designee will notify teachers and students when to return to the classroom.

In case of fire, pull the nearest alarm and report the location of the fire to the nearest teacher, and if possible, to the office.

#### Bus Evacuation Drills

Annually, First Student Transportation Service brings buses and personnel to the school for the purpose of conducting bus evacuation drills for students, grades 5-8.

#### Disaster Drills (Remain in the building)

Disaster drills will be held periodically throughout the school year. Participants must be serious and diligent. A few general regulations are necessary:

1. Notification will be made by announcement over the P.A. System: in the event that there is no electricity, notice to take cover will be made by three 5-second blasts at brief intervals from an air horn.
2. Pupils are to remain in their designated area until instructed to do otherwise.

### 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 re-inspected for asbestos-containing building materials by an accredited inspector. Also, an accredited Management Planner has prepared an Asbestos Management Plan. 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.

### SEXUAL HARASSMENT POLICY

It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment. Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board Policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student). If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact the Principal or Superintendent.

### RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford 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 District official to whom the request was submitted does not maintain the records, 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 officials 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 record 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 disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 a program of the U.S. Department of Education (ED) funds more of the following protected areas ("protected information survey") if the survey in whole or in part -

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 listed below and 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 Ave., 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.

#### Free/Reduced Meal Applications

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

LEGAL REF.: *Vernonia School Dist. 47 v. Acton*, 515 U.S. 646 (1995).  
*Willis II v. Anderson Community School Corp.*, 158 F.3d 415 (7<sup>th</sup> Cir. 1998).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: January 28, 2002

ADMINISTRATIVE PROCEDURES  
RULES FOR CONDUCTING SUSPICION-BASED  
DRUG AND/OR ALCOHOL TESTING OF STUDENTS

- I. Purposes  
 The purposes of Putnam County Community School District No. 535's Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities and 3) to offer counseling at the parents' expense as an alternative to punitive action for first time offenders.
- II. Definitions
  - A. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observation may relate to the chronic and withdrawal effects of controlled substances.
  - B. Prohibited Substances are substances prohibited under the District's Student Discipline Policy.
- III. Breathalyzer Testing
  - A. Reasonable Suspicion
    1. When a District employee has reasonable suspicion to believe that a student is under the influence of alcohol, the employee shall report the student to the principal or District administrator.
  - B. Testing Procedures
    1. The principal or District administrator may request that the student submit to a Breathalyzer test to determine if there is any alcohol in the student's system.
    2. If the student consents to the test, the test will be performed by a private service provider trained in administering the test. Two District employees shall observe while the test is administered.
    3. A student who refuses to undergo a breathalyzer test may be disciplined in accordance with Board Policy, based upon the facts giving rise to reasonable suspicion that the student has violated Board Policy which may include the following:
      - a. Voluntary, successful alcohol counseling from an approved provider by the administrator.
      - b. Suspension
      - c. Expulsion
      - d. Alternative /Safe School recommendation
      - e. Or any combination of any of the above

## III. Drug Testing

A. Reasonable Suspicion

When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or District administrator.

B. Testing Protocol

1. The District will select St. Margaret's Hospital or any of their affiliated agencies. They are to follow the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations and be certified by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting organization.
2. The selected laboratory will provide training and direction to those who supervise the testing, set up the collection environment and supervise the chain of custody of specimens.
3. After it is collected by St. Margaret's and turned over to the testing laboratory, each specimen shall be tested for the presence of prohibited substances.

C. Testing Procedures

1. The student will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker prior to testing.
2. Before submitting the specimen, the student will fill out, sign and date any form, which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the principal or District administrator or tester that he/she is taking prescription medication, or of other circumstances which may affect the results of the test.
3. A sanitized kit containing a specimen bottle will be given to the student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form confirming that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
4. The person administering the test will be of the same gender as the student providing the sample. Each student will be asked to remove his/her coat and wash his/her hands in the presence of the test administrator prior to entering the restroom stall. The door of the stall will be closed so that the student is by himself/herself while providing the specimen. The test administrator will wait outside of the restroom stall. The student will have two minutes to produce a specimen. The toilet will contain blue dye so the water cannot be used to dilute the sample.
5. The student will remain at the collection site until the student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and disciplined according to Board policy. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.
6. If tested at school, after the student has produced a specimen, lab personnel will seal and transport the specimen to the testing laboratory. Testing can also be held at St. Margaret's or any of their affiliated agencies.
7. If tested at school, a specimen is deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. If a specimen is deemed invalid, the student will be asked to provide another specimen as soon as possible.

D. Confidentiality

1. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed back to the principal or District administrator with no student name attached; only the random identification number will appear on the results sheet.
2. Positive test results will be disclosed on a "need to know" basis to school personnel.
3. School personnel with knowledge of drug test results shall not disclose the test results except

as may be required to enforce this policy.

E. Notice of Test Results and Consequences

1. Upon receipt of the test results from the laboratory, the authorized employee will notify the student and his/her parent(s) or guardian(s) of the test results. The student and his/her parent(s) or guardian(s) may submit any additional information challenging the positive test result. The student and his/her parent(s) or guardian(s) may also challenge the test results by requesting that a certified laboratory of their choice, at their expense, test the urine specimen again.
2. If the urinalysis indicates the presence of prohibited substances in the student's system, the student shall be referred for discipline as provided by Board Policy which may include the following:
  - a. Successful counseling from an approved provider by the administration.
  - b. Suspension
  - c. Expulsion recommendation
  - d. Alternative/Safe School recommendation
  - e. Or any combination of any of the above
3. The results of the urinalysis test may be used in a student discipline hearing.
4. A student who refuses to undergo the urinalysis based upon reasonable suspicion may be disciplined on the basis of facts giving rise to reasonable suspicion, but shall not be subject to additional discipline for refusal to submit to urinalysis.

IV. Financial Responsibilities

- A. The District will pay for all initial testing and any follow up testing necessitated by invalid specimens.
- B. Any additional testing will be at the expense of the student and his/her parent(s) or guardian(s).

LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325, 333 (1985)  
*Vernonia School District 47 v. Acton*, 515 U.S. 646, 115 S.Ct. 2386 (1995)  
*Bridgeman v. New Trier H.S.D.*, NO. 203, 128 F.3d 1146 (7<sup>th</sup> Cir. 1997)

CROSS REF.: 7:140, 7:240, 7:241, 7:300

APPROVED: January 28, 2002

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING  
 IN EXTRACURRICULAR ACTIVITIES  
 GRADES SIX THROUGH TWELVE

Students who avail themselves of the privilege of participating in grade six through grade twelve extracurricular activities in Putnam County School District 535 act as representatives of the District, and are viewed as leaders within the school and community.

To protect the health and safety of students engaging in extracurricular activities and to insure that student leaders and School District representatives maintain high standards of conduct, it is the policy of Putnam County School District to require that students submit to random drug, alcohol or tobacco testing as a condition of participating in extracurricular activities. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug, alcohol, or tobacco test to a student participating in extracurricular activities based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug or alcohol use. Any drug, alcohol, or tobacco test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy.

LEGAL REF.: *Vernonia School Dist. 47 J v. Acton*, 515 U.S. 646 (1995).  
*Todd v. Rush County Schools*, 133 F.3d 984 (7<sup>th</sup> Cir. 1998), *cert. Denied* 119 S.Ct. 68 (1998)  
*Schuill by Kross v. Tippecanoe County School Corp*, 864 F.2d 1309 (7<sup>th</sup> Cir.

CROSS REF.: 1988).  
7:140, 7:190, 7:200, 7:210  
APPROVED: April 15, 2002

ADMINISTRATIVE PROCEDURES  
RANDOM DRUG TESTING OF EXTRACURRICULAR  
PARTICIPANTS IN GRADES SIX THROUGH TWELVE

I. Purposes

Putnam County School District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is in epidemic proportion. We also recognize that some Putnam County students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol and/or tobacco during their school years. Because participants in extracurricular activities are especially respected in our society and held in high esteem by our student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use illegal substances can be a danger to themselves both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other participants, as well as, to provide a legitimate reason for the students to say "NO" to drug and alcohol use and to provide an opportunity to those taking drugs to receive help in locating programs that can provide assistance, Putnam County High School and Junior High School will conduct a random drug testing program for extracurricular participants. The program is not designed to be punitive. It is designed to prevent drug, alcohol, and tobacco use, to educate student extracurricular participants as to the physical, mental, and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe and drug free environment for students and to assist them in getting help when needed.

Our purpose of this policy is to deter the use of prohibited substances and to protect the health and safety of students. Another purpose is maintaining high standards of conduct for extracurricular participants as role models and representatives of the District. It is not designed to provide a means that the school may use to discipline a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary purposes.

II. Definitions

- A. Extracurricular Activities (are) school sponsored activities outside of the regular school day, conducted by and representing Putnam County Schools where participation is voluntary, no academic credit or grades are awarded, and are competitive or performance in nature in grades 6-12, including but not limited to the following list of extracurricular activities: Junior High School Athletics, Scholastic Bowl, High School Activities, Band and Choral competition, Scholastic Bowl, drama contest, drama performance, cheerleading, Panteras, and FFA competition teams.
- B. Extracurricular Participant (is) any student who is trying out for or participating in any school activity listed above.
- C. Prohibited Substances are substances that are prohibited under the District's Student Discipline Policy or defined by criminal statute of the State of Illinois, alcohol and tobacco.
- D. Self-Reporting is the process of a student voluntarily coming forward and seeking help for a problem with an illegal drug, alcohol, or tobacco.

III. Consent

- A. Consent Form – To try out for or to participate in any school sponsored extracurricular activity, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she (hereafter "the participant") will consent to the substance testing program outlined in this procedure. The parents or guardians of the student will be informed of the policy and procedures of the testing program and an open sign up period designated to extend until the beginning of the school year. Students deciding to try out or participate in an extracurricular activity after the first day of school will be required to be tested at the parent/guardian expense after the signed consent form is returned. This testing will occur on the next scheduled testing date; the participant will remain eligible for testing for the remainder of the school year (see non-initial consent).
- B. Student Transfers – A student that transfers into Putnam County Schools will be provided a copy of this policy. Transfer students and their parents will be given a reasonable period of time (not to exceed five school days) to determine whether or not the student intends to

participate in the activities described. If within that period of time the student decides to participate then a consent form must be signed. The student is then eligible and the name will be entered into the pool of names and remain subject to testing throughout the year.

- C. Non-Initial Consent – Students deciding to participate after the initial sign-up deadline will be required to be tested at the parent/guardian's expense after the signed consent form is returned. This testing will occur on the next scheduled testing date. The participant will remain in the testing pool for the remainder of the school year. The student will become eligible for participation four weeks after the testing date.
- D. Re-consent – Should a student decide to resume participating in any extracurricular activity or activities, such student shall be treated as a student who decides to participate after the initial sign up period.
- E. Withdrawal of Consent – Consent for participation may be withdrawn under the following conditions:
  - 1. Should a student be unsuccessful in trying out for a team or activity under the tryout procedures of the school choose not to be involved in any other activity for the remainder of the school year, the parents/guardians shall send a letter requesting the removal of the student's name from the random list.
  - 2. Should a senior student choose not to be a participant in any additional qualified extracurricular activities for the remainder of the student's career, the parents/guardians shall send a letter so indicating and request removal from the random list.
- F. Self-Reporting – Student self-reporting is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff and/or an administrator. Under this policy a student received no consequence for self-reporting but must undergo a substance abuse assessment and counseling. This is a non-punitive referral. However, once a student is randomly selected the self-reporting process is no longer an option. Second and subsequent self-reports will be reviewed individually in regard to the basis for the self-report, this policy and the extracurricular code.

#### IV. Testing Protocols

- A. The District will select a laboratory that follows the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations. The Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting agency must also certify the laboratory.
- B. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.
- C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.
- D. Students may be tested for nicotine, alcohol, or illegal substances.

#### V. Testing Procedures

- A. Students participating in extracurricular activities periodically will be subject to random testing for illegal substances throughout the school year. Students will not be given advance notice of the drug testing.
- B. Each student will be assigned a number. The principal or District administrator will select a random amount of the students periodically for drug testing. Student identification numbers will be selected by the testing facility.
- C. Each student selected, will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the tests. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker before testing.
- D. Before submitting a specimen, the student will fill out, sign and date any form that may be required by the testing laboratory. The form shall state that if a student chooses they may notify the administrator that they are taking prescription medication, or of any other circumstances that may effect the outcome of the test.
- E. For urine samples a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The

- student will sign a form stating that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
- F. When obtaining a urine sample the testing personnel administering the test will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat and wash his/her hands prior to entering the restroom. The door to the restroom will be closed so that the student is alone in the stall while providing the specimen. The principal and testing personnel will wait outside the restroom. The student will have two minutes to produce a urine sample. The toilet will contain a blue dye so the water cannot be used to dilute the sample.
- G. Selected students will remain at the testing site until each student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 30 ounces of fluid. If still unable to produce a specimen after three hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in extracurricular activities. In addition, the parents/guardian will be informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility testing (eligibility?).
- H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory.
- I. A specimen will be deemed invalid if its seal is broken or tampered with after leaving the student's possession and before arriving at the lab. The student will be asked to provide an additional sample as soon as possible. The student will remain eligible for extracurricular activities pending the completion of the testing.
- VI. Noncompliance  
If the extracurricular participant or his/her parents/guardians refuse to sign the consent form for substance abuse testing, the student will not be permitted to be a member of the activity until the consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the participant will be considered in violation of this policy and automatically be ineligible as a participant until testing is completed.
- VII. Confidentiality  
The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the participant, his/her parents/guardians, and school officials designated by the superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the extracurricular code of conduct. The test result will not be part of the participant's extracurricular file or permanent record but will be kept in a secure file in the principal's office. The results of testing, whether negative or positive, will be kept until the student graduates. At that time all results/ records of this policy related to the individual will be destroyed.  
Under this testing program, no staff member, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.
- VIII. Random Selection of Participants for Testing  
At the beginning of each school year, each participant shall be assigned a number by the principal or his designee. The selection of the numbers will be computer generated and will include an M or F for male/female designation of students to help with staffing needs for the tests. Students will be eligible for random testing throughout the school year. The student number will be selected and the students tested in the order of selection.
- IX. Notification of Participation Selection/Absence  
The selected participants will be notified to report to the Principal's office on the day of the test. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date; the participant will automatically be tested on the next date. If the absence is excused, the participant will remain eligible for practice and competition but will automatically be tested on the next date. After testing, a participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Participants will be subject to random testing throughout the school year.
- X. Testing Results  
A. The principal or District administrator will provide notice of positive test results to the affected

- student, and to his/her parents or guardians if the student is a minor.
- B. The student and his/her parents or guardians may submit any additional information challenging the positive test result. Requesting that a certified laboratory, at their expense, test the specimen again may also challenge the results.
  - C. If the positive result is not challenged or is verified upon retesting, the principal or District administrator will meet with the student and his/her parents or guardians, if the student is a minor. At this meeting the student and his/her parents or guardians will be informed of the results and given a list of substance abuse counseling and assistance agencies.
  - D. Also at this meeting, the principal or administrator will inform the student, and his/her parents or guardians if the student is a minor, of the consequences for the first positive drug test as follows:
    - 1. The student will be declared ineligible from participation as outlined in the extracurricular code.
    - 2. The period of ineligibility may be held in abeyance or reduced by half during a probationary period during which the parents may choose to enter their child in a counseling program.
    - 3. A second or third positive test will result in the automatic imposition of the consequences described in the Extracurricular Code of each school.
  - E. If at any time during the testing the student refuses to submit to the testing and/or follow the procedures provided for in this policy the student will be suspended from participating in extracurricular activities. This would be viewed as the equivalent of a positive test.
  - F. All students who test positive for prohibited substance must test again with a negative result prior to becoming eligible to participate.
- XI. Financial Responsibility
- A. The District will pay for all initial random tests, all initial reasonable suspicion tests and all initial follow-up tests necessitated by an invalid specimen. If a student and his/her parents challenge the test results and request a follow-up test, that test will be the financial responsibility of the student and his/her parents or guardians.
  - B. Counseling and subsequent treatment by non-school agencies is the financial responsibilities of the student and his/her parents and guardians.
  - C. Subsequent tests to regain eligibility are at the expense of the parent/guardian.
- XII. Non-Participants
- Any parent or guardian of a District student who is not involved in extracurricular activities may have the option of enrolling that student in this random substance-testing program. The student will be subject to all the policies and procedures contained herein. All testing for non-participants will be at the expense of the parents/guardians.
- XIII. Compliance With Other Rules
- Rules issued by athletic associations, school sponsored organizations or other entities, which regulate Putnam County School District's extracurricular activities, shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.
- XIV. Severability
- If any section of this policy cannot be enforced according to its terms, that section will be severed and will not affect the enforceability of the remainder of this policy.

**Drug Testing Consent Form**  
Putnam County Junior High School  
2009-2010

I, \_\_\_\_\_ (student's name) have reviewed and read the Putnam County School District policy on Random Drug Testing of Students Participating in Extracurricular Activities and its implementing rules. I understand that as a condition of participating in \_\_\_\_\_ (name the extracurricular activity) I will be subject to random urinalysis tests for detection of prohibited substances and may also be tested on the basis of reasonable suspicion. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens and all other rules of the Board of Education, which involve random drug testing of students involved in extracurricular activities. I agree to fully cooperate with the testing procedures.

I consent to the limited disclosure of the sampling, testing and results of the testing as provided for in the policy and the rules, and to that extent I waive any right to non-disclosure provided for by state or federal statute.

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Note: Required signatures are the following – student per extracurricular activity and all parents/guardian.

PUTNAM COUNTY JUNIOR HIGH SCHOOL

2009 – 2010 PARENT/STUDENT HANDBOOK

PARENT RECEIPT

PLEASE SIGN THE FOLLOWING RECEIPT STATEMENT  
AND RETURN THE FORM TO YOUR CHILD'S VIP TEACHER.

I have received and read the 2009-2010 Parent/Student Handbook and have  
discussed school rules and regulations with my child.

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_