

PRAIRIE GROVE JUNIOR HIGH SCHOOL



“Home of the Panthers” 2009-2010 Student/Parent Handbook



Dear Students and Parents:

The staff of Prairie Grove School District 46 extends a warm welcome to all students as you begin a new school year. It is our goal to work cooperatively with you to develop your many talents and abilities. You have the right to an education, and your parents and the Prairie Grove community have provided you with the best schools and teachers. It is your responsibility to make the most of your educational opportunities.

This handbook has been created to provide guidance and direction, and we realize that there is a great deal of information that has been provided. Although we hope this document will answer many of your questions, please do not hesitate to contact any staff member with your questions, input, or concerns. We look forward to working together with you, the students and parents of Prairie Grove Junior High School, and having a phenomenal 2009-2010 school year.

It is your responsibility to become familiar with the contents of this handbook. It is provided to you and your family to acquaint you with the expectations, procedures and other relevant information necessary for our school to run in an orderly way and for students to do their best work. Please take the time to read it because many of your questions will be answered. If there is something in this book that you don't understand, please ask an administrator or teacher to explain it to you.

Best wishes for a successful year!

The Staff and Administration of Prairie Grove Junior High School

Board of Education

Laura Domoto – President
Dale Burnidge – Vice President
Mischelle Yantis – Secretary
E-mail Address: schoolboard@dist46.org

Tom Bieschke
Charlotte Kremer
Vickie Marconi
Sean Rathjen

District Administration

Superintendent.....Dr. Mary Fasbender
Asst. Superintendent of Business / Finance.....Joel Murphy
Curriculum Coordinator.....Gregory R. Urbaniak
Director of Special Services.....Beth Martin
Junior High Principal.....Chad May
Elementary Principal.....Victor Wight
Assistant Elementary Principal.....Melanie Junge

Table of Contents

District 46 Information	2	Visitors	13
2009-2010 School Calendar	3	<u>STUDENT WELFARE</u>	
Faculty and Staff Directory	4	Emergencies	13
Acknowledgement	5	Health Examinations/Immunizations/Dental	14
ALERTNOW	5	Known or Acquired Health Issues	14
<u>ATTENDANCE</u>		Medical Excuses from Physical Education	15
Arrival and Dismissal	5	Medication	15
Attendance/Truancy/Absences	5	Student Wellness Procedures	15
Leaving School	6	<u>ACADEMIC INFORMATION</u>	
Make-Up Work	6	Access to Electronic Networks	15
Residency/Tuition	7	Curriculum	17
Tardies	7	Grading System/Report Cards/Honor Roll	17
Transfers	7	Health Education	18
Vacations/Planned Absences	7	Homebound Instruction	18
<u>GENERAL INFORMATION</u>		Home Schooled Students	18
Athletic Code	8	Homework	18
Purpose	8	Learning Materials/Book Rental Fees	19
Conference Affiliation	8	Parent-Teacher Conferences	19
Cheerleaders	8	Promotion and Retention of Students	19
Participation	8	Participation in Promotion Ceremony	
Absence from School on Day of Activity	8	And Year-End Activities	20
Eligibility	9	Response to Intervention	21
Student Injury	9	Special Education	21
Return of Equipment	9	Student Services Programs	22
Travel	9	<u>BEHAVIOR INFORMATION</u>	
Drugs/Alcohol/Tobacco	9	Expectations	22
Anabolic Steroids	10	R.O.A.R.	23
Cell Phone Policy	10	Recognition of Students	23
Deliveries	10	Referrals	23
Dress Code	10	Detentions	23
Emergency School Closing	11	In-School Suspensions	24
Fees	11	Out-of-School Suspensions	24
Field Trips	11	Expulsion	24
Fire/Disaster Drills & Storm Warnings	11	Bus Behavior	24
Lockers/Locks/Locker Rooms	12	Lunchroom Behavior	26
Lost & Found	12	Rule Violations and Consequences	27
Lunch Program/Free and Reduced	12	<u>GENERAL NOTICES</u>	29
School Personnel	12	<u>HELPING NUMBERS</u>	31
Spectators at School Events	12	<u>PGJH 2008/2009 BELL SCHEDULE</u>	32
Student Activities	13		
Student Records	13		
Telephone Call Policy	13		

PRAIRIE GROVE JUNIOR HIGH SCHOOL

3225 Route 176
Crystal Lake, IL 60014

Junior High Office Phone: 815-459-3557

Junior High Fax: 815-459-3785

Attendance Line: 815-459-6967 (Press "1" for the Junior High Attendance Line)

District Office: 815-459-3023

District Website: dist46.org

DISCLAIMER

From time to time, it may be necessary to modify or introduce policies after the school year has started. In particular, discipline-related issues tend to create the need for rules and consequences for behaviors which were not an issue at the start of the school year. If new or modified rules, policies or consequences are necessary, students will be notified through the daily announcements for a minimum period of five school days and parents will be notified through newsletters or other appropriate written means. Any changes in rules, procedures or consequences would be included in future editions of this handbook.

DISTRICT VISION, MISSION, AND BELIEFS

VISION: "Inspiring individual excellence to enhance the future."

MISSION: In partnership with parents and the community, the mission of District 46 is to empower all learners to develop, progress, and excel as students, citizens, and leaders.

In our efforts to be an exemplary school district and to uphold the Vision and Mission of School District 46 we believe . . .

Students and Learning – We believe . . .

- Students learn and progress at their own individual pace and style.
- Students need social and emotional support for educational success.
- Students should be provided experiences to help them grow and reach their highest potential in a safe and encouraging environment.
- Students need to be prepared for the ever-changing global society.

Teachers and Teaching – We believe . . .

- Teachers are parents' partners.
- Teachers facilitate student learning using a variety of methods, strategies, and styles to reach all learners.
- Teachers hold high expectations for all students.
- Teachers should utilize assessment data to individualize instruction in order to recognize and appreciate diversity and help every student reach his/her full potential.
- Teachers need to remain current in their profession by learning for a lifetime.

Learning Communities – We believe . . .

- Learning communities involve partnerships between parents, teachers, students, and the community.
- Learning communities share the vision and responsibility for success.
- Learning communities involve open and honest communication, collaboration, and mutual respect.
- Parents play a critical role in the educational success of their children.
- Learning communities should be good stewards of their resources and live within their means.

School Facilities – We believe . . .

- Facilities need to be flexible to accommodate changing programs, populations, and needs while allowing for future growth.
- Facilities should be "green," sustainable, and incorporate environment in building design.
- Facilities should be organized, clean, and aesthetically pleasing while providing a safe and welcome place to learn
- Community groups can strengthen the school culture and school facility as more than a place to each, using it as a hub for the community.

**Junior High School
8:03 A.M.-2:42 P.M.**

**2009-2010 SCHOOL CALENDAR
PRAIRIE GROVE SCHOOL DISTRICT 46**

**Elementary School
8:45 A.M.-3:20 P.M.**

August 24, 2009	Monday	NO SCHOOL – Teachers’ Institute Day
August 25, 2009	Tuesday	NO SCHOOL – Teachers’ Institute Day
August 26, 2009	Wednesday	First Day of School – 1/2 Day of Student Attendance Gr. 6-8 (8:03 A.M.-11:03 A.M.) Gr. K-5 (8:45 A.M.-11:45 A.M.) 1/2 Day Teacher In-Service
September 7, 2009	Monday	NO SCHOOL – Labor Day
September 23, 2009	Wednesday	1/2 Day of Student Attendance Gr. 6-8 (8:03 A.M.-11:03 A.M.) Gr. K-5 (8:45 A.M.-11:45 A.M.) 1/2 Day Teacher School Improvement
October 8, 2009	Thursday	NO SCHOOL – Elementary Teachers’ Institute Day NO SCHOOL – JH Parent/Teacher Conferences (10:00 A.M. – 8:00 P.M.)
October 9, 2009	Friday	NO SCHOOL – Elementary Non-Attendance Day NO SCHOOL – JH Parent/Teacher Conferences (7:30 A.M. – 12:30 P.M.)
October 12, 2009	Monday	NO SCHOOL – Columbus Day
October 30, 2009	Friday	First Quarter Ends
November 10, 2009	Tuesday	Report Cards Issued
November 11, 2009	Wednesday	FULL DAY OF SCHOOL – Veterans’ Day Waiver
November 23, 2009	Monday	NO SCHOOL – Junior High Teachers’ Institute Day NO SCHOOL – Elem. Parent/Teacher Conferences (10:00 A.M. – 8:00 P.M.)
November 24, 2009	Tuesday	NO SCHOOL – Junior High Non-Attendance Day NO SCHOOL – Elem. Parent/Teacher Conferences (7:30 A.M. – 12:30 P.M.)
November 25, 2009	Wednesday	NO SCHOOL – Non-Attendance Day
November 26, 2009	Thursday	NO SCHOOL – Thanksgiving Day
November 27, 2009	Friday	NO SCHOOL – Non-Attendance Day
December 18, 2009	Friday	Last Day of School before Winter Vacation
December 21, 2009	Monday	Winter Vacation Begins
January 4, 2010	Monday	Schools Resume at Regular Times
January 15, 2010	Friday	NO SCHOOL – Teachers’ Institute Day
January 18, 2010	Monday	NO SCHOOL – Martin Luther King Day
January 22, 2010	Friday	Second Quarter Ends
February 2, 2010	Tuesday	Report Cards Issued
February 5, 2010	Friday	1/2 Day of Student Attendance Gr. 6-8 (8:03 A.M.-11:03 A.M.) Gr. K-5 (8:45 A.M.-11:45 A.M.) 1/2 Day Teacher School Improvement
February 12, 2010	Friday	FULL DAY OF SCHOOL – Abraham Lincoln Waiver
February 15, 2010	Monday	NO SCHOOL – Presidents’ Day
March 1, 2010	Monday	FULL DAY OF SCHOOL - Casimir Pulaski Waiver
March 26, 2010	Friday	Third Quarter Ends
March 29, 2010	Monday	Spring Vacation Begins
April 5, 2010	Monday	Schools Resume at Regular Times
April 14, 2010	Wednesday	Report Cards Issued
May 7, 2010	Friday	1/2 Day of Student Attendance Gr. 6-8 (8:03 A.M.-11:03 A.M.) Gr. K-5 (8:45 A.M.-11:45 A.M.) 1/2 Day Teacher School Improvement
May 31, 2010	Monday	NO SCHOOL – Memorial Day
June 10, 2010	Thursday	Last day of school if 5 snow days are used

**Note: The last day of school could be as early as June 3, 2010 if no snow days are used.*

Prairie Grove Junior High Faculty & Staff 2009-2010

Mr. Chad May	Principal	cmay@dist46.org
Mrs. Cheryl Trevithick	School Secretary	ctrevithick@dist46.org
Mr. Gregory R. Urbaniak	Curriculum Coordinator	gurbaniak@dist46.org
Mrs. Beth Martin	Dir. Student Services	bmartin@dist46.org
Mrs. Barb Bailey	Secretary to Dir. Student Serv.	bbailey@dist46.org
Mrs. Victoria Morris	Psychologist	vmorris@dist46.org
Mrs. Lisa Nelson	Social Worker	lnelson@dist46.org
Ms. Diane Chlebicki	Jr. High Nurse	dchlebicki@dist46.org

6th Grade

Mrs. Kathy Terrill – Team Leader	Social Studies	kterrill@dist46.org
Mr. Mike Bohne	Science	mbohne@dist46.org
Mrs. Carol Hamlin-Fauré	Literature/Language Arts	cfaure@dist46.org
Ms. Janet Lobo	Teaching Assistant	jlobo@dist46.org
Mrs. Jennifer Moon	Resource	jmoon@dist46.org
Mr. Brad Piech	Literature/Language Arts	bpiech@dist46.org
Mrs. Amy Sosnowski	Math	asosnowski@dist46.org

7th Grade

Mrs. Jennifer Piech – Team Leader	Science	jpiech@dist46.org
Mrs. Wendy Cahir	Literature/Language Arts	wcahir@dist46.org
Ms. Joyce Meier	Math	jmeier@dist46.org
Mrs. Trisha Meyers	Teaching Assistant	tmeyers@dist46.org
Mrs. Sandra Rosner	Social Studies	srosner@dist46.org
Mrs. Melinda Schulz	Literature/Language Arts	mschulz@dist46.org
Mrs. Jamie Stevens	Resource	jstevens@dist46.org

8th Grade

Ms. Mary Martin -- Team Leader	Science	mmartin@dist46.org
Mrs. Kate Bieschke	Literature/Language Arts	kbieschke@dist46.org
Mrs. Marie Domin	Teaching Assistant	mdomin@dist46.org
Ms. Sue Lehner	Resource	slehner@dist46.org
Mr. Adam Olson	Social Studies	aolson@dist46.org
Ms. Heather Olson	Literature/Language Arts	holson@dist46.org
Mrs. Jeanne Salazar	Math	jsalazar@dist46.org

Faculty / Staff

Ms. Janna Asp	Health/P.E.	jasp@dist46.org
Ms. Patty Bacon	P.E.	pbacon@dist46.org
Mr. Bruce Hasman	Head Custodian	bhasman@dist46.org
Mr. Stan Krabbe	P.E.	skrabbe@dist46.org
Mrs. Kathy Krepel	Band	kkrepel@dist46.org
Mrs. Paulina Levy	Reading/Co-Curricular	plevy@dist46.org
Ms. Nicole Lockhart	Teaching Assistant, 6/7/8	nlockhart@dist46.org
Mr. Scott Martin	Computers	smartin@dist46.org
Mrs. Susan Peterson	LMC Assistant	speterson@dist46.org
Mrs. Mary O'Leary	LMC	moleary@dist46.org
Mrs. Andréé Raymond	LMC Assistant	araymond@dist46.org
Mrs. Susan Schultz	P.E.	sschultz@dist46.org
Mrs. Corey Spella	Music	cspella@dist46.org
Ms. Linda Williams	Art	lwilliams@dist46.org

ACKNOWLEDGEMENT

Students and parents will be provided with an acknowledgement form, which should be signed and returned to the homeroom teacher, and eventually to the main office. This form includes acknowledgement of receiving and understanding the Student/Parent Handbook, agreement to the District's Technology Acceptable Use Policy, permission for publishing student work, pictures, and/or name, and permission for multi-media. If this acknowledgement is not returned within two weeks after the start of school (or, if enrolling after the start of the school year, within two weeks following the receipt of this handbook), the District will treat the failure to return such form, absent some other form of communication from a parent, as an acknowledgement of receipt of the handbook.

ALERTNOW

Prairie Grove School District 46 uses ALERTNOW, a school communication service system. This web-based communication service allows for the delivery of a single, clear message with school information, using a variety of communication devices – telephone, cell phone, and e-mail. The system uses the information listed in the Parent Information section of the Registration Form. Parents should modify and update their contact information as necessary to ensure the school district has the most current information in the event of an emergency. The District uses this communication device for school closings and emergencies only.

ATTENDANCE

ARRIVAL & DISMISSAL

School begins at 8:03 AM and students are expected to be in their classes, ready to begin work, by that time. The school day ends at 2:42 PM, and all students are expected to be on their assigned bus or attending their respective after-school activities. Students will not be permitted to enter the building before 7:55 AM or remain in the building after 3:00 PM unless supervised by a teacher or other staff member. Unless a scheduled before-school activity is planned, parents are discouraged from dropping off students who do not ride the bus prior to 7:45 AM for safety reasons. Parents are also encouraged to pick up students in a timely manner after school activities. Students cannot walk or ride bicycles to or from school without a signed parent consent letter on file in the school office. Whether before or after school, students are asked to use sidewalks and use caution in the parking lots to ensure their safety. Any school personnel supervising before or after school areas have full authority to issue warnings and report inappropriate behavior to school administration.

The guidelines for pupils remaining outside are based on the Wind Chill Factor (a combination of wind speed and temperature). In the event the Wind Chill Factor is 5° F or less, pupils who would otherwise remain outside longer than 20 minutes will be required to come inside. With a Wind Chill Factor between 5° and 15° F, waiting inside or outside will be optional. With a Wind Chill Factor of 15° F and above, children will wait outside. Special problems should be reported to the health clerk.

ATTENDANCE / TRUANCY/ ABSENCES

Regular attendance at school is essential for a student to take advantage of the educational opportunities that school offers. Students are expected to remain in their scheduled classes except to receive medication from the health office or in emergencies. In such cases, students must obtain a pass from a staff member. Passes must bear the signature of the staff member, the time and the date. Students who misuse this privilege run the risk of being marked absent from the specific period(s) when it took place. (See CUTTING CLASS in BEHAVIOR INFORMATION.)

Students who are frequently absent miss social interaction, class instruction and class discussion, even though written work is made up. Regular attendance also develops dependability, responsibility and contributes to academic achievement. Parents of students, or those having legal custody or control of students, have the responsibility for their child's regular school attendance. The school will monitor each student's attendance and inform parents or guardians of attendance concerns. For some students, this concern will reach the level of truancy.

A truant is defined as a student subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Valid cause for absence shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board or such other circumstances, which cause reasonable concern to the parent for the safety, or health of the student. A chronic or habitual truant shall be defined as a student subject to compulsory school attendance and who is absent without valid cause from such attendance for ten (10) out of forty (40) consecutive school days. Truants and students with truancy concerns shall be referred to the McHenry County Truant Officer. Please help us monitor student attendance. Parents of all students are expected to call the Attendance Line every day your child is absent, before 9:00 AM. The attendance line phone number is (815) 459-6967 and is equipped with 24-hour voice mail capability. All absences must be verified via parent contact, preferably by the parent contacting school. However, if parents do not call school to report an absence, parents will be called first at home, then when necessary, at their place of work. In addition to the attendance line, parents are requested to call the school immediately in the event of a communicable disease (mumps, chicken pox, etc.) which could compromise the health of other students. The junior high office telephone number is (815) 459-3557.

Absences from school are recorded as excused, unexcused, or truant. If a telephone call or note is not received, the absence may be considered truant and teachers may choose to not give credit for missing assignments. Examples of possible unexcused absences include vacations, missing the bus, oversleeping, or sports activities during the school year. School administration reserves the right to determine the validity of any student absence.

Under certain circumstances, parents or guardians may be asked to present medical documentation of physical or emotional conditions causing a student's absence. A physician's note for all future absences may be required when absences for a given school year exceed a total of ten (10) school days. In the event of an extended absence due to illness, discretion will be used when requesting doctor's notes for future absences. Absences run the risk of being considered unexcused unless there is a physician's note stating there is a chronic condition that would justify such absences beyond the ten day limit. Absences that exceed three consecutive school days due to illness require a doctor's note in order to be considered excused. Notices will be sent upon reaching certain levels of absences, e.g. five, ten, fifteen absences, excused or unexcused, in order to remind parents of the importance of school attendance.

In general, students may NOT attend or participate in extracurricular activities on days when they are absent from school. With administrator approval and if the absence is excused, situations may arise in which a student would be allowed to attend the activity, and will be dealt with on a case-by-case basis.

LEAVING SCHOOL

Students may not leave the school building without first reporting to the office, requesting and receiving permission, and signing out. Only students with written requests from parents will be allowed to leave the school for dental, medical or other appointments. These requests should be given to the secretary in the main office prior to the beginning of first period. Where applicable, parents are requested to return students to school for the remaining portion of the day within a reasonable time after the scheduled appointment. Students who get sick at school must report to the main office before they will be allowed to go home. Whether for an appointment or picking up an ill student, students will only be released to designated adults as indicated on the registration form. Identification may be requested. Students who simply leave school property without permission will be reported to the police, and upon their retrieval, they will be brought to the police station. Whether by phone or by meeting following the incident, school discipline will be assigned. Parents would be notified to pick up their student either at the police station or from school.

MAKE-UP WORK

Make-up work is the responsibility of the student. Homework can be requested before 10:00 A.M. after your child has been absent for **two school days**, due to illness or emergency. When placing the call on the second day, indicate your request for your student's homework when calling on the attendance line. Please list the specific dates to be included in the homework request. We will make every effort to have the homework ready to be picked up in the school office after 3:00 P.M. or to be sent home with a designated student. If teachers have provided any individual assignments for students not in attendance, the expectation is that the student will turn them no later than the day after their return. If a student has been absent for only one day, contacting classmates

to receive assignments is encouraged. Students and parents are reminded to check the district website as a resource for finding out missing assignments, rather than calling the office, especially on the first day of an absence. In the event that an assignment is not posted on the website and reasonable efforts have been made by the student, teachers would adjust due dates accordingly.

When returning from an illness-related absence, an appropriate amount of time will be allowed for the student to turn in the missed assignments, and will be arranged with the teacher. An exception to this procedure would be a long-term project, which would still be due upon a student's return, unless other arrangements are made with the corresponding teacher.

RESIDENCY / TUITION

In addition to satisfying all other requirements for enrollment, a student desiring to attend Prairie Grove Consolidated School District 46 must be a legal resident of the school district. If the student fails to meet these requirements, the school district will allow them to enroll on a tuition basis, with the prior written approval of the Board. Questions regarding residency should be directed to the Principal, and information will be readily available at the front desk of the building.

TARDIES

Students are required to be in school and in class on time. The doors to the school are opened promptly at 7:55 AM and school begins at 8:03 AM. Students are allowed five (5) unexcused tardies per semester. All unexcused tardiness beyond that will be given a half-hour detention. All students will be counted as unexcused tardy if the parent has not notified the office by a phone call or a note with a valid reason as to why the tardiness occurred. The parents have a 24-hour window to contact the school after the tardy has occurred. If a student has more than five unexcused tardies in a given semester, a half-hour detention will be given for *each* unexcused tardy after five (5). For every unexcused tardy after ten (10), a one hour after school detention will be assigned. This policy is for 1st period tardiness only. Individual teachers are responsible for tardy policies to their classes. Penalties will not be given for late arrivals and/or early dismissals due to appointments that can only be scheduled during the school day. However, a student must present documentation from the appointment in order to be excused. Students who are stuck in traffic or in our parking lot will still be recorded as unexcused tardies. We strongly encourage that all families use our bus transportation. If unexcused tardiness extends beyond the first half of first period, students may face additional consequences.

Whether excused or unexcused, tardiness has a disruptive effect on a classroom. Each teacher has fair and reasonable tardy procedures for their classrooms and teaching areas. If a student is going to be tardy because another teacher kept the student after class or because the student was taking care of business in the office, the student should be sure to get a pass from that teacher or the office. Students should not report directly to the office in between periods unless they have been specifically requested. In order to go to the office, students must report to their next assigned class and receive permission first. Remember, the first few minutes of any class are often the most important because teachers give directions, collect homework and review content during this time.

TRANSFERS

Parents are requested to come to the school office to sign a "Release of Records" form when their child or children will be leaving the school district. All books, including library books, must be returned on the last day. Payments for lost or damaged books are to be paid as well.

VACATIONS / PLANNED ABSENCES

Vacations during the school year are strongly discouraged, as well as scheduling appointments during school hours. Prairie Grove Consolidated School District 46 encourages parents to plan vacations to coincide with the school calendar. However, the school district does realize that this is not always possible. Even the most conscientious efforts of students and teachers, however, are no substitute for daily attendance.

Students present for any portion of a school day, yet missing a portion of the day for a planned absence, are still responsible for recording assignments from classes they missed, as well as turning in assignments that are due on that particular day. Absences due to family trips/vacations will be considered unexcused. The principal and grade level team should be notified in writing at least five (5) days in advance of family trips. Detailed

assignments cannot be provided in all situations and will be given at the discretion of the individual teacher. It is the student's responsibility to complete all prior assigned work and be prepared for any forms of assessment upon returning to school. If teachers have provided any individual assignments for students not in attendance, the expectation is that the student will turn them no later than the day after their return. (If the student returns from a vacation on Monday, then the work given prior to the vacation is due on Tuesday.) If individual assignments were unable to be provided for the student, a reasonable due date will be arranged with the teacher upon the student's return. Any long-term projects assigned prior to the vacation will be due upon the student's return unless other arrangements have been made and agreed upon prior to the trip.

GENERAL INFORMATION

ATHLETIC CODE

PURPOSE: The Board of Education and staff of Prairie Grove Consolidated School District 46 have adopted this Athletic Code, which applies to all students in grades 6-8 who desire to participate in extracurricular athletics and cheerleading. This document applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege available to qualified students. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are role models for their peers and for younger students. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Prairie Grove Consolidated School District 46. Strict adherence to the rules and policies set forth in the Athletic Code is a responsibility, which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate in athletics and cheerleading may be lost in accordance with the terms of this Athletic Code. It is the obligation of coaches, player, and parents to observe the ethics of competition. Good sportsmanship is defined as qualities of behavior that are characterized by courtesy and genuine concern for others. The display of good sportsmanship is a statement of the individual's understanding and commitment to fair play, ethical behavior and integrity.

CONFERENCE AFFILIATION: Prairie Grove Consolidated School District 46 is a member of the Mid-Northern Conference. The rules and regulations of the Mid-Northern Conference and the coaches of the various sports offered by Prairie Grove Consolidated School District 46 and the Illinois Elementary Schools Association (IESA) govern eligibility of student athletes. Conference sports include girls volleyball, coed soccer, girls basketball, boys basketball, and track for 7th and 8th graders. Sixth graders may participate in boys basketball, girls basketball, and track. All participants in interscholastic sports will display the best in sportsmanship, behavior and appearance at all times.

CHEERLEADERS: Selections will be made on the basis of cheerleading ability and school citizenship. A staff member will be appointed to act as cheerleading sponsor. Cheerleaders will display the best in sportsmanship, behavior, and appearance at all times.

WHEN THIS ATHLETIC CODE IS IN EFFECT: The rules apply from the beginning of the athlete's first day of team practice and the rules apply until the completion of the athlete's athletic eligibility in that sport.

PARTICIPATION: The State of Illinois requires that all students have a current physical examination report completed by a physician, licensed in Illinois to practice medicine in all branches, allowing them to participate in sports at the time of tryouts for the various teams. A team member must also have the following fully executed documents on file with their coach before the athlete's first team practice:

- An emergency form listing emergency contacts and signed by the athlete's parent or guardian.
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code and agree to abide by its terms and conditions.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY: An athlete who is absent from school for more than one half day of the day of an activity shall be ineligible for any activity on that day unless the absence has been approved in writing by the principal. A half-day is defined as five out of nine periods. Exceptions may be made for a medical absence, a death in the athlete's family or any other serious situation approved by the principal. Arrangements should be made prior to the contest.

ELIGIBILITY: Prairie Grove Junior High School is a member of the Illinois Elementary School Association (IESA). The IESA eligibility rules state that if a student receives an “F” on an eligibility report, that student is ineligible the entire next week, beginning Monday morning through Saturday. Therefore, if a student is ineligible with a grade of an “F” on the end of the week eligibility report that student must remain out of the sport or activity for the next week. This means the ineligible student cannot practice or participate in the sport or activity beginning on Monday and all the way through Saturday of that week. Coaches and sponsors will work with students whose grades are in the below average range to make sure they do not remain ineligible. Eligibility reports are run near the end of each week. This eligibility rule applies to all sports and extra-curricular activities at Prairie Grove Junior High.

Students must follow the school discipline policy. Violations can be assigned detentions, whether by teachers or by administration. When possible, students who serve an after-school detention may join their activity in progress at the discretion of the coach. Students will not be excused from a detention due to a practice or a game. Students who receive multiple detentions run the risk of losing eligibility for a greater length of time than the detention. Students who receive an in-school or out-of-school suspension will not be allowed to participate in extracurricular activities during the length of the suspension. Students who receive a bus suspension will not be allowed to ride the bus to events during the length of the suspension. School administration reserves the right to determine a student’s continued participation on a team or activity based on student behavior.

With the exception of Band, teachers may choose to keep a student in his / her assigned Study Hall in order to complete class work. Every effort would be made to notify parties that might be expecting these students outside of the assigned Study Hall location. Teachers would likely take this step in order to help a student regain and / or maintain their eligibility.

STUDENT INJURY: No athlete shall be permitted to participate in a practice or athletic event if the nature or extent of any injury to the athlete dictates that the athlete should be withheld. When doubt exists as to the ability of the athlete to practice or compete, written permission may be required from a doctor. If a student is excused from physical education for injury or illness, they are not allowed to participate in practices or games.

Injuries are a possibility in any athletic activity, and there are risks in athletic participation. The Board of Education does not assume responsibility for injuries sustained in practice or games. The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition, to the coach of the sport in which the athlete is competing.

RETURN OF EQUIPMENT: Each athlete issued athletic uniform/equipment shall return the uniform/equipment in the condition in which it was received. Normal wear and tear is expected. The uniform/equipment must be turned in to the athletic department within one week of the end of the athletic season or a longer time period established by the coach. If the athlete would end his/her participation before the end of the season, he/she will have one week to turn in the uniform/equipment. If the athlete fails to return equipment as required, or returns it in a damaged condition, the athlete may be charged for replacement or repair. An athlete who fails to return equipment and/or does not pay for replacement may be kept from further participation in athletics.

TRAVEL: An athlete shall travel to athletic events and return home from athletic events with the team on school provided transportation. Athletes may be released only to their parent/guardian or with written notice from a parent/guardian to ride home with another adult.

DRUGS, ALCOHOL, AND/OR TOBACCO: There is to be no consumption and/or possession of anabolic steroids, drugs, alcoholic beverages, tobacco or tobacco related products at any time. Their usage is not appropriate by any junior high student. If a student is involved in any of these activities at school, the suspension that would be earned would cause the student to be dropped from the activity. Confirmed participation with any of these activities outside of school would be subject to review by administration, and equally jeopardize the student’s future involvement in the activity.

ANABOLIC STEROIDS: The use of anabolic steroids is strictly prohibited. Steroids pose serious health risks to users. They are dangerous drugs, and when used inappropriately they can cause a host of severe, long lasting, and in some cases, irreversible negative health consequences. Anabolic steroids can lead to early heart attacks, strokes, liver tumors, kidney failure, and serious psychiatric problems.

CELL PHONE POLICY

Students are permitted to have cell phones at school. However, cell phones must be turned off and be kept out of sight during the school day. The school day begins with the first bell and ends with the bell for dismissal. If students need to call home for an emergency, the office will be notified. Cell phones are not permitted to be used during the school day in any way, including phone calls, text messages, pictures, etc. Students must use the pay phone to call home. Students are subject to the disciplinary measures listed under INAPPROPRIATE USAGE OF DEVICES if used inappropriately.

DELIVERIES

From time to time, items need to be dropped off for a student. All visitors, and the item(s) being delivered need to be brought to the main office first. Items will be placed on a cart in the main office for pick-up, and the visitor dropping off the item will be responsible for placing the student's name on the item(s). The visitor dropping off the item will then be directed to a white board that will be posted in the hallway leading to the cafeteria. A pen will be supplied by the office, and will serve as the visitor's pass during this brief period. The visitor will be asked to write the student's name on the white board and it is the student's responsibility to check the board each and every day on the way to the cafeteria. Items delivered before lunch will be delivered in this manner, as part of our effort to not interrupt classrooms. 6th grade lunch starts at 11:13 AM, 7th grade lunch starts at 12:00 PM, and 8th grade lunch starts at 12:47 PM. Each lunch is a half hour in length. Lunches that were not picked up will be discarded at the end of the day for health reasons. Deliveries made after a student's lunch period will be kept in the office until the end of the day, and reasonable efforts will be made to deliver the item to the student. Classrooms will not be interrupted to deliver homework or to get something signed. When we interrupt a classroom, we are often interrupting the educational process of the entire classroom, not just your student. We appreciate your cooperation with this effort.

DRESS CODE

To maintain the orderly process of all school functions and to prevent endangerment of student health and safety, all students, employees and persons entering the District's facilities for school activities and purposes are expected to observe reasonable standards of cleanliness, modesty, dress and good grooming acceptable within the community. Clothing or accessories which are determined by the District Administration to be potentially offensive to anyone or to be injurious or potentially injurious to the health, safety or welfare of students or employees of the District, or which causes or is likely to cause a disruption of the educational process or programs of the District are prohibited. In the examples cited below, students may be asked to change or remove the particular item, whether by a teacher or by the office. When necessary, parents will be contacted to provide a change of clothes. Violation or infraction of this policy will result in appropriate disciplinary action by the District and may include disciplinary action consistent with discipline for violation of other District or School rules and regulations. Discipline includes but is not limited to warnings, detentions, removal from the facility, exclusion from participation, suspension or expulsion. Prior permission to wear or display the particular clothing or object must first be obtained from the classroom teacher or the school administration if a physical or medical necessity of the student or individual exists. In addition to the school day, these concerns apply to all school-sponsored activities. At school-sponsored activities, students who fail to comply with these guidelines run the risk of being sent home or missing a portion of the school-sponsored activity.

- Jackets, vests, hats, scarves, headcoverings, gloves, mittens, backpacks may be worn to school, but need to be stored in student lockers. Hooded sweatshirts may be worn, but hoods must be worn down at all times.
- Students are asked to remove hats and assorted headgear (bandannas and headbands, etc.) at all times while in the school building.
- Clothing which is inappropriately revealing is discouraged because of its distracting and disruptive nature. An appropriate short or skirt length can be measured by placing one's hand naturally at one's side. Shorts or skirts should reach the fingertips of one's hand. Students whose clothing does not meet this standard run the risk of being asked to change clothes.

- Students wearing tops which reveal an inappropriate amount of cleavage and / or an inappropriate amount of skin also run the risk of being asked to change. Students should not wear tops with low necklines or spaghetti straps. Students should not wear tops that expose the midriff, or which have a strapless or off the shoulder design. Clothing that is judged to be excessively tight by design should also not be worn.
- Bizarre items of attire or “costumes” (except on specifically designated days), beachwear, and clothing specifically designed for sleepwear will not be allowed.
- Pants and tops must cover all clothing worn under them. Undergarments should not be visible. Clothing will be worn in the manner intended by the manufacturer.
- Students are cautioned about altering their clothing or themselves in a distracting or disruptive manner. Examples include, but are not limited to, items of clothing that have been signed by others, items that have been pinned onto clothing, excessive drawing on one’s own skin or piercings.
- Garments or accessories that display vulgar or suggestive messages or symbols; advertise alcohol, liquor, taverns, or tobacco products; or promote illegal substances or activities will not be permitted at any time.
- Clothing or accessories featuring inappropriate language / symbols, violence, sexual references or anything potentially offensive to others will not be allowed to be worn at school.
- Pocket or wallet chains may not be worn in any manner, because of the potential for these items to be used inappropriately. For the same reason, studded bracelets or necklaces which have a similar negative potential run the risk of being asked to be removed and / or confiscated.
- Students may not wear or display items, colors or combinations of clothing and accessories that are considered to be gang identifiers or identifiers of other prohibited organizations.
- The staff reserves the right to determine whether or not an item is offensive, inappropriate, unsafe, or disruptive. An item that you may not consider distracting may be distracting to somebody else.

EMERGENCY SCHOOL CLOSING

In the event that the school must be closed due to snowstorms, severe weather conditions or for any other reasons, the following radio stations will be notified and will broadcast the announcement of closing. We recommend WAIT AM because this is a local station. **Information will also be posted on the district website, www.dist46.org and parents will be notified via the ALERTNOW system.**

WAIT - 850 AM	WZSR - 105.5 FM	WGN - 720 AM	B96 - 96.3 FM
WBBM - 780 AM	US - 99.5 FM	WLS - 890 AM	WLS - 94.7 FM
WMAQ - 670 AM	TV FOX Channel 32		

FEES

The Board has established extracurricular fees for the 2009-2010 school year. Fees have been set for band, activities and all sports. There is a family cap in place to establish the maximum amount of fees one family will be asked to pay. Information about fees is available in the office. Once a student has joined a team or activity and paid the appropriate fee, academic ineligibility of the student will not result in a refund, full or partial, of the participation fee.

FIELD TRIPS

Field trips are planned during the school year. Signed permission slips must be returned to the teacher by the designated due date in order to be eligible to go on the trip. There is no charge for transportation but charges for admission, if any, are to be paid by the student. Students must take the district provided transportation to and from a school field trip.

FIRE / DISASTER DRILLS AND STORM WARNINGS

Fire and disaster drills are held at various times during the school year. In the event of a storm warning or civil defense warning, no child will be dismissed early unless a parent or guardian comes in person to the school. It is felt that keeping children at school until the regular dismissal time is better than alarming them by rushing them home or taking the risk of no adults being at home. All schools are promptly informed of disaster warnings.

LOCKER / LOCKS / LOCKER ROOMS

It is the student's responsibility to safeguard his/her combination. If for any reason a student needs to change locks or locker, he should notify the office immediately. Students will use only the locker to which they have been assigned. Lockers may not be switched or changed without approval from the office. School personnel will make periodic locker inspections. Junior high school students will need a lock for the locker room. These may be purchased through the PE department. Lockers are to be kept clean. Students will be responsible for damage.

Permission to decorate another student's locker must be obtained from the office before doing so, and all decorations should be removed by the end of the day. Decorations should be confined to the individual student locker. Confetti, balloons or other potentially disruptive items are discouraged. Failure to follow these guidelines could result in a loss of locker decorating privileges for the entire building.

LOST AND FOUND

Lost and Found is located in the cafeteria. Parents may wish to look through these items as well as students. Parents are encouraged to label any items that are brought to school to prevent loss and discourage theft. All items not claimed at the end of each quarter, or in a sufficient amount of time, will be donated to a local charity.

LUNCH PROGRAM / FREE AND REDUCED LUNCHES

A fresh nutritious meal is available to all students and is served at a minimal price. A variety of menus will be offered and posted one month in advance and sent home, as well. Payment for all lunches will be made in cash or via a lunch ticket. Milk and other healthy drinks will be available for students bringing their lunch from home. Meal tickets good for 5 or 10 lunches may be purchased at the lunch hour from the cashier or by bringing the form and payment to the office in the morning. Free and reduced price lunches are available to those who qualify. Forms are available annually at registration and from the school office during the year.

The consumption of energy drinks is prohibited at lunches. Energy drinks brought from home will be confiscated. Due to the health concerns of the impact of these drinks and the potential effect on behavior, these types of drinks are banned. Also, it is preferred that only commercially sealed drinks to be brought into school for safety reasons.

SCHOOL PERSONNEL

Secretaries, librarians, custodians, bus drivers, lunchroom supervisors, teaching assistants, cafeteria workers and bus supervisors are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. They are to be considered a part of the faculty and will be given the respect and compliance that is expected towards all faculty members.

SPECTATORS AT AFTER SCHOOL EVENTS / GAMES

Students are encouraged to attend school-sponsored activities which allow for spectators. Such attendance helps foster a feeling of confidence in our team and develops strong school spirit. The guidelines listed below apply to all students attending after school events.

- Good sportsmanship must be displayed at all times.
- No action of a referee, player, etc. should be argued.
- Cheer for your team, not against the opponent.
- Spectators are not allowed on the gym floor or to use any of the equipment unless they are on the team.
- Wandering about the building or running and playing in the halls will not be allowed.
- Students are expected to remain in the bleachers in the gym during the contest.
- Students attending home games need to make arrangements to be picked up prior to coming to the game.

The building will be cleared 25 minutes after the conclusion of the game.

Attendance at these events is a privilege, not a right. Students choosing to behave inappropriately run the risk of losing this privilege. If necessary, students may be suspended from attending athletic events or extra-curricular activities. In this situation, a parent contact would be made explaining the reason and length of this suspension. At school events, it needs to be noted that only current Prairie Grove students who are eligible to attend the event are allowed to attend.

STUDENT ACTIVITIES

For students to participate in extracurricular activities, they must be in attendance for at least one-half day on the day of the activity. A half-day is defined as five out of nine periods. Students who participate in Student Council, Teen Leadership and all other clubs must be eligible. See the Eligibility section under Athletic Code as these guidelines apply to all extracurricular activities

STUDENT RECORDS

A student's permanent record includes academic, attendance and health records. It may also include honors and awards received, information regarding participation in school-sponsored activities or athletics. The temporary record consists of all information not in the permanent record. Parents have the right to inspect, challenge and copy their child's records. Questions regarding student records should be directed to the principal, and information will be readily available at the front desk of the building. This information covers the specifics of permanent records, temporary records, inspection of student records, rights to control access of student records, access to records without parent consent, challenge procedures, maintenance of school records, and the Family Educational Rights and Privacy Act.

TELEPHONE CALL POLICY

We ask that parents refrain from calling and asking to speak with their child during class time. If it is imperative that you get a message to your child, the office will do so. Pay telephones are located in the entrance of the school and in the cafeteria, which are to be used by students with staff permission. Only in emergency situations shall students be allowed to use the office phone or classroom phones. Classroom phones should only be used with the permission of the classroom teacher at his/her discretion. Forgotten homework or a change in bus riding plans are not emergencies worthy of interrupting class, but could be handled during activity period or lunch.

VISITORS

Parents who wish to observe classes should make arrangements with classroom teachers. All individuals who visit school are expected to stop at the school office before going to classrooms to sign in and obtain a visitor's pass. Visitation by children or students from other schools, or by those out of school, will not be permitted unless it is by special invitation of a teacher or administrator. Only parents, or visitors supervised by a parent, will be allowed to join a student for lunch.

STUDENT WELFARE

EMERGENCIES

Parents will receive an emergency card to be completed, indicating where they can be reached in the event of accident or other emergency regarding their child. Any changes during the school year in this information should be forwarded to the junior high school office (815-459-3557). In order for us to best serve our students, this information must be kept current and parent cooperation is most appreciated.

On very rare occasions, an injury occurs at school that requires that a child have immediate attention in a doctor's office or a hospital. The school district will attempt in all cases to contact the parent. If, however, it is impossible to reach the parent and circumstances require immediate attention, a physician will be called or the Nunda Rescue Squad will take the child to the emergency room of the Northern Illinois Medical Center or Good Shepherd Hospital. Parents should be aware that the cost of medical care is to be the obligation of the parent, even though school officials may arrange for the child to see a doctor or be taken to the hospital.

According to hospital regulations, immediate emergency treatment will be started in the emergency room upon arrival of the patient if it is the judgment of the hospital examining physician that a delay may endanger the life of the child or place his complete recovery in jeopardy. However, hospital procedure provides that, except in such dire emergencies, the child will be retained until written authorizations for medical and surgical treatment can be secured from one or both parents. When a child becomes ill at school, the parent will be notified. If the parent cannot be reached, an individual listed on the emergency card will be notified. Unless seriously ill, the child will be sent home at the regular time if the parent or parent's designee cannot be reached.

The following are guidelines as to when you should keep your child at home:

- If **temperature** is **100.0** or above, the student is sent home. Student should be fever free without medication for 24 hours before returning to school.
- If diarrhea or vomiting does occur at school, the student will be sent home. Student must not have had any episode of vomiting or diarrhea for 24 hours before returning to school.
- If a student has a suspicious red, swollen throat, the student will be sent home and needs to be seen by a doctor. If it is found that the student has strep throat, the student can return to school after taking antibiotics for 24 hours.
- If a student has any unidentified suspicious rash, reddened area, lesions or eruptions, the student will be sent home and needs to be seen by a doctor. A note from the doctor needs to be sent to the school identifying the rash and if it is contagious or non-contagious and if any treatment is necessary.
- If a student is complaining of itchy eyes, and/or there is a reddened sclera and/or crusting, or yellow/green discharge around or coming out of the eye, the student will be sent home and needs to be seen by a doctor. A note from your doctor needs to be sent to the school, identifying the condition and any treatment necessary. If the student has conjunctivitis, the student can return to school after taking antibiotic drops for 24 hours.
- If a student has a persistent or continuous loud disruptive cough, the student will be sent home and should be seen by a doctor.

HEALTH EXAMINATIONS / IMMUNIZATIONS / DENTAL EXAMINATIONS

The School Code of Illinois, Section 27-8, requires that all students have the required immunizations and physical on file with the nurse of the school of attendance. All students are to have these requirements completed by October 15th. Students not in compliance with these regulations will be excluded from school until such time as they are completed. *Excluded children will be considered truant and their names will be submitted to the Regional Superintendent for possible truancy action.* Illinois health examinations are required according to state law within one year prior to entrance into kindergarten or first grade and upon entrance into fifth and ninth grade. Students can be excluded for non-compliance. An Illinois health examination is required of students entering the district's schools for the first time, immediately prior to or upon entrance into school. If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the physician examining the child shall endorse that fact on the Illinois health examination form. Hepatitis B vaccination is a requirement for all children entering fifth grade and children two years of age or older entering a school-operated program below the kindergarten level.

Proof of the health examination and immunizations must be received by the date required by law. *There are only two reasons for not complying with the Health Examination/Immunization regulations.*

HEALTH EXAMINATIONS / IMMUNIZATIONS / DENTAL EXAMINATIONS (CONTINUED)

1. Parent or legal guardian who objects to immunization or health examinations for their children on religious grounds must present a written, signed statement of such objections to the local school authority. The grounds for a religious objection must be founded on a religious tenet or practice.
2. Exception must be made to immunization requirements on the basis of medical contraindications. If one or more of the required immunizations is medically contraindicated, the examining physician must provide documentation of each specific immunization as to why there is a contraindication. Should the condition of the child permit immunization at a later date, this requirement will then have to be met.

Dental examinations will be required for all kindergarten, second and sixth students. This examination must be completed and handed in to the Health Office by May 15th of the required grade levels. Students can be excluded for non-compliance.

KNOWN OR ACQUIRED HEALTH ISSUES

In the case of known health issues, like diabetes, heart disease, or allergies, report all known problems to the school nurse. In addition, health issues like fractures, communicable diseases, or recently diagnosed situations should also be reported to the school nurse. If the health issue requires limited activities, a doctor's statement is

required clarifying the length and type of limitation. If the health issue is recurrent or permanent, an annual re-evaluation and progress report from the doctor should be submitted to the school.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Students who are to be excluded from P.E. for medical reasons for less than a week must have a note from their parents. Students who are to be excluded from P.E. for more than one week need a note from their doctor.

MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma and allergies for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. All medications to be taken during school hours will be kept in the health office. It is the responsibility of the student to report to the health office at the proper time to receive his/her medication. The parent/ guardian must assume responsibility for informing the school (in writing) of any change in the student's health or change in medication. Physician's orders must accompany any medication change. The school district will reject requests for administration of medication if it does not receive all of the required information on the *Medication Authorization Form*.

STUDENT WELLNESS PROCEDURES

1. District to offer Hot Lunch/Nut Free Table(s) as needed.
2. Wellness/Nut Free Standards are addressed via non-edible birthday treats and an approved snack list.
3. Class sections will not cluster all students with allergies in one classroom without the parents requesting it if feasible.

ACADEMIC INFORMATION

ACCESS TO ELECTRONIC NETWORKS

District 46 is pleased to offer its students and staff access to the District's Computer Network System (CNS), including the Internet and other on-line services. This computer technology will help propel our school through the communication age by allowing students and staff access to and use of resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. This system is a tool for life-long learning. While we do use a filtering system, which is updated daily, in rare instances some material accessible via the system might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. All students are directed in the use of the Computer Network System and the Acceptable Use Policy. The District's intent is to make system access available in order to further education goals and objectives; however, students may find ways to access other materials as well. The District staff will make every effort to keep abuses of the system from occurring by carefully supervising students. The District believes that the benefits of access to the system far exceed any disadvantages.

All use of electronic networks, including the Internet, shall be consistent with the District's instructional program to promote educational excellence by facilitating resource sharing, innovation, and communication. These standards do not attempt to state all required or prescribed behavior by users. However, some specific examples

are provided. **The failure of any user to follow the terms of the *Acceptable Use Policy* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Signatures indicating that the student and parent/guardian have read the terms and conditions listed below and understand their significance must be on file in order to have privileges for the Computer Network System. It is understood that these signatures are legally binding. These terms and conditions are in accordance with Board Policy 6:235 Access to Electronic Networks and other rules which the Board of Education or Administration may from time to time adopt.

Acceptable Use

Access to the District's CNS must be for the purposes of education, communication, or research within the student's course of study or the District's curriculum, and be consistent with the educational objectives of the District.

Privileges

The use of the District's CNS is a privilege not a right. Use not consistent with these terms and conditions or with any rules established by the District, may result in a cancellation of those privileges. The System Administrator will make all decisions regarding whether or not a user has violated these terms and conditions and may deny, revoke, or suspend access at any time. The decision may be appealed to the District's Discipline Committee.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language.
- Do not reveal the personal address or telephone numbers of students or colleagues.
- Recognize that E-mail is not private.
- Do not use a network in any way that would disrupt its use by others.
- Consider all communications, computer use, and information accessible via a network to be public property.
- Properly shut down computers when you are finished. Do not leave computers on or stay logged in if you are leaving the computer.

Security

Network security is a high priority. If a student identifies a security problem, she/he must notify the System Administrator or the School Principal. Students shall not demonstrate the problem to other users. Pupils must keep their account and password confidential. Students must not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the system.

Vandalism

Vandalism may result in cancellation of privileges, other disciplinary actions and potential legal action. Vandalism includes, but is not limited to, attempting to harm or destroy data/equipment of another user or any aspect of the CNS including the uploading or creation of computer viruses.

Unauthorized Charges

The District will pay for all costs related to the authorized use of the CNS; however, the District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, equipment or line costs, and unauthorized purchases of goods or services via the CNS.

Unacceptable Uses

The following activities are examples of unacceptable use. They are prohibited and may result in disciplinary action as provided under the District's Code of Conduct, as well as suspension or denial of CNS privileges. Students must not use the system to:

- Retrieve, view or disseminate obscene, indecent, or vulgar materials, or any material in violation of any federal or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes.

- Transfer files or any software to or from a school computer without prior approval from an authorized staff member.
- Harass, threaten, intimidate, or demean any person or group of people or send abusive messages to others or swear or use vulgarities or any other inappropriate language.
- Engage in for-profit commercial activities, including advertising or sales.
- Disrupt the educational process, or to interfere with the rights of others at any time, either during school days or after school hours.
- Disrupt information network traffic, or to interfere with network and/or connected systems.
- Gain access without permission to the files of others, or vandalize another user's data or files.
- Gain unauthorized access to resources or entities.
- Invade another person's privacy. This includes, but is not limited to disclosing the full name, home address, or phone number of any other person. To protect their own privacy, users should not use the system to disclose their own names, address, or phone numbers, either.
- Install, remove or configure software or, install alter or remove hardware in any way.
- Forge or alter electronic messages, post anonymous messages, or access or vandalize another user's data or files.
- Send electronic mail (E-mail) relating to or in support of illegal activities. E-mail is not private. People who operate the system have access to all mail and will report these messages to the authorities.
- Alter data (without school authorization).
- Download, copy, print, or otherwise store or possess any data in violation of these rules or of copyright laws.

Indemnification

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to or arising out of, any breach of these terms and conditions or use not consistent with the terms and conditions.

Consequences

If a student engages in any of the unacceptable uses listed above or unacceptable uses which may from time to time be prohibited by the District, the student shall be disciplined in accordance with the District's student conduct expectations and may be subject to the following disciplinary actions, including, but not limited to:

- Verbal reprimand, notice on file, and parent(s)/guardian(s) notified of the infraction.
- Suspension of network access, network privileges and/or computer access.
- Revocation of network access, network privileges and/or computer access.
- School suspension.
- Restitution.
- School expulsion.
- Referral to legal authorities for prosecution.

CURRICULUM

The primary purpose of schooling is the transmission of knowledge and culture through which children learn in areas necessary to their continuing development. These areas include language arts, mathematics, biological sciences, physical and social sciences, the fine arts, and physical development and health. To this end the Board shall give priority to supporting the primary purpose through allocation of resources, funds, time, personnel and facilities in accomplishing the primary purpose of schooling. In the junior high, the basic education emphasizes language arts, literature, mathematics, science, social studies, and health. Other areas of the curriculum are tech lab, music, art, and—depending on grade level—study skills, writing strategies, or foreign language. Physical education is taught to all students.

GRADING SYSTEM / REPORT CARDS / HONOR ROLL

Report cards will be issued four times a year at approximately nine-week intervals. See calendar for dates of issue. Achievement is marked by a letter grade, which corresponds to the percentage earned by the student. The amount of "grade points" has been listed next to each letter grade in the chart below, and will be used to determine a GPA.

100% - 98%	A+ (4.33)	97% - 93%	A (4.00)	92% - 90%	A- (3.67)
89% - 87%	B+ (3.33)	86% - 83%	B (3.00)	82% - 80%	B- (2.67)
79% - 77%	C+ (2.33)	76% - 73%	C (2.00)	72% - 70%	C- (1.67)
69% - 67%	D+ (1.33)	66% - 63%	D (1.00)	62% - 60%	D- (0.67)
				59% and Below	F (0.00)

An Honor Roll, which recognizes students who have demonstrated high scholastic achievement, is posted at the end of each grading period. To be on the Honor Roll, a student must have at least a 3.25 grade point average, calculated using all subjects. To be on the High Honor Roll, a student must have at least a 3.75 grade point average, calculated using all subjects. Students selected for Accelerated Language Arts and Literature classes, as well as higher level math courses will have their grades weighted, which could mean that students can achieve a GPA higher than 4.00. Students are ineligible for any Honor Roll if they earned a “D” or an “F” in any subject. Prairie Grove Junior High does not recognize 8th grade students as valedictorian or salutatorian. Every reasonable effort will be made to recognize the cumulative academic achievements of all 8th grade students, including those who have transferred into Prairie Grove.

HEALTH EDUCATION

Seventh and eighth grade students take health education during for one quarter each school year. As part of the total curriculum that is offered at Prairie Grove School, Health Education is required of all students. Some of the unit topics that are included in the health curriculum are: 1) recognizing and avoiding abduction, 2) recognizing and avoiding sexual abuse, 3) drugs and alcohol including anabolic steroids, 4) infectious diseases including AIDS, and 5) sexual abstinence prior to marriage. Although the greatest responsibility for discussion of these topics rests in the home, Prairie Grove Junior High’s intent is to supplement what parents have already taught. The end result of good teaching of health at home as well as in the classroom will help to develop individuals who have self-respect, respect for others, and a sense of moral responsibility to the community. If a parent objects to the presentation of these materials to their child, and they have the right, concerns should be directed to the principal and in writing. Any parent wishing to review our material, attend our classes or ask questions regarding the health curriculum should contact the health teacher.

HOMEBOUND INSTRUCTION

The Homebound Instruction Program shall be provided to any child with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause an absence from school for more than two consecutive weeks, and for whom school personnel determine that such a program can be of educational benefit. A parent can request homebound instructional service by asking the school principal or the Director of Student Services for the required Medical Certification form. When the completed form is returned, a meeting will be held to develop a program.

HOME-SCHOOLED STUDENTS

Students who are home schooled, yet live within Prairie Grove School District boundaries, are not eligible to participate in extra-curricular activities, nor will they be recognized for their home school academic achievements.

HOMEWORK

As an extension of the work done at school, homework is an important part of a student’s instructional program. Homework is defined as work assigned by the teacher to be completed outside of class and which directly relates to classroom lessons. Homework may also involve students in tasks designed to enhance and reinforce appropriate academic skills, interest and attitudes. Homework could include reading of textbook and other materials, independent reading of literature in preparation of class, studying for tests and quizzes, and completing research papers and other long-term projects. Unless other arrangements have been made, homework is expected to be completed. Late or missing assignments are given zero to partial credit at the discretion and authority of the teacher. Teachers will make their homework policies known to their students and their parents. When failure to turn in homework negatively impacts a student, whether for a long-term assignment or a pattern of not turning work, teachers will be in contact with parents to address this concern.

Students are expected to:

- Discuss questions and problems you may have with your teachers.
- Be organized with your assignments and materials.
- Create a time and place at home where work can be completed without distractions.
- Anticipate homework on a daily basis.
- Bring completed homework to school and return it to the appropriate teachers.

Parents are expected to:

- Instill the importance of education in your child.
- Encourage your child to be organized and consistent in his/her homework routine.
- Check your child's homework, both completed and current.
- Expect your child to complete assignments neatly and on time.

Teachers are expected to:

- Assign quality homework that is an extension of the class work and enhances what is taught in the class.
- Teach "study skills" to their students, including note taking procedures, assignment completion techniques, productive use of study time, and test preparation.
- Work together to provide a balance of homework.
- Hold students accountable for the completion of homework.

LEARNING MATERIALS / BOOK RENTAL FEES

The legal responsibility for materials in the school learning center and classrooms rests with the School Board. Responsibility for the selection shall be delegated to professionally trained personnel who know the course of study, the methods of teaching and the individual differences of the pupils for whom the materials are provided. The suitability of particular books or other materials may be questioned. Forms for review or complaint concerning educational materials may be secured at the District office. Fees for book rentals are set annually by the Board of Education. This fee covers materials and supplies in addition to books. Students are expected to care for their books and materials. Fees may be waived in accordance with State regulations. Those who feel they may qualify for fee waivers may pick up forms at the school office. Fee waivers do not cover extracurricular activities. Charges for lost or damaged books, including library materials, will be based on the value of the books or materials.

PARENT-TEACHER CONFERENCES

Conference days are scheduled for parents of junior high students at the midpoint of the first quarter. Conferences at other times may be scheduled upon mutual agreement of teachers and parents. Parents and teachers are encouraged to make arrangements for a conference as needs arise. Parents who wish to arrange a conference are asked to call the school office at (815) 459-3557.

PROMOTION AND RETENTION OF SIXTH THROUGH EIGHTH GRADE STUDENTS

It is the policy of Prairie Grove Junior High School not to promote students to the next higher grade level based upon age or social reasons. Promotion/retention decisions will be based upon the academic performance of the student. Prairie Grove School District #46 also recognizes that some students will be unable to meet, and other students may choose not to meet, the basic academic performance requirements for promotion to the next grade.

PROMOTION: ACADEMIC REQUIREMENTS

A student must maintain a grade point average of 1.00 and not fail two or more core classes (Language Arts, Literature, Math, Science, and Social Studies) each of the four quarters during the school year to be promoted to the next grade. All grades above an F will be considered to be passing grades. The following shall serve as guidelines in applying this policy:

1. Promotion to the next grade level will be based upon successful completion of the curriculum.
2. Students who do not meet these requirements will be subject to retention in grade for the next school year.
3. Eighth grade students who do not meet the minimum requirements for promotion shall not participate in the graduation ceremony.

4. Students eligible for special education shall receive the services, accommodations, and modifications specified on their Individual Education Plan (IEP). They shall be promoted if they meet the goals of their IEP or if they maintain a grade point average of 1.00 and do not fail more than two core classes. Those students with IEPs who do not meet either of these basic academic performance requirements shall be subject to retention.
5. Student academic achievement, which is commensurate with their measured learning ability, shall be taken into consideration when making a decision regarding retention.
6. Special accommodations provided for a student through a 504 Plan will be taken into consideration when making a retention decision.
7. Students whose primary language is other than English shall have that as a consideration for retention decisions.
8. The school may decide to require a summer school program of at least 90 hours.
9. Unique circumstances will be taken into consideration on an individual basis.
10. At the end of the school year, or if applicable at the end of summer school, the school district shall determine if a student has displayed the state basic academic performance for promotion to the next grade. For students who have already been retained during a previous school year, the school district shall decide if consideration of retention is an appropriate step.

RETENTION: INTERVENTION GUIDELINES FOR STUDENTS AT RISK

1. At the end of each quarter the principal, in conjunction with other school personnel, will determine which students approach or are below the promotion criteria. All quarter report cards issued thus far during the school year will be utilized in making this determination.
2. Within 15 school days of the date that the quarter report cards are distributed, the principal shall inform parents in writing that the student is at risk of being retained. The first such letter to a parent during a given school year shall include an invitation for a promotion/retention conference with parents. The student shall also be a part of this conference. The purpose of the conference will be to review the student's academic standing and to decide on appropriate steps. A promotion / retention conference with the principal needs to be preceded by at least one similar conference with the student's teachers.
3. Some but not all of the possible steps may include:
 - a. Home/school communications regarding current academic standing.
 - b. Additional assignment completion monitoring activities such as a list of past due work or assignment book initialing.
 - c. Mandatory make-up time for assignments i.e. stay after school or spend time in the office completing past due work.
 - d. Contingent school privileges. Participation in extra-curriculars such as dances and reward activities will depend on the student exhibiting passing grades. See the school policy regarding sports teams and grades.
 - e. Referral to the special services staff for possible skills testing, counseling, etc.
 - f. Contact the McHenry County Truant Officer if attendance is a factor.
 - g. Summer School. Passing a summer school program of at least 90 hours.
4. Some students may not fall under promotion criteria until the end of the last quarter if their grades are lowest during that fourth quarter. This may result in the student not being identified during the school year for interventions such as those stated above. Such a student first falling below the promotion criteria at the end of the school year will still be subject to possible retention.
5. Any party not being in attendance for a promotion/retention conference or the lack of compliance with any stated timelines in the policy shall not be just cause for promotion to the next grade.
6. Some students may be placed on a watch list due to poor academic performance. Placement on the watch list means that parents will be informed and that staff will check their progress when the next quarter report card comes out.

PARTICIPATION IN PROMOTION CEREMONY / YEAR-END ACTIVITIES

To celebrate the end of their eighth grade experience at Prairie Grove, several special events are planned for the end of the school year. Participation in these activities is a privilege, not a right, which is extended to students who have demonstrated good scholarship, consistent attendance, and appropriate behavior throughout their academic career.

ACADEMIC – Students must be in good academic standing in order to participate. This means that students are meeting the promotion criteria.

CONDUCT -

- Students shall have no more than eight detentions for gross misconduct during their eighth grade year.
- Students shall not have been suspended (either ISS or OSS) more than twice during their eighth grade year.
- Students shall not have been expelled during their eighth grade year.

Students who have exceeded the allowable number of detentions, or have been suspended more than once during the first half of the school year will be given an opportunity to earn back the privilege to attend designated year-end activities. A behavioral contract will be drawn up by school administration and signed by both parents and students.

For both academic and behavior situations, students and parents will be kept informed of their status and eligibility, with updates as necessary. On a designated date, students would be given final notification of their ability or inability to participate in designated year-end activities. This date would be well publicized, and would likely take place during the last week of school. The exact dates of the end-of-the-year activities are not typically determined until after potential snow days have been figured.

RESPONSE TO INTERVENTION

As a means to address the needs of all students academically and behaviorally, and as part of the schools' improvement plans and the District's tradition of excellence in education, Prairie Grove School District 46 has implemented Response to Intervention programs. RtI matches a leveled response of instruction and intervention with the needs of the individual student. Leveled instruction is categorized into three tiers of support. A determination of the level of support needed is based on student monitoring and on-going data collection. More intensive intervention strategies are provided to students based on their ability to progress in the general education curriculum. Parents work collaboratively with their educational team throughout the RtI process. Educational teams will meet to review a student's response to intervention and determine supports necessary for the student to continue to progress. Placement into intervention programs may necessitate temporary schedule changes and is done at the discretion of the school.

SPECIAL EDUCATION

The students of Prairie Grove Consolidated School District 46 are served in the "Least Restrictive Environment" in order to achieve their academic goals. Given the individual nature of special education services, the educational environment that is deemed as appropriate may be different depending on the needs of the students involved. Prairie Grove's staff within the special education department is referred to as the PPS team. "PPS" are the initials for "Pupil Personnel Service". The team is comprised of special education teachers, special education teaching assistants, speech pathologists, an occupational therapist, a physical therapist, an inclusion facilitator, a hearing itinerant teacher, a vision itinerant teacher, a social worker, two school psychologists, and the Director of Student Services.

Prairie Grove Consolidated School District 46 is a member district of the Special Education District of McHenry County, otherwise known as SEDOM. As a member of this cooperative district, Prairie Grove students have access to the many specialized programs and services offered by SEDOM.

A student's Individual Education Plan determines educational services. Students' Individual Education Plans (IEP) are developed by an educational team which is inclusive of the parents of the student in question as well as regular and special education teachers, therapists, and any other specialist necessary to develop an appropriate plan for a student. Prairie Grove offers students educational services within the regular education classroom, as well as in special education classroom for pullout services for specialized instruction or therapy. SEDOM, Special Education District of McHenry County, offers more restrictive placements for students who require more specialized educational programming. The Student Services Department oversees the entire identified population in order to ensure that students at Prairie Grove receive the most instructionally appropriate educational programs.

STUDENT SERVICES PROGRAMS

The Student Services Department encompasses a variety of specialized programs to support the educational progress of our student population. The programs included in this department are as follows: Title I Remedial Services, Academic Enhancement Program, English Language Learners, and Special Education Services. These programs are intended to facilitate the success of all types of learners within the Prairie Grove School Community. The Director of Special Services supervises some of these programs for Prairie Grove Consolidated School District 46. Any of these personnel may be contacted at any time by calling the school offices (Elementary 815-459-3023 or Junior High 815-459-3557). Services offered by each program for the junior high are as follows:

Reading Intervention

Additional reading support instruction is given in lieu of some of the co-curricular classes or the study hall.

English Language Learners

Instructional facilitator both pull out and in the classroom; Consultation with parents and school staff; Translation services as needed for families

Special Education Resource

Achievement Testing; Learning Improvement Instruction; Individual Educational Program development; Consultation with parents and school staff.

Nurse - Personal Health Information; First Aid; Vision and Hearing Screenings

Speech and Language Therapists

Articulation and Language Development Screening and Assessment; Speech and Language therapy; Consultation with parents and school staff

School Psychologists

Educational Needs Assessment; Ability Testing; Consultation with parents and school staff; Counseling

School Social Workers

Crisis Counseling; Special Group Programs; Consultation with parents, school staff and counseling

Occupational and Physical Therapists

Occupational therapy services as required by physician prescription and/or IEP; Perceptual Skills Testing; Motor Skills Testing; Consultation with parents and school staff

BEHAVIOR INFORMATION

EXPECTATIONS

Appropriate behavior at school is extremely important to the total education program. The right to an education is a privilege not to be withheld without cause. The enjoyment of this privilege, however, is conditional upon each individual's willingness to follow reasonable rules and regulations. At Prairie Grove Junior High, it is expected that high standards of conduct, consistent with the social and emotional development of adolescents, will be maintained at all times.

The emphasis of the discipline plan at Prairie Grove Junior High is on teaching. Its purpose is to help students become responsible and productive members of the school and community by teaching appropriate decision-making and interpersonal skills, by reinforcing acceptable behavior, changing inappropriate behavior and accepting consequences for the inappropriate behavior. A discipline plan of this type is dependent upon not only clear, concise observable rules that are fairly and consistently enforced, but also on parents who are involved and supportive.

It is based on the philosophy that:

- All students can behave appropriately,
- Misbehavior is a matter of choice,
- Students must accept responsibility for their actions,
- Teachers have the right to teach and students have the right to learn, and that
- No student has the right to prevent a teacher from teaching or a student from learning.

Each team and each teacher has fair and reasonable classroom expectations that are shared with students during the opening days of school. Although these individual plans are not detailed in this handbook, they are fully supported by administration. Choosing to disrupt class infringes on the right of the teacher to teach and students to learn. Even minor disruptions can interfere with the educational process. For the most part, the teacher and / or the team handle classroom misbehavior. Every attempt is made to work cooperatively with students and parents in order to solve classroom problems. Serious or consistent classroom misbehavior will result in an office referral. In the event of disciplinary-related incident, due process will be exercised. The student must also be charged with the responsibility to maintain a positive contribution to the learning situation. With the cooperation of the teacher and student, a positive atmosphere of mutual respect can develop.

R. O. A. R.

Prairie Grove Junior High School uses positive behavioral interventions through our R.O.A.R. program, which stands for **R**espect, **O**wnership, **A**ttitude, **R**esponsibility. Materials are on display throughout the building and included in the overall school program. This program is designed to help develop caring, rational, responsible decision-makers, and allows the school and district to use a common language, sending a consistent message regarding the development of character.

RECOGNITION OF STUDENTS

Prairie Grove Junior High strongly believes that it is important for students to know that their positive efforts and achievements are recognized and appreciated. Throughout the year, opportunities to be recognized for these actions will take place, including verbal praise, certificates of recognition, participation in special activities, and awards.

REFERRALS

If, during the course of a school day you should receive a “student referral,” the following procedure is used. It is the student’s responsibility to take the referral home, have his/her parents/guardians sign it and return it the next school day to the person who issued it. If you fail to return the referral the next day, you will receive additional detention time.

DETENTIONS

Detentions will be issued to students for various rules infractions. A detention must be served on the day assigned on the slip unless the student provides a written note from the parent explaining why the detention would need to be rescheduled. Detentions will not be rescheduled without a significant cause approved by the principal. Detentions take precedence over all extra-curricular activities. The student’s first responsibility is serving an assigned detention. If serving the detention results in a missed practice, game or other activity, this occurrence is an additional consequence the student must accept. If the student is absent on the assigned day, the detention is to be served upon returning to school. If a student simply fails to report for a detention, an additional detention may be issued. Administration may also limit privileges or extracurricular participation, or suspend students who repeatedly fail to serve detention. After two opportunities have been offered to serve the detention, a student may be assigned an In-School Suspension.

Students who misbehave during an assigned detention run the risk of their detention being considered “unserved.” They will be issued another detention, and if necessary, the student may be assigned additional consequences.

Lunch detentions are served during the student’s lunch period. Lunch detentions may be served on the same day of assignment if agreed upon by both student and assigning teacher.

After-school detentions are assigned with a minimum of one day's advance notice. Extraordinary circumstances preventing a detention from being served may be discussed with the school principal. Parents are responsible for providing transportation home from detention. Students are not allowed to ride the elementary bus home from detention. Failure to serve a detention in a satisfactory manner will result in an additional detentions or separate consequences to be assigned.

IN-SCHOOL SUSPENSIONS

Another type of intervention that may be assigned by the administration is In-School Suspension. This assignment means that the student attends school during regularly scheduled hours, but is completely isolated from the rest of the students. Under constant supervision by school personnel, students in ISS complete all of their daily work as well as any other additional work assigned by teachers. Students assigned to ISS are to bring all of their textbooks, assigned reading material, and supplies to the office. During the day of an In-School Suspension, students may not eat in the lunchroom or participate in any extra-curricular activities. In-School Suspension is an alternative to Out-of-School Suspension. Students who misbehave while serving an ISS run the risk of receiving an OSS. If the student is absent on a day that ISS is assigned, it will be served on the first day of the student's return.

OUT-OF-SCHOOL SUSPENSIONS

The Board of Education and state law provides that students may be suspended or expelled for gross disobedience or misconduct. Generally, this type of behavior falls into one of four categories:

- Repeated misbehavior that continues in spite of previous disciplinary action.
- Behavior that is destructive of property.
- Behavior that is dangerous to other persons or disrespectful of their rights.
- Behavior that seriously interferes with the education process.

Administration is authorized to suspend a student from school for a period not to exceed ten school days. During an OSS, the student is not allowed on school grounds. Out-of-school suspensions are recorded as "unexcused" on the student's attendance record. Schoolwork for a student serving an OSS will be provided only upon parent request. This request should be directed to the office, which will arrange for the collection and pick-up of the schoolwork.

EXPULSION

When all other reasonable alternatives have been exhausted, continued unacceptable behavior will result in an expulsion hearing with the superintendent and the School Board. The Board may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reason for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board he/she shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate. The department of Mental Health and Developmental Disabilities shall be invited to send a representative to consult with the Board at such meeting whenever there is evidence that mental illness may be the cause for the recommendation for expulsion or suspension.

BUS BEHAVIOR

All students must follow the District's School Bus Safety Guidelines below. The guidelines listed apply to travel to and from school as well as travel to and from school events including field trips. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

For the safety of all students, it is very important that students follow **The Bus Safety Guidelines**:

1. Students must ride only on the bus to which they are assigned. Students who wish to ride a bus other than their assigned bus may only do so if capacity is not exceeded and the office approves a parent request.
2. Students must be at their assigned bus pick-up point at least 5 minutes before the bus arrives.
3. Students must stay off the road at all times while waiting for the bus.
4. Students must 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.
5. Students are to stay seated at all times while on board the bus.
6. Students should be alert to and follow all directions from the driver
7. Remain in the bus in the event of a road emergency until the driver gives instructions.
8. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
9. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and could result in a serious accident.
10. Students shall be absolutely quiet when approaching and crossing a railroad crossing.
11. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. Please don't leave books, lunches, or other articles on the bus.
13. Animals are not allowed on the bus.
14. Keep books, packages, coats, and all other objects out of the aisles.
15. When waiting for buses to arrive after school, students must wait behind the yellow curb on the sidewalk and away from the driveway.
16. Students should be courteous to fellow students and the driver.
17. Cell phones are not permitted to be used on the bus. Students returning from an after school event may use their cell phone to call for a ride with the activity sponsor's permission.
18. At all times, students may not bring squirt guns, spray bottles, water balloons or any other items with a potential to disrupt the order on the bus.
19. Observe safety precautions when leaving the bus. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.

During the first week of school, all students are informed and reminded of the bus rules by their teacher and the principal. Because bus safety is so important, consequences for not following bus rules are also made clear to the students at that time. The following are guidelines for the district that will be instituted by the bus drivers and administrators in cooperation with the Director of Transportation if a student refuses to obey the rules and regulations as set forth by the District:

First Offense – Student is verbally reminded of the rules by the driver and given a chance to correct his/her own behavior. Second Offense - Written notification is given to principal and the parent is notified. Student is counseled and/or given a detention. Third Offense - Bus riding privileges suspended for three days. Fourth Offense - Bus riding privileges suspended for five days. Fifth Offense - Bus privileges removed for 10 consecutive school days. Sixth Offense - Bus privileges removed for remaining part of school year.

Serious violations could bypass the above progressive discipline process whereas the student will be subject to immediate removal or suspension per principal discretion in cooperation with the Director of Transportation. In addition, students may be subject to suspension or expulsion from school for serious school bus violations. Losing the privilege of riding the bus will extend to riding the bus for extra-curricular activities and / or field trips as well. Exceptions could be possibly made for academic field trips, but not for reward field trips. These regulations and disciplinary procedures are completely in accord with the laws of the State of Illinois and are deemed necessary by the Board of Education to maintain and insure the safety of all bus passengers.

LUNCHROOM BEHAVIOR

Students will be expected to follow the Code of Conduct within the lunchroom. In addition, the following specific rules will be applicable:

- Once seated, students are expected to remain in their seat.
- When going through the line, make every effort to get everything you need the first time through the line.
- When waiting in line, remain standing and in place in line. Cutting is not allowed.
- Borrowing, lending, buying and selling lunch tickets, money or actual products is discouraged, due to the problems which are associated with students not paying debts back.
- No eating at all outside the lunchroom, unless the student has permission to do so.
- Students are asked to make every effort to keep their tables and surrounding areas clean.
- Food or paper or any products should never be thrown in the cafeteria.
- No popping of bags or cartons. Noise levels should be kept to the limits of each individual table.
- When in doubt, consult the staff member assigned to monitor the cafeteria.

Consequences for inappropriate behavior in the cafeteria include, but are not limited to,

- Verbal warnings
- Isolation within the cafeteria for an assigned amount of time / days
- Restitution for theft, destruction or vandalism.
- Loss of cafeteria line privileges for an assigned amount of time / days.
- Request for parental supervision during lunch.
- Assignment to an isolated, alternate lunch setting under the supervision of school personnel.

RULE VIOLATIONS & CONSEQUENCES

The information in this section is intended to make students and parents aware of the types of behavior situations on which the school will act and the possible consequences that can be expected. Depending on the behavior the student exhibits, consequences may begin at different steps. The building principal may initiate the action at steps higher than those indicated, depending on the specific infraction, the student's previous disciplinary record, and the impact of the incident on the educational process. Our procedures are designed to involve the student, teacher, parents, counselors, other support personnel, and school administration in the discipline process. The following outline should not be interpreted as being the only offenses for which disciplinary action will be taken. Any behavior disruptive to the school environment will be addressed. These behaviors are inappropriate in the classroom, in the corridors, or on school property either during regular school hours or at any school-related activity. Activities have the ability to set conduct expectations for their non-academic events. For example, if student council publicizes that all students with more than two detentions in the two weeks leading up to the dance will be ineligible to attend the dance, it will be supported by administration.

Students should be knowledgeable of the following sets of unacceptable behavior and possible consequences.

STUDENT BEHAVIOR	POSSIBLE CONSEQUENCES
Abuse of transportation privileges. Disorderly conduct on school buses or other school vehicles.	Assigned seat. Temporary or permanent loss of riding privileges. Police involvement.
Academic dishonesty – Copying, plagiarizing, allowing copying, cheating, etc.	No grade. Alternative assignment. Detention. Suspension.
Aggressive behavior – use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct	Detention. Suspension. Expulsion. Police involvement.
Bullying – Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct	Detention. Suspension. Police involvement.
Cutting class	Detention. Suspension.
Deliberate attempt to antagonize/harass other students	Detention. Suspension.
Disrespectful behavior that interferes with the learning and/or teaching process, and/or decorum of the school	Loss of privileges. Detention. Suspension. Expulsion.
Fighting or other acts of physical aggression	Suspension. Expulsion. Police involvement
Flagrant and/or repeated disrespect toward staff members	Detention. Suspension. Expulsion.
Gang activity – Any gang-like activity that promotes or represents a gang or gangs, such as recruitment, representing (showing colors or symbols), or graffiti	Suspension. Expulsion. Police involvement.
Gum, candy, food drinks, or any other food item not approved	Conference with student. Parent contact. Loss of privileges. Detention. Suspension.
Hands Off Policy – Unacceptable touching behavior such as fighting, “horseplay”, “fooling around”, displays of affection, etc.	Detention. Suspension.
Illegal acts – violating any criminal law	Suspension. Expulsion. Police involvement.
Inappropriate usage of devices – This includes cell phones, personal music devices, cameras, paging devices, electronic games, laser pointers, etc.	Item confiscation. Detention. Suspension.
Injury or threat of injury, verbal or written, to any school district employee, official or student	Detention. Suspension. Expulsion.

STUDENT BEHAVIOR

POSSIBLE CONSEQUENCES

Insubordination - Disobedience to requests of administrators, teachers, or other staff members in authority

Detention. Suspension. Expulsion.

Malicious mischief – Behavior that causes danger, injury, or inconvenience to a person in school or property

Detention. Suspension. Expulsion. Police involvement.

Offense against public morality – Vulgar or obscene behavior or language that is obviously intended to offend or make a bizarre spectacle

Suspension.

Possession of dangerous or potentially dangerous items and/or dangerous activity

Detention. Suspension. Expulsion. Police involvement.

Possession, use, sale, distribution or under the influence of alcohol, inhalants, drugs or other drug products (including look-alikes) or possession of drug paraphernalia

Suspension. Expulsion. Police involvement.

Possession or use of tobacco products and related items (i.e., matches, lighters, pipes, etc.)

Suspension. Police involvement.

Theft, attempted theft, failure to return property

Suspension. Expulsion. Restitution. Police involvement.

Truancy – Intentional, repeated, habitual, and/or patterned of missing of classes

Contact of County Superintendent

Unnecessary items – Items with little or no educational purpose (playing cards, trading cards, non-academic magazines, comic books, video games or game players, school items used inappropriately, etc.)

Item confiscation. Detention. Suspension.

Vandalism or attempted vandalism – Defacement, damage or destruction to school property

Detention. Suspension. Expulsion. Restitution. Police involvement.

Violation of acceptable use policy for technology

Loss of privileges. Detention. Suspension. Restitution.

Weapons, look-alikes, dangerous items used to cause bodily harm (firearms, knives, brass knuckles, billy clubs, look-alikes, etc.)

Suspension. Expulsion. Police involvement.

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

GENERAL NOTICES

AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT

Prairie Grove Consolidated School District 46 does not discriminate on the basis of handicap with regard to admission or access to programs or treatment and employment in programs. The district intends to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Building Principals along with the Director of Student Services are the coordinators for ADA and 504 activities. A grievance form to report alleged discrimination is available at the District Administrative Office. Prairie Grove Consolidated School District 46 intends that individuals with disabilities be provided opportunity to attend our meetings and activities. If you want to attend a school-sponsored function and have a disability, which will require special assistance or services, contact the District Office at 815-459-3023 or the building principal at the school where the meeting is to be held. Please make your notification at least 48 hours in advance so that arrangements can be made to help you attend.

ASBESTOS MANAGEMENT PLAN

Asbestos management plans are available in the school office for inspection.

COMPLIANCE WITH TITLE IX

The Prairie Grove Consolidated School District 46 Board of Education recognizes the importance of complying with Title IX, the Federal regulation which prohibits discrimination in the total educational program because of the gender of the student. District 46 will provide equal opportunities to all students regardless of gender differences. The Superintendent shall establish a grievance procedure that shall be followed if a citizen desires to file a grievance claiming such discrimination has occurred. The Superintendent shall appoint a Title IX coordinator to handle such grievances.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspensions, expulsion, and corporal punishment, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees and other persons providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. The Superintendent, and Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

GRIEVANCES / PROCEDURES

The District places trust in its employees and desires to support employee's actions in such a manner that employees are freed from unnecessary, spiteful or unjustified criticism or complaints. The complainant shall be encouraged to first bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them. If the issue is not resolved by involvement of the immediate supervisor, the complainant can refer the issue to the Superintendent for his/her review and decision. If the above steps do not resolve the concern of the complainant, he/she may request a closed meeting of the School Board for the purpose of review of the Superintendent's decision. Generally all parties involved, including the District's administration, shall be asked to attend such a meeting for purpose of presenting additional facts, making further explanations and clarifying the issues. The School Board shall conduct such a meeting in a fair and just manner. Although no one shall be denied the right to present a complaint about school personnel at a School Board meeting, resolution of such complaints will not be addressed until the procedures identified above have been followed. This policy can be found in Section 6-10 of the Prairie Grove District 46 Policy Manual.

RECEIPT OF REPORTS FROM LOCAL LAW ENFORCEMENT AGENCIES

As a school, we do accept from local law enforcement agencies such reports as are permitted by law to be made regarding criminal offenses committed by students enrolled in the School District.

RECEIPT OF REPORTS FROM LOCAL LAW ENFORCEMENT AGENCIES (CONTINUED)

Reports of criminal offenses committed by students which are received from local law enforcement agencies shall be available only to the superintendent of the School District, the principal of the school in which the student is enrolled and, as appropriate, to guidance counselors, social workers or psychologists employed by the School District who have contact with the student reported.

REPORTS FROM THE SCHOOL DISTRICT

General Reports: Confidential reports may be made by the School District to local law enforcement authorities of the kinds of offenses commonly committed, or the offenses most recently observed, on School District premises without identification of individual students.

Immediate Concerns: Reports regarding areas of most immediate concern relative to student criminal offenses may be made at regularly scheduled meetings between School District officials and local law enforcement authorities.

Reports of Disciplinary Action: No reports shall be made to local law enforcement authorities concerning disciplinary actions taken by the School District concerning students unless: 1) a finding has been made that the student committed the offenses with which he or she is charged; and 2) the School District official reasonably believes that the student has committed an offense which is a crime under Illinois law.

REQUIRED NOTICES

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any person. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

RIGHTS TO DUE PROCESS

In disciplinary cases, the student has the right to know why he/she is being disciplined. It is the responsibility of the teacher or administrator to make this clear. The student has the right to speak in his/her own defense and to present any evidence of his/her innocence. When a discipline referral is made to the office, it is the responsibility of the school administration to weigh all information before making a final decision. If that decision involved a suspension, the student and his parents have specific legal rights as outlined in the Illinois School Code, Chapter 122, Sec. 10-22.6.

SEARCH & SEIZURE

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

a. School Property and Equipment as well as Effects Left There by Students: School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effect left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of

lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specialty trained dogs.

b. Students: School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of: a.) substantially interfering with a student's educational environment; b) creating an intimidating, hostile, or offensive educational environment; c.) depriving a student of educational aid, benefits, services, or treatment; or d.) Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

STATEMENT OF NONDISCRIMINATION

Prairie Grove Consolidated School District 46 complies with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, disability or other protected classifications.

PLEASE NOTE

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the present status of the rules, practices, and procedures as currently practiced and are subject to change. Furthermore, this handbook is not considered the only resource for

all district policy, procedures, or regulations. The Prairie Grove Consolidated School District 46 Board of Education Policies and Procedures Manual and the School Code of Illinois are also included as resources, copies of which are kept in the administrative offices. The contents of this handbook are viable until updated. We invite your input as we continue to update and improve this document each year. Kindly direct such considerations to the school principal.

HELPING NUMBERS

Do you sometimes have a problem and do not know where to turn? This is a list of places you can turn to for professional help outside your family, friends, or school. You do not have to provide your name.

McHENRY COUNTY CRISIS LINE 1-800-892-8900 24-hour toll free number is available for crisis situations.

FAMILY PROBLEMS? LACK OF COMMUNICATION? DIVORCE? DEATH? ABUSE? PROBLEMS WITH FRIENDS? BOY-GIRL RELATIONSHIPS? SUICIDE? LONELY? AFRAID?

1. FAMILY SERVICE AND COMMUNITY MENTAL HEALTH CENTER FOR McHENRY COUNTY IN:
 McHenry.....815-338-6400 Woodstock.....815-338-4750 Crystal Lake.....815-455-4900
2. YOUTH SERVICE BUREAU-YSB
 Woodstock.....815-338-7360

RUNAWAY FROM HOME?

1. Youth Service Bureau-YSB.....800-892-8900
2. Runaway Switchboard Toll-Free 24-Hour Line.....800-972-6004

LEGAL PROBLEMS?

1. McHenry County Dept. of Court Services.....815-338-2040 ext. 300
2. Prairie State Legal Services.....800-982-3940
3. State's Attorney for McHenry County.....815-338-2040 ext.240
4. Lawyers Referral Number.....800-252-8916

HEALTH INFORMATION?

1. Easter Seals Therapy Center.....815-338-1707
2. McHenry County Dept. of Health (Adult & Child Clinics).....815-338-2040
3. McHenry County T.B. Care and Treatment Board (Free T.B. Testing)...815-338-6675
4. Pioneer Center for the Exceptional.....815-344-1230
5. Midwest Epilepsy Center.....708-627-6445

DRUGS/ALCOHOL?

1. Youth Service Bureau-YSB.....815-338-7360
2. Alanon/Alateen (Self-help for family members of alcoholics).....815-459-6190 or 815-455-3311
3. Alcoholics Anonymous.....815-455-3311
4. Family Center for Alcoholism for McHenry County.....815-337-0030
5. ADD Program-Alcohol/Drug Dependency
 (Lutheran Social Services).....815-943-6676

CHILD ABUSE/DOMESTIC VIOLENCE?

1. Dept. of Children & Family Services-Hot Line Toll Free.....800-252-2873
2. Turning Point Family Stress Line.....815-338-8080

PGJH SCHEDULE 2009/2010

SIXTH	
1	8:03 - 8:49
2	8:52 - 9:36
3	9:39 - 10:23
4	10:26 - 11:10
5	11:13 - 11:40 Lunch
6	11:43 - 12:27
7	12:30 - 1:14
8	1:17 - 2:01
9	2:04 - 2:42 Study Hall

SEVENTH	
1	8:03 - 8:49
2	8:52 - 9:36
3	9:39 - 10:23
4	10:26 - 11:10
5	11:13 - 11:57
6	12:00 - 12:27 Lunch
7	12:30 - 1:14
8	1:17 - 2:01
9	2:04 - 2:42 Study Hall

EIGHTH	
1	8:03 - 8:49
2	8:52 - 9:36
3	9:39 - 10:23
4	10:26 - 11:10
5	11:13 - 11:57
6	12:00 - 12:44
7	12:47 - 1:14 Lunch
8	1:17 - 2:01
9	2:04 - 2:42 Study Hall

My Schedule	
1	
2	
3	
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