

## **PBL Unit #10 Vision Statement**

Excellence through Rigor, Relevance, & Relationships

**Rigor:** PBL is dedicated to providing a rigorous curriculum, coherent across grade levels, where students learn, think, comprehend, and communicate analytically.

*Due to a rigorous curriculum:*

- I can achieve anything by giving maximum effort, using my academic skills to think critically, to solve problems, and to communicate with others.

**Relevance:** Relevance is reinforced at PBL by making curricular connections between learning objectives and real life experiences. Students will prepare for adult roles by learning and applying fundamental skills and competencies.

*My educational experiences are relevant to me because:*

- I can be a self motivated, life-long learner.
- I can be accountable to myself and others.
- I can plan for the future by adapting easily to change and managing new technologies and information.

**Relationships:** Positive relationships are the foundation for all learning experiences at PBL. Students, staff, parents and community members will collaborate to create and foster a safe environment where respect for others and tolerance of individual differences are modeled and expected at all times.

*To build positive relationships:*

- I can be tolerant and accepting of individual differences.
- I can demonstrate responsibility through good decision-making.
- I can display good citizenship by representing myself, my school, my community, and my country with pride.
- I can achieve my goals through self-motivation and by encouraging and working with others.

## **PBL Unit #10 Mission Statement**

It is the mission of PBL Unit No. 10 School District to prepare each student to be a successful citizen as demonstrated through strong character, responsible actions, and a passion for life-long learning. PBL students will be empowered with the skills that allow them to read with comprehension, communicate clearly, utilize technology, think critically, work effectively with others, and use information to solve problems. PBL is committed to a systematic approach of support and intervention to assist each individual in reaching his or her full potential. We are dedicated to providing a safe environment while fostering a climate of high expectations for our students, staff, and the communities we serve.

## **PBL High School Mission Statement**

It shall be the goal of Paxton-Buckley-Loda High School to aid students in being as successful as they can be in their academic and extra-curricular endeavors.

## ACADEMICS

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### Schedules and Schedule Changes

Students are to carefully select courses after conferring with parents, counselors, and teachers during the spring enrollment period. Few, if any, reasons for schedule changes should exist when school opens in August. Students may have their schedule changed by the guidance office with permission of their parents. The guidance office may adjust the schedule of individual students to achieve balance in class sections, if a student did or did not complete a course of summer study, or if a student must make up a failed class. The deadline for student changes is the fifth day of the semester. A student may not drop a class after that date without taking a W/F (withdraw-failing) in the class. Any student dropped from a class for disciplinary reasons will receive a W/F. Any W/F is figured into the grade point average.

### Course Credit and Student Classification

Students earn academic credit by passing a course according to the requirements set by the teacher. A  $\frac{1}{2}$  unit of credit is given for a successfully completed course designated as a semester course. 1 unit of credit is given for each successfully completed course designated as a year-long course. Successful completion of PE/Weight Training is given  $\frac{1}{4}$  credit per semester. Successful completion of Band, Chorus, and Visions is given 1 credit per year. Students are classified at the beginning of a year according to the number of credits earned by the end of the previous year. Beginning with the Class of 2013, if a student fails any English and/or Math semester, he/she will not move to the next grade level even if he/she earns enough credits. This will hold true for every year through graduation.

Freshman—First year student who has earned fewer than 4.5 credits

Sophomore—Second year student who has earned a minimum of 4.5 credits

Junior—Third year student who has earned a minimum of 9 credits

Senior—Fourth year student who has earned a minimum of 13.5 credits

To graduate—must earn 20 total credits

Course	Year Taken
4 units of English	9, 10, 11, 12
3 units of Math	9, 10, 11 (must include Geometry & Algebra)
2 units of Science	9, 10, 11
$\frac{1}{2}$ unit of Government	10
1 unit of U.S. History	11
$\frac{1}{2}$ unit of other Social Studies	9, 10, 11, 12
$\frac{1}{2}$ unit of Health	9
$\frac{1}{4}$ unit of Driver Education	9 or 10
$\frac{1}{2}$ unit of Consumer Education	12 (may be Intro. to Business, Res. Mgt., ICE, or Intro. to Ag. with Ag. Bus. Mgt.)
PE (as required)	9, 10, 11, 12 (waived during Health, Dr's Ed. marching band, & sports for grades 11 & 12)
1 unit from music, foreign language, or career tech	9, 10, 11, 12

### Physical Education Exemptions

Students in grades 11 and 12 may be exempt from PE if:

- student is out for a varsity sport, but only during the semester that sport is in season,
- marching band for the semester during marching season,
- if a student provides evidence from an institution of higher education that they need a particular course for admission to that institution and the present course of study will not provide that course,
- OR a student lacks sufficient course credit of one or more courses required by state statute or local policies for graduation.



### *Auditing a Course*

A student may audit a course with the permission of the instructor. No grade for the course will appear on the student's transcript, nor will it be used to figure GPA, honor roll, class rank, or eligibility. No credit will be given for the course. A student may request an audited course grade appear on the official transcript with the permission of the instructor. The grade, however, will not replace the original grade given.

### *Receiving Credit for Failed Courses*

Students may receive credit for failed courses by:

- Repeating the course and passing it,
- Meeting special requirements set up by the instructor with the approval of the principal, or
- Summer school through an accredited institution. (This grade will count towards credit, but will not be counted towards class rank or GPA unless taken at PBL.)

### *Receiving Credit for Correspondence Courses*

Students may receive credit for failed work by taking an accredited correspondence course not available in the present program of classes through an institution approved by the principal and guidance department. The student must be a third, fourth, or fifth year student. The student is responsible for all fees. Correspondence grades will count toward graduation credit, but will not count toward class rank or GPA. No more than 1 unit may be applied to graduation. Correspondence work may not be used in order to graduate early. All correspondence work must be completed and final course grades received in the high school guidance office by the second Friday in May, or the student will not be allowed to participate in graduation exercises.

### *Appealing a Grade*

The procedure for appealing a grade is on file with the superintendent's office.

### **Class Ranking**

The official grade point average (GPA) and class rankings are maintained in the guidance office and are considered confidential. Students may inquire as to their current standing. Subjects not included in the ranking: Band, Chorus, Visions, PE, or courses taken by correspondence or at any post-secondary institution.

### **Early Graduation**

A student may graduate early if they meet the following criteria:

- Apply by end of September of their senior year,
- Have permission of their parents on a signed form obtained from the office,
- Meet with principal or counselor prior to the September deadline,
- Agree to not be a member of any team, club, or organization or participate in any activities or dances as a student following early graduation, and
- Meet all graduation requirements by the end of the first semester. Students who do not complete courses by the end of the first semester, must return for second semester classes.
- Correspondence work may not be used in order to graduate early.

Participation in graduation ceremonies will be allowed if requested at the time of application. It is the student's responsibility to maintain communication with the school regarding graduation practice, ordering cap/gown, etc.

### **Honor Roll**

The Honor Roll is published at the end of each quarter and semester. Students with a GPA of 4.0 will be listed on the Straight A Honor Roll. Students with a GPA of 3.5 to 3.9 will be listed on the High Honor Roll. Students with a GPA of 3.0 to 3.49 will be listed on the Honor Roll. Band, Chorus, Visions, and PE are not used to determine honor roll. Any student who receives a "D," "F," "WF," or incomplete in any subject is not eligible for the honor roll.

## **Academic Recognition at Graduation**

The valedictorian and salutatorian of the senior class who are honored at graduation will be those students who have achieved the highest GPA (valedictorian) and the second highest GPA (salutatorian). In the case of ties, all students with the same GPA will be honored accordingly. A transfer student will be eligible for the honor if he/she enters no later than the first day of class their senior year and all previous courses of study have been approved for these honors through the guidance office in conjunction with the high school principal.

## **Advanced Placement (AP) Courses**

Advanced Placement courses will be provided in grades eleven and twelve in English, Mathematics, and Art. Pre-Advanced Placement English courses are available for grades nine and ten. Students enrolled in AP courses will be provided with activities designed to challenge their talents. The Official Grading Scale for AP coursework, as approved by the school board, is: A 100-90; B 89-80; C 79-70; D 69-60; F 59-0.

## **Dual Credit Courses**

Dual Credit Courses are offered through a relationship between PBL High School and Parkland College.

### *Dual Credit-Class taken at Parkland*

- Students may elect to take courses at Parkland that are not offered at PBL High School.
- Classes must be approved by the guidance counselor and cannot be similar to a class at PBL High School.
- Classes cannot replace a failure at PBL High School. Parkland classes cannot substitute PBL graduation requirements.
- The student would be responsible for tuition and books.
- Students will earn ½ credit for every Parkland class that is 3 semester hours or more.
- Grade received for the Dual Credit class will reflect on both PBL High School and Parkland transcripts.
- Admission and withdraw requirements and procedures requirements would be subject to Parkland guidelines.
- Students will become official students of Parkland Community College once accepted.

### *Dual Credit-Class taken at PBL High School*

- Students can take a Parkland class at PBL High School taught by a PBL teacher for credit at Parkland as well as credit at PBL High School.
- This class will be free of charge to PBL students.
- Students must have a 3.0 grade point average and must pass an assessment exam given by Parkland in order to apply for admission to Parkland. Admission and withdraw requirements and procedures requirements would be subject to Parkland guidelines.
- Students will become official students of Parkland Community College once accepted.
- Students will earn ½ credit for every Parkland class that is 3 semester hours or more.
- Grade received for the Dual Credit class will reflect on both PBL High School and Parkland transcripts.

### *Parkland Classes taken at Parkland-No credit for high school requirements*

- Students may take Parkland classes on Parkland campus.
- Students may elect to take courses at Parkland that are not offered at PBL High School.
- Classes must be approved by the guidance counselor and cannot be similar to a class at PBL High School.
- Classes cannot replace a failure at PBL High School. Parkland classes cannot substitute PBL graduation requirements.
- The student would be responsible for tuition and books.

- Admission and withdraw requirements and procedures requirements would be subject to Parkland guidelines.
- Students will become official students of Parkland Community College once accepted.

### **Release of Student Records**

Student records consist of permanent records and temporary records. Student Social Security numbers are required at the time of registration. Please make sure that it is on file with the office.

*Permanent Records* shall include: basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved, and score on college entrance examinations; attendance record; accident and health reports; record of release of permanent record information in accordance with 105 ILCS 10/6(c); scores received on all State assessment tests administered at the high school level (grades 9 through 12). The permanent record may include honors and awards received and school-sponsored activities and athletics.

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include: a record of release of temporary record information in accordance with 105 ILCS 10/6(c); scores received on the State Assessment tests administered in the elementary grade levels (kindergarten through grade 8); information regarding serious infractions (involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit; completed home language survey.

The temporary record may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extra-curricular activities, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; verified reports or information from non-educational persons, agencies, or organizations; verified information of clear relevance to the student's education.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/ guardians and students over 18 years of age certain rights with respect to the student's education records. They are:

- The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
- The right to request the amendment of the student's education records that the parent(s), guardian(s), or eligible student believes are inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent(s)/guardian'(s) child.
- The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.
- The right contained in this statement: No person may condition the granting or withholding of any right,

privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

- The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Full and complete copies of this rule and laws pertaining to this rule are obtainable by contacting: Superintendent's Office, Panther Way, Paxton, IL 60957. Complaints may also be referred to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC. 20202-4605.

## **ATTENDANCE**

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### **General Attendance Information**

It is important for each student to be in attendance daily to receive the best education possible. The school day officially begins at 8:00 and ends at 3:05. Students who arrive early must report to the gymnasium and remain there until dismissed by the first bell at 7:52. Students are not to be in the rest of the building before this time. Once on school grounds, students may not leave without permission from an administrator. Students may see a teacher for academic assistance with permission from the teacher on duty or a classroom teacher. Once dismissed at 7:52, students may go to their lockers and their first period class. Students who arrive after 8:00 must be buzzed in by the secretary, as the front doors will be automatically locked. High school students are not to be in the cafeteria in the junior high before or after school unless as part of a school club or team. Students who wait for a school bus after school are not to leave school grounds; they are to wait in the Little Assembly until a supervisor dismisses them to the bus loading zone.

### **Absence Guidelines**

#### *Excused Absences*

To receive an excused absence, a student's parents must call the school and inform the office of the absence and its reason. The absence must conform to the accepted reasons noted in Illinois School Code. Parents and students should realize that a phone call from a parent does not excuse the absence if it does not meet the criteria for an excused absence.

An excused absence can only be granted if the absence falls under Section 26-1 of the Illinois School Code: illness or injury, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to parent for the safety and health of the student, or other critical or emergency situations as approved by the principal.

It is the position of the Board of Education and the Administration of the PBL School District to discourage requests for excused absences for such things as: family vacations, hunting or fishing trips, visiting relatives, or shopping trips. In extenuating circumstances, (with administration approval) the day must be requested 3 days in advance with the office and all teachers. If the request is not made 3 days in advance, the absence will be marked as unexcused. The decision to excuse or not excuse a vacation is at the discretion of administration. It is the responsibility of the student to make arrangements with their teachers regarding the work they are going to miss.

All school-related absences are excused. Excused absences will be granted for prearranged trips to the IHSA State Tournament series in different sports and events only to those students who have participated in the particular sport or event during the school year (i.e. only basketball team members, managers, and cheerleaders would be able to attend the state basketball tournament). Individual exceptions will be made should PBL students be participating in a particular event or sport. School field trips and trips with extra curricular organizations (i.e. FBLA or NHS) are excused.

### *Unexcused Absences*

An absence that does not meet the requirements of the Illinois State Code and district guidelines, but the parents are aware of the absence, is unexcused. Unexcused absence totals are continuous throughout the year. Punishment for repeated infractions is set forth in the Discipline Guidelines.

### *Unexcused Truant Absences*

An absence that does not meet the requirements of state or district guidelines and of which the parents are unaware is an Unexcused Truant Absence. This includes skipping any part of a day. Students who arrive to school or a class more than 15 minutes late could be deemed unexcused, not tardy. The administration reserves the right to judge each unexcused truant absence on its own merit. Students who are deemed unexcused truant will receive a "0" for any class missed, but will be allowed to make up any work missed. Please refer to the Disciplinary Guidelines for further actions taken against students who receive unexcused truant absence. Unexcused truant absence totals are continuous throughout the year.

### **Tardy Policy**

Tardiness interrupts the flow of the class and often pulls others off task while prohibiting a smooth start to classroom activities. Students are considered to be tardy or late to class if they enter the classroom after the bell rings. The consequence for being late to class will be a lunch detention. Tardy totals are continuous throughout each quarter. Students who are habitually tardy will be dealt with at the discretion of the Administration.

### **Illness While at School**

A student who becomes ill during the day will be examined by the nurse. Students are allowed to stay in the office no more than one hour a day. Those who are in need of more time will have their parents contacted and be sent home. Students who wish to go home because of illness must contact either the front office or the guidance office before calling home for permission to leave.

### **Permit Slips**

Students returning to school after all absences must bring a written note from their parent or guardian stating:

- The date(s) of absence(s);
- The reason for the absence(s);
- The parent's or guardian's signature; and,
- The parent/guardian phone number.

Students who must leave during the school day should bring a written note from their parent or guardian stating the items above. The student must bring this note to the office prior to the start of school. They will then be given a Permit Slip, enabling them to leave class at a designated time. The student is responsible for presenting this to their teacher prior to leaving class. Students leaving school because of illness or other excused reason must still submit a doctor's note or written parental excuse upon their return to school. The parental/medical verification note should be taken to the office when the student returns.

### **Make-Up Work**

Students are expected to make up work for any absence. When a student receives an excused absence, or an unexcused absence, the student is given one day for each day of absence. Students who receive an Unexcused Truant Absence are given a "0" on any work missed, but may make it up for credit at the discretion of the teacher.

Students who have been suspended will have their work gathered by the office by the end of the following day; the student is responsible for turning it in upon their return. Failure to do so could result in no credit. Students suspended from school could receive up to a 2% reduction in grades for the quarter for each day

of suspension at the discretion of the teacher.

For all other absences, the student should make up all work to be missed in advance, if required to do so by the classroom teacher. It is the student's responsibility to contact all teachers about making arrangements for make-up work.

### **College Visitation Procedures**

Two college visitation days will be allowed each year to juniors and seniors to make visits to prospective campuses. These visits must be arranged through the PBL Guidance Office, and students must bring back written notification of the visit from a college representative. College visits will not be allowed during the final two weeks of any semester at PBL High School. Students going on these trips must indicate a serious intention to attend the college or vocational school and will not be allowed to "go along for the ride."

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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### **Equal Opportunity for Students**

Equal Opportunity for students is provided under Title IV of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973. PBL Community Unit District 10 insures students and parents that all educational and extra-curricular programs, as well as services, are available to all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

Students and parents have the right to seek information or lodge a complaint regarding discrimination in the school district in regards to programs, instructional materials, or the treatment of students. The complaint must be based on unequal treatment and/or opportunity because of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental handicap or disability, social or economic conditions, or actual or potential marital or parental status. The following procedure should be anticipated:

- Anyone with a complaint of the Title IX/504/Title VI regulations should direct their complaint to the Title IX/504/Title VI director. A verbal complaint must be lodged within 10 school days of the violation. A verbal response must be returned within 10 school days of the verbal complaint.
- If the complaint cannot be resolved at stage one, then a written notice of the complaint should be delivered to the Title IX/504/Title VI director within 10 school days.
- In the event that agreement cannot be reached after stage two, the complainant must present a written statement to the Board of Review which consists of the Superintendent and a school board member within 10 school days of the director's written response in stage two. The Board of Review will then meet with the complainant within 10 school days of the written request to review the problem and seek a resolution to the problem.
- If this does not solve the problem, the complainant must then request in writing, within 10 school days, a further review with the Board of Education. The complainant and the board of review will present in writing their positions at the next regularly scheduled meeting of the Board of Education. In the event that stage 4 does not resolve the problem, the complainant may further appeal the decision of the Board of Education to the Superintendent of the State Service Region pursuant to Section 3-10 of the School Code and thereafter to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code.

The Title IX/504/TitleVI director for the PBL School District is Mr. Trent Eshleman, at PBL High School, 379-4331.

### **Section 504 of the Rehabilitation Act of 1973**

It is the policy of the Paxton-Buckley-Loda C.U.S.D. #10 not to discriminate against any otherwise qualified

individual solely by reason of his/her disability, in admission or access to treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Paxton-Buckley-Loda C.U.S.D.#10, Panther Way, Paxton, IL 60957; 217-379-4331.

### **Sexual Harassment**

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

- An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, Building Principal, or Assistant Principal.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

### **Physical and Immunization Policy**

A freshman entering the ninth grade for the first time at PBL High School must have a complete physical within one year prior to entry into the ninth grade. Students who enter from another school in Illinois who can provide the proper physical and immunization form from their previous school will be in compliance with this law. Students entering from out of state must have a physical prior to the date entering the school. A health form similar to Illinois requirement may be accepted only at the time of first entry into an Illinois school. The school nurse must approve this form.

To be in compliance with the Illinois Department of Public Health regulations on immunization, a high school student must have received:

- Three or more doses of polio vaccine, with the last dose being a booster given after the fourth birthday and at least six months after the previous dosage.
- Three or more doses of TD or DPT with the last dose being a booster received on or after the fourth birthday and at least 8 months after the previous dosage with a booster every 10 years.
- Two doses of live measles virus vaccine, the first dose at no less than 12 months of age and the second dose no less than 1 month after the first dose, or other proof of immunity. If the student had the disease, a written verification from the doctor is required.
- A three-day rubella vaccine of at least 1 year of age or older.
- The mumps vaccine on or after first birthday, or had the disease. If a student had the disease, a written verification from the doctor is required.

### **Rights of Homeless Students**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, program, and

activities provided or made available.

A student is considered “homeless” if he or she is presently living:

- in a shelter sharing housing with relatives or others due to lack of housing,
- in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing,
- at a train or bus station, park, or in a car in an abandoned building,
- temporarily housed while awaiting DCFS foster care placement.

All homeless students have rights to:

*Immediate school enrollment.* A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.

*Enroll in:*

- the school he/she attended when permanently housed (school of origin),
- the school in which he/she was last enrolled (school of origin),
- any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

*Remain* enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.

*Priority* in certain preschool programs.

*Participate* in a tutorial-instructional support program, school-related activities, and/or receive other support services.

*Obtain* information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.

*Transportation services:* A homeless student attending his/her school or origin has a right to transportation to go to and from the school of origin as long as he/she is homeless, or if the student becomes permanently housed, until the end of the academic year.

For more information, contact PBL District #10 Homeless Education Liaison, Stacy Johnson, at (217)379-9202.

### **Accident Insurance**

Accident Insurance for students is available through the office for a fee. Students are encouraged to accept it as it covers bodily injury. It does not cover glasses, dentures, etc.

### **STUDENTS' CODE OF CONDUCT**

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At PBL, we have the highest expectations for the conduct of our students. The following paragraphs detail our expectations for our students and the possible consequences should any student not follow these expectations. Some of the rules are PBL District policy, while other rules are state law.

The student is expected to follow the directions of the faculty, staff, aides, cooks, substitutes, custodians, and others who assume responsibility in certain situations. Students who have disciplinary reports filled out on them are subject to administrative discipline. This discipline could include, but is not limited to detentions, Saturday School, Redirected Study, out-of-school suspensions, and possible expulsion.

### **Disciplinary Actions**

Students sent to the office for misconduct in a class, during lunch, or before and after school face possible disciplinary action. Should a classroom teacher fill out a disciplinary report, the student could be issued a detention, a Redirected Study, Saturday School, or out of school suspension.

### Disciplinary Guidelines

Unexcused Absence	Above 3 absences could result in Saturday School for each absence
Unexcused Truant Absence	Possible out of school suspension for each absence. 0 credit for each class missed in all instances.
Tardy to class or school	Lunch detention, detention, Saturday School
Leaving Campus without permission	Possible Saturday School or out of school suspension
Inappropriate language	Possible detention, Saturday School or out of school suspension
Inappropriate language directed at faculty and staff	Up to 10 days out of school suspension
Fighting or physical aggression	Up to 10 days out of school suspension. Police authorities may be called.
Theft of school property or on school property	Up to 10 day suspension and possible recommendation for expulsion. Police authorities could be called.
Possession, use, distribution, or sale of tobacco or tobacco products on school property or at school functions or events	Up to 10 days out of school suspension
Vandalism or severe damage to personal or school property	Up to 10 days out of school suspension, restitution, and possible expulsion recommendation. Police authorities will be called.
Drinking, possession of alcohol, on school grounds, events, activities or any event which bears a reasonable resemblance to school	Up to 10 days out of school suspension and recommendation for expulsion. Police authorities will be called.
Possession or use of drugs at any time on school grounds, events, activities or any event which bears a reasonable resemblance to school	Up to 10 days out of school suspension and recommend counseling and possible expulsion. Police authorities will be called.
Possession of items which could be considered drug paraphernalia	Up to 10 days out of school suspension and recommend counseling and possible expulsion. Police authorities will be called.
Threats directed at faculty and staff	Up to 10 days out of school suspension and recommendation for expulsion. Police authorities will be called.
Threats directed towards other students	Up to 10 days out of school suspension and possible recommendation for expulsion. Police authorities may be called.
Student-Student Harassment	Up to 10 days out of school suspension and possible recommendation for expulsion.
Gang Activity	Up to 10 days out of school suspension and possible expulsion recommendation. Police authorities will be called.
Possession of forbidden items	Possible detention, Saturday School, Redirected Study, or up to 10 days out of school suspension
Possession of personal communication devices	Confiscation and parent contacted to pick up device

Going to the parking lot or car without permission	Possible Saturday School or up to 10 days out of school suspension
Parking lot violations (parking in restricted area, erratic driving or parking)	Possible Saturday School, Redirected Study, restriction on privileges
Weapons possession or item deemed to meet criteria as a weapon	Up to 2 years expulsion. This is Illinois State law. Police authorities will be called.
Possession of certain forbidden items not mentioned in the list of Forbidden Items	Dealt with at the discretion of the Administration.
Other acts of misconduct which include, but are not limited to constant disruption of class, public displays of affection, violations of dress code, and repetitive violations of conduct not covered in the guidelines which arise during the school year	Dealt with at the discretion of the Administration.

### **Afternoon Detentions**

Students may be assigned to an afternoon detention for disciplinary issues such as excessive tardies, cell phone use, inappropriate behavior in the classroom, etc. Detention is held after school at 3:10 pm and is supervised by an administrator. Students are encouraged to work on homework or other reading material. They are not allowed to sleep, eat, drink, talk, or bring any electronic devices to detention. Students are to remain the entire time and follow the rules, or face further consequences.

### **Bullying and Harassment**

Stalking, harassing, bullying, and hazing other students will not be tolerated. Students who exhibit behavior contrary to this will be dealt with according to the Discipline Guidelines. At PBL we respect the differences existing among us. Students are not to harass, bully, abuse, threaten, humiliate, torment, or intimidate other students either verbally, physically, mentally, or emotionally. Allegations that one student was harassed in some way by another student shall be referred to the Principal, Assistant Principal, or Guidance Counselor for appropriate action.

### **Dress Code**

Students must be dressed in a reasonable manner and not disruptive to the educational process. School administration reserves the right to determine whether the student's attire is within the limits of decency and modesty and can amend the dress code as fashion changes. Examples of clothing that are deemed unacceptable and are not permissible during school hours or at school-sponsored activities include, but are not limited to the following: clothing that display messages of alcohol, marijuana, illicit drug, violence, or are sexual in nature; clothing that is excessively baggy, torn, or tattered; clothing that is immodest such as halter tops, tube tops, pajamas, tank tops, mesh tops, and spaghetti strap tops are not permissible unless a shirt is worn over them; clothing that exposes cleavage, torso, midriff, or naval; shorts, skirts, or dresses that are above mid-thigh; sunglasses, hats or hoods, or unusual headgear of any kind.

The rules that are PBL District policy are door-to-door policies; once students enter the front doors to the building, they are to abide by the rules until they exit the front doors.

### **Fighting**

Fighting or any kind of physical aggression will not be tolerated. Refer to the Discipline Guidelines for repercussions.

### **Forbidden Items**

Forbidden items cannot be brought onto school grounds at any time. These include:

- Skateboards, in-line skates, shoes with wheels, and other similar items,
- Lighters and matches,
- Fireworks of any kind, or
- Laser pointers, pens, or similar objects.

Possession of any of these items at any time on a bus, during the school day, or at school functions or activities will be dealt with according to the Discipline Guidelines.

### **Gang Policy**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good."

Being a designated Safe School Zone prohibits gang activities, illegal drug use, or the carrying of weapons within 1000 feet of school property. Penalties by the courts are more severe for individuals violating the Safe School Zone. School discipline policies will also be in effect.

While on school property, or at any school-related event, wherever held, no student shall participate in any gang-related activity including, but not limited to the following:

- Shall not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, or other things which may be viewed as membership or affiliation with any gang or secret society.
- Possession of and/or use a beeper, portable phone, or any electronic property unless authorized by school officials.
- Possession of or use a weapon, including switchblades, mace, blackjacks, pistols, revolvers, other firearms.
- Solicit and/or recruit others for membership. Participate in and/or incite physical violence.
- Coerce, harass, and/or otherwise intimidate, threaten, or cause harm to any persons or living creatures.
- Use any communication, verbal or nonverbal (gestures, handshakes, etc.) suggesting or showing a membership in, or affiliation with a gang or secret society.
- Engage in any activity of omission intended to promote or further the interests of any gang or any gang activity, or secret society including, but not limited to distributing literature, drawings, or displaying unauthorized symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society.
- Any act or activity which violates any policy of Paxton-Buckley-Loda High School when such an act or activity is taken to further the interests of a gang or secret society.

Any suspected gang activity will be reported to the local law enforcement activity as a violation of the Safe Schools Zone. The school policy of suspension and/or expulsion will be enforced as a means to correct the problem.

### **Inappropriate Language**

Students should exhibit good manners and respect for each other and faculty and staff at all times.

Inappropriate language (both written and oral) and gestures will not be tolerated. Refer to the Discipline Guidelines for repercussions.

### **Personal Communication Devices**

Students may bring personal CD Players, personal radios, MP3 players, cell phones, or pagers to school as long as they are turned off and put in the student's locker during the school day. No personal communications devices are allowed from 8:00 am until 3:05 pm. Cell phones are a disruption to the educational process and certain crisis management plans. Students violating this policy will have the device confiscated and be dealt with according to Discipline Guidelines.

### **Public Display of Affection**

Public display of affection is not appropriate at school. Students are expected to demonstrate maturity and respect for each other. Inappropriate behavior may require a meeting with parents and may result in disciplinary action.

### **Saturday School**

Students may be assigned to a Saturday School for disciplinary issues such as excessive tardies, cell phone use, etc. Saturday School is held from 8:00-11:00 am in the high school Little Assembly. Students are encouraged to work on homework or other reading material. They are not allowed to sleep, eat, drink, talk, or bring any electronic devices to Saturday School. Students are to remain the entire time and follow the rules, or face further consequences. Students not cooperating may be asked to leave early at which time their parents will be contacted to escort them home. Parents will be provided a school contact number which may be used in case of emergencies during Saturday School.

### **Suspension of Students**

Suspension for gross misconduct may happen without Board of Education approval for up to 10 days. In severe cases, the Board may act to expel a student for the rest of the semester or school year. Aggregation of many minor infractions including, but not limited to extreme class misconduct, may constitute gross misconduct, which could lead to suspension and/or expulsion.

### **Weapons**

Possession of a firearm, knife, or instrument which could be used as a weapon on school property or school-sponsored activity may result in expulsion. The Board of Education may expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis. A student who has been determined to have brought a weapon to school, any school sponsored activity or event, or activity or event which bears a reasonable relationship to school, shall be expelled for a period not less than one year, except that the expulsion may be modified by the board on a case-by-case basis. The term "weapon" means possession, use, control, or transfer, of any object, which may be used to cause bodily harm. This includes, but is not limited to: guns, knives, clubs, or "look-alikes." Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **EXTRA AND CO-CURRICULAR ACTIVITIES**

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All extra and co-curricular activities at PBL are a source of pride for the school and the community. They are a vital extension of the student's ability and maturation. Extra and co-curricular activity reveals the character of the individual and often encourages and enhances classroom growth. Students who are involved in extra and co-curricular activities often earn better grades and have fewer absences or discipline problems. PBL High School offers a wide variety of activities in which students can be involved. All students are encouraged to experiment and find an activity which interests them.

### **Student Clubs and Organizations**

Student organizations, clubs, or committees may not meet at the school without the presence of a faculty sponsor. Meetings should not be scheduled on Wednesday or Sunday night without the approval of the principal. Students are not to meet before 7:30am, after 3:00pm, or on weekends without a faculty sponsor present. Class meetings will be held upon the authorization of the class officers, a faculty sponsor, and the principal.

Band (Flags, Honor Guard, Jazz Band)	National Honor Society
Baseball	Paw Prints Community Service
Basketball (girls and boys)	Speech Team
Cheerleading	Student Council

Chorus	Softball
Cross Country (girls and boys)	Safety Keepers
FBLA (Future Business Leaders of America)	Sports Management
FCCLA (Family Career Consumer Leaders of America)	Swimming (girls and boys)
FFA	Track (girls and boys)
Football	Visions (Yearbook)
Golf (girls and boys)	Volleyball
Link Crew	Weight Lifting
Math Team	

### **Eligibility**

To be eligible to participate in or attend after school activities or practices, students must attend the last four periods of the school day (four class periods, not including lunch), unless excused by the administration.

Students who are absent due to illness for more than four periods, not including lunch, will not be allowed to attend an after school activity or practice.

Students who are unexcused for any part of the school day will not be allowed to practice or participate in any school activity or practice.

#### *IHSA / PBL Board of Education Scholastic Requirements*

Scholastic requirements set by IHSA and the Paxton-Buckley-Loda Board of Education must be met:

- Must pass 4 academic classes in previous semester to be eligible for an activity.
- Must be passing 5 academic classes per week to be eligible.
- Meet all other eligibility requirements of IHSA.

Exception: Seniors in the ICE Program must be passing 4 academic classes or the current IHSA requirement.

### **Student Activity Fees**

All students who participate in extra-curricular or co-curricular activities will pay a fee of \$25 dollars per year as set by the PBL CUSD #10 School Board. This one time fee covers all extra and/or co-curricular activities in which the student might participate. Those activities not covered by this fee are National Honor Society, Student Council, and manager of an athletic team. Students pay this fee whether they participate in one activity or many. It is not assessed on a per activity basis. All clubs and organizations, with the exception of those mentioned above, are included in this fee. The fee must be paid prior to the participation in the activity or organization.

### **Extra and Co-Curricular Code of Conduct**

Participation in extra and co-curricular activities at PBL is a privilege and not a right. By accepting this privilege, a participant has responsibilities to the team, the organization, the school, and the community, and also understands and agrees that the participant may lose the privilege to participate in extra curricular activities consistent with district policies.

#### Expectations

Throughout his/her entire four year high school career, a participant is expected to:

- 1) Use good judgment, be responsible, and show respect for person and property. A participant will share responsibility in the actions of any group or individuals with whom he/she associates.

- 2) Refrain from the use or possession of tobacco products, alcohol, illegal drugs, or the misuse of prescription drugs or normally legal products that may cause harm when improperly used.
- 3) Maintain a good reputation as a representative of the community and school.

### Sportsmanship

Students who participate in or attend athletic activities should always show respect for the participants and officials. Un-sportsmanlike displays will not be tolerated. Students are expected to cheer for their school team in a way which is in the spirit of the contest and not derogatory towards opponents players/coaches, opposing fans, and officials. Students who are in violation of this sportsmanship policy could be sanctioned as determined by the Administration.

### Infractions of Extra and Co-Curricular Activities Code

Infractions include, but are not limited to, the following:

1. Alcohol and other Drugs (Possession, Use, Being under the influence)
2. Tobacco Products (Possession and/or Use)
3. Criminal Behavior

Any participant who has committed or attempted to commit an act that would constitute violation of any criminal law may be suspended from extra-curricular activity notwithstanding whether the participant is arrested, charged, or convicted of any crime.

4. Other Misconduct

This includes willful destruction of/or defacing school or private property, theft of school or personal property, and other act of gross disobedience or misconduct as defined in this handbook, Board policy, or as determined by the review committee.

### Consequences

Penalties shall be determined after a review by the principal and the athletic director. The consequences set forth below are guidelines to be used by the principal and the athletic director. The District grants the principal and the athletic director the discretion to impose more severe or less severe penalties depending upon, in their sole determination, the circumstances of each situation. Penalties for any infraction may range from a warning to a suspension from extra-curricular and co-curricular activities for the remainder of a student's high school career.

Infractions or information of alleged infractions of the extra curricular and co-curricular code can be brought to the attention of the athletic department/school by a police report, observation by school officials, faculty or staff, the student's parent(s) or guardian(s) report, or student admission. A student who admits to a first time offense of an infraction of #1 and #2 above within in 48 hours of the infraction will have any suspension reduced by 1/3. All infractions of the extra curricular and co-curricular code will be investigated by the Athletic Director in consultation with the Principal. Should a student decide to appeal the decision of the Athletic Director, the appeal should be made with the building principal whose decisions will be final.

Infractions of 1 and 2.

1<sup>st</sup> offense:

1/3 of games/contests/activities scheduled during the season in which the infraction took place, or during the next season that the student-athlete participates.

If less than 1/3 of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests/activities in which the student participates.

The number of games/contests available for each season will be determined by the administration. A

student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

The student must also complete ten (10) hours of approved community service for the PBL School District.

#### 2<sup>nd</sup> Offense:

The student will be suspended from extra curricular and co-curricular activities for one calendar year from the date of the infraction. The student will be allowed to have the suspension reduced if the parent/guardian requests in writing for the student to attend an approved DHS/Office of Alcoholism and Substance Abuse (OASA) Rehabilitation Program. Any cost for the program for registration or other costs will be the parent/guardian's responsibility. The Student must provide documents that show their enrollment and successful completion in this program. Once a student is enrolled the suspension will be reduced to ½ of the contests for any sport/activity that the student participates in for the next calendar year.

The student must also complete twenty (20) hours of approved community service for the PBL School District.

The number of games/contests available for each regular season will be determined by the administration. If less than half of the regular season contests remain, the student will not be eligible for any post season contests in that sport. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

#### 3<sup>rd</sup> offense:

The student will be suspended from extra curricular and co-curricular activities for remainder of his/her high school career. The student will be allowed to have the suspension reduced if the parent/guardian requests in writing for the student to attend an approved DHS/Office of Alcoholism and Substance Abuse (OASA) Rehabilitation Program. Any cost for the program for registration or other costs will be the parent/guardian's responsibility. The Student must provide documents that show their enrollment and successful completion in this program.

The student must also complete forty (40) hours of approved community service for the PBL School District.

The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

#### Additional Offenses:

Consequences will be dealt with by the Athletic Director in conjunction with the Principal.

The student will be suspended from extra curricular and co-curricular activities for remainder of his/her high school career.

#### Infractions of 3 and 4:

##### 1<sup>st</sup> offense:

1/3 of games/contests/activities scheduled during the season in which the infraction took place, or during

the next season that the student-athlete participates. If less than 1/3 of the season is left when the infraction occurs, the remaining suspension will be applied to the next games/contests/activities in which the student participates. The number of games/contests available for each season will be determined by the administration. A student must complete the games/contests/activities in good standing, or else the full suspension will be applied to the next games/contests/activities of participation.

The student must also complete ten (10) hours of approved community service for the PBL School District.

2<sup>nd</sup> Offense:

The student will be suspended from extra curricular and co-curricular activities for one calendar year from the date of the infraction.

The student must also complete twenty (20) hours of approved community service for the PBL School District.

3<sup>rd</sup> offense:

The student will be suspended from extra curricular and co-curricular activities for remainder of his/her high school career

Additional Offenses:

Consequences will be dealt with by the Athletic Director in conjunction with the Principal.

### **Students Involved in Multiple Extra-Curricular and Co-Curricular Activities**

Students who are involved in two extracurricular or co-curricular activities or a combination of the two on the same date may choose the activity in which they will participate without fear of punishment from the other activity. Students must notify the sponsors.

In case of a conflict between two practices, the student shall be allowed to make a choice, without fear of punishment.

In case of a conflict between a practice and a regular season competition, the student shall attend the competition.

In case of a conflict between two competitions that are not at either state or national level, the student shall be allowed to make the choice of which competition to attend.

In case of a conflict between a state or national level of competition and a regular season competition, the student shall attend the state or national competition.

To be excused from an activity to attend a church function, the student must notify the director or coach of the activity in advance. No disciplinary action will be taken against the student for missing the activity.

### **Attendance at School Events**

Any event sponsored by a class or organization requires the attendance of 3 faculty sponsors whose services must be secured and reported to the principal 3 days in advance of the dance or event. Parent chaperones are welcome, but do not replace the need for the faculty sponsors. The class or organization sponsoring the event must secure a faculty and student ticket seller for the event. No event may last past 11:00 p.m. without the permission of the principal. All school rules and regulations apply before, during, and after the event or dance. Non-school guests must be registered in the high school office two days before the dance and are subject to approval by the administration. Students are responsible for their guests and must accompany them throughout the dance or event. Should the PBL student leave the dance

or event, their guest must also leave. Students or guests who leave the dance or event may not return.

### **Transportation to Away Activities**

Students are to ride the school transportation to and from away activities with the group they represent, unless their parents or guardian call and make arrangements with the Administration/Athletic Director prior to the activity, or at the event if the parent makes satisfactory contact with the Administration/Athletic Director. The activity sponsor or coach may release students to their parents, guardian, or the approved designee, after the parent, guardian or the approved designee signs the appropriate sign-out sheet. This sign-out sheet shall be a form approved by the Administration/Athletic Director and retained on file.

### **Athletic Awards**

Awards are given to student athletes who compete in interscholastic sports. Each student athlete can earn one letter per year, with each lettered sport represented for that year by an insert. The participant will receive his or her award at the awards night, which follows completion of the sport season. To receive the award, the participant must be present at the awards night unless excused by the Athletic Director.

Varsity Letters will be awarded as follows:

- To seniors who have participated all four years in the particular sport,
- Foreign exchange students who participate for the entire season, and
- To participants in all sports who meet criteria established by the coach in consultation with the Athletic Director and Principal.

Freshman-Sophomore Letters will be awarded to freshman and sophomores following the same guidelines described above.

A freshman may earn a Freshman-Sophomore or Varsity letter if they meet the guidelines described above.

Numerals will be awarded to a student athlete upon completion of their first sport; a student athlete may also receive other awards in conjunction with receiving their numerals.

The coach, athletic director, and principal will manage special situations arising during the season.

### **NCAA Guidelines/Transfers**

Students who wish information on NCAA guidelines for eligibility should contact the Athletic Director or the Guidance Office for the guidelines. IHSA transfer rules as well as rules, which pertain to eligibility, can be obtained through the Guidance Office or the Athletic Office.

## **MISCELLANEOUS INFORMATION**

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### **Administering Medicine to Students**

It is the policy of PBL District that as a regular and normal practice, medication should be administered to a student at school or when such student is involved in school activities by the school nurse, when available. In order to provide for the well-being of students, under exceptional circumstances, medication may be administered during school hours by a designated member of the District's staff at the written request of the parent or guardian and under written orders of a physician.

The school administration has sole authority for approving or denying the request. However, no request shall be denied if the effect would be to affect adversely the critical health and well-being of a student. If a request is approved, school officials may require periodic renewal of physician's orders and, in any case, may terminate administering such medication whenever it is clear that the critical health and well-being of the student will not be adversely affected.

The parent or guardian requesting the medication be administered to a student shall complete a School

Medication Authorization Form and Physician's Form. The completed form is to be returned to the student's building principal. A copy of the form, indicating whether the request has been approved or not approved, will be returned to the parent or guardian as soon as reasonably possible.

### **Administrative Aides**

Students enrolled in a study hall may be asked to serve as an Administrative Aide. These students will assist in monitoring the hallways and performing other office responsibilities. One student will pick up attendance slips for the office as needed. Other students will be asked to be seated in designated areas throughout the school building and will monitor the passage of students. Administrative Aides will be selected by the Administration with the input of the study hall teachers.

### **Asbestos**

An asbestos inspection has been completed for PBL High School. The locations of asbestos-containing materials have been identified in accordance with A.H.E.R.A. regulations. A management plan prepared by PST of Champaign in accordance with A.H.E.R.A. for the encapsulation, removal, or maintenance of asbestos is on file for public review in the Superintendent's Office.

### **Care of the Building**

The cleanliness of the building is partly the responsibility of the student body. Students are asked to keep the building presentable by using wastebaskets. Students are to keep all water, items from the vending machines, and food items brought into the building either in the cafeteria, the main foyer near the trophy cases, or in the hallway near the vending machines. No pop, fruit juice, sports drink, or food is allowed in the gym before school or during lunch periods. In the classroom, clear, bottled water will be the only liquid allowed.

### **Child Predators**

Information on child predators can be located at the Illinois Sex Offender Information web site:  
<http://www.isp.state.il.us/sor/>.

### **Driving and Parking Lot Regulations**

Motor vehicles may be driven to school by legally licensed and insured students who are following state and city traffic laws. Students may not move or go to the vehicle during the school day without the permission of an administrator. Vehicles must be parked properly in spaces designated by the yellow lines. Students may only park in the front (east) parking lot. Violators are subject to penalties in the Discipline Guidelines, and/or to towing at the owner's expense. Due to prior history of students keeping forbidden items in their vehicles, all vehicles are subject to search.

#### *Speed Limit*

Students who drive to school should be aware that the speed limit on school property is 10 mph. Students who violate this speed limit are subject to lose parking privileges.

#### *Building Access*

All high school students are to enter and leave the building through the east doors to the main lobby of the high school. These doors will be automatically locked at 8:00. Students who arrive after this time will need to be buzzed in by the secretary and report to the office window for a pass. The north door adjacent to the junior high is not for the use of high school students' entrance or exit of the building. Violations of these rules could lead to detentions, Saturday School, Redirect Study, or suspensions.

#### *Bus Rules and Regulations*

Bus drivers have a great responsibility in providing safe transportation for school children, and are instructed not to tolerate any disturbance, which might distract them or in any way jeopardize the safety of

all students. At times, special steps must be taken for those who do not follow the rules set down by the bus driver. The following steps may be followed in most instances. However, a student may be denied bus privileges at any time the administration deems it necessary.

1<sup>st</sup> OFFENSE --- the bus driver will notify the student in person, and give a written and oral report to the building principal concerning the specific nature of the offense. The principal will in turn contact the parents by phone or letter that same day and advise them of the problem and the procedure the school follows. The principal will have a conference with the student.

2<sup>nd</sup> OFFENSE --- the bus driver will notify the student in person, and give a written and oral report to the building principal concerning the specific nature of the offense. The principal will hold a second conference with the student and advise the parents that they will have to provide transportation for the student if a third offense occurs. Also, the parents will be asked if they desire a conference involving the student, driver, parent, and principal.

3<sup>rd</sup> OFFENSE --- the bus driver will notify the student in person, and give a written and oral report to the building principal concerning the specific nature of the offense. He/she will inform the parents and student(s) that bus privileges have been taken away from the student for a given period of time.

After a waiting period of two weeks, a student may be reinstated provided there is a unanimous agreement among all of the parties concerned. Generally speaking, two warnings should be ample for any student.

The superintendent or building principal of any school may suspend a student from the bus, and such suspension shall continue until the school board has reviewed it. The parents or guardian of the student may appear and discuss the suspension. After the review, the Board of Education may take such action as it deems appropriate.

### **English Language Learners (ELL)**

All Paxton-Buckley-Loda School District students are required to complete a Home Language Survey upon registration. Students who indicate on this survey that they speak a language other than English at home, or who have members of their households who speak a language other than English, are tested for English language proficiency. Based on this testing, students shown to be in need of instructional supports in the acquisition of English proficiency are then offered appropriate assistance.

### **Guidance/Front Office Policy**

Due to issues of student privacy, students are not to be in the guidance office or front office at lunchtime unless they have an appointment with the guidance counselor, principal, or assistant principal. Students who are in areas deemed "off limits" could be assigned to detentions, Saturday School, Redirected Study, or suspensions.

### **Hall Usage**

In order for students be in the hallways during class time, they must have a pass from a classroom teacher, administrator, guidance counselor, or secretary. Students must also sign out on the sign-out sheet in their classroom. Students must carry the pass with them in the hallway, as they will be asked to see it by a faculty member or Administrative Aide.

### **Integrated Pest Management Plan**

The Paxton Buckley Loda School District believes the best way to control pest infestations is through the use of an Integrated Pest Management (IPM) plan. The district understands that an effective IPM plan in schools involves the cooperation of school staff and pest control personnel to combine preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for

products that are less harmful to human health and the environment. PBL school district or hired contractor will keep records of all past pest control measures, pesticides used, and amounts and locations of treatments. These records shall be made available to staff and the general public during normal school operating hours. The PBL district is establishing a registry of people who wish to be notified prior to each unscheduled pesticide application. The regular schedule is the first Thursday of each month. Please refer to school board policy 4:160 & 4:160 AP for more information regarding the PBL IPM plan, or contact the unit office for a copy of the IPM plan.

### **Internet Access**

A complete copy of the Authorization for Internet Access is posted on the district's web page at <http://www.pblunit10.com/aup.html>. A complete copy of the Authorization for Internet Access is also posted in each district computer lab and reviewed by teachers, with their students, at the beginning of the school year. A copy will be provided to parents/guardians by calling the principal's office.

### **Library Guidelines**

The library is a place for students to work independently; studying, reading or engaging in research. Library materials, services, and facilities are made available for the enrichment of each student's classroom experiences. To that end, the library's collection of more than 7,000 books, 500 CDs, and dozens of magazines and newspapers is provided for curriculum centered academic use.

The library is open every school day before school, after school, during study hall, and during homeroom. All students wishing to use the library during school hours must carry a pass signed by a classroom teacher. Before or after school, no pass is required.

Books and other materials may be checked out for an interval of nine weeks, and may be renewed.

### **Locker Assignments**

Lockers are provided for students' belongings. The lockers have locks whose combinations are known only to the individual student. Students are not to share lockers or combinations with other students. Lockers are subject to search at any time without notice or reasonable cause. The School District does not assume any liability for any items stolen from lockers. Any books or school district items issued to the student are the responsibility of the student and must be replaced at the expense of the student or parents/guardians. Lockers in need of repair should be reported to the office.

### **Lost and Found**

Lost and found articles should be turned in to the office where students can claim them through proper identification.

### **Lunch Period**

Lunchtime is a time of relaxation and socialization. PBL has a closed campus during lunch periods, so students must remain at school. All students must report to the Commons area (cafeteria) during their lunch time. When the bell rings:

Seniors-----may go directly to the serving area,

Juniors-----should line up along the north wall near the junior high doors,

Sophomores-----should line up along the windows from the front doors to the corridor, and

Freshmen-----should line up along the south wall.

Everyone must enter the serving area through the first set of doors. Students who are eating only salad or submarine sandwich must line up and go through the serving line. All exits must be made through the door near the cash register. There are no second servings for high school students.

Lunch is \$2.00 for students and \$2.50 for faculty and staff. Students may put money on their account before school in the high school office. Money for student accounts will not be accepted during the lunch period. Those students who charge their lunch must go to the end of the line. A limit of \$20 can be charged to a student's account; after that no charges will be allowed. Students will be given a peanut butter sandwich and milk until charges are paid.

Juice, sports drinks, and bottled water must be paid for at the cash register. No food or drink (including sports drinks, juice, bottled water, etc.) is allowed to be taken from the cafeteria after lunch. Once finished eating, students are to remain in the Commons area until dismissed by a supervisor or administrator. Students may use the restrooms in the junior high with permission from the teacher on duty.

Students may not accept food or beverages from any person outside the building or in the school lobby without the permission of the principal. Parents are welcome to attend lunch and sit with their student in the cafeteria after making arrangements with the building principal. Parents who wish to take their student out for lunch must come into the building and sign the student out and come into the building and sign the student back in. Parents should make sure that the student is back to school on time for their next hour class. Students will not be allowed to leave at lunch unless a parent or guardian makes arrangements with the building principal or his designee, and then signs the student out.

### **Response to Intervention (Rtl)**

Rtl is a process designed to help school focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an Rtl process is used by school personnel to adapt instruction and to make decisions regarding the student's educational program. The core features of PBL's Rtl program include:

- High quality, researched-based instruction and behavioral support in general education.
- Universal (school-wide) screening of academics and behavior in order to determine which students need closer monitoring or additional interventions.
- Multiple tiers of increasingly intense scientific, research-based interventions that are matched to student need.
- Use of a collaborative approach (Problem Solving Team) by school staff for development, implementation, and monitoring of the intervention process.
- Continuous monitoring of student progress during the interventions, using objective information to determine if students are meeting goals.
- Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency.
- Parent involvement throughout the process.

### **Skylert (Mass Communication Notification System)**

Skylert is a parent/guardian mass communication notification service that your child's school will utilize during the year that will provide information in a timely manner regarding school and extra-curricular cancellations, early dismissals, special announcements, and information pertaining to the District's crisis management plan. Information will be handed out each year during registration to sign up for this valuable home-to-school communication tool. We strongly encourage you to participate in this initiative so you can receive accurate and timely information about your child's school.

### **Student Fees and Fee Waivers**

The Paxton-Buckley-Loda Board of Education through sections 10-2.13 and 34-21.6 provides waiver of school fees. A waiver of school fees shall be provided to parents/guardians as they enroll their child(ren) in the district for the first time or upon request thereafter.

*Eligibility:*

All students who are eligible to receive free lunches or breakfasts under the Community School Lunch Program or unusual circumstances that cause a significant loss of income that would cause the student to become eligible to receive free lunches or breakfasts under the Community Lunch Program.

*Fees subject to waiver:*

Textbooks and workbooks needed for the instructional program of the school

*Fees not subject to waiver:*

Extra milk, field trips, graduation fees, school pictures, etc., or any fee that is not required for the regular instructional program of the district

*Procedure for application:*

Complete the appropriate application form available in the school office

### **Telephone Use**

Students are not to make personal calls from the phone in the main office or the guidance office nor are they allowed to use cell phones during school hours. In case of illness, the guidance secretary or secretary will contact the parents.

### **Textbooks**

Textbooks and other educational materials (novels, disks, workbooks, etc.) are assigned to students and are their responsibility. The student must pay for the replacement of the materials if loss or damage occurs. The amount of the fine cannot exceed the price of the new book less one year's rental fee. If a student withdraws from school during the school year, his/her book rental will be refunded on a pro-rated basis. The refund schedule is available in the office. The refund will not be made until all fees and fines due to PBL High School are paid. Paxton-Buckley-Loda School District participates in the State Textbook Program and strict accountability is required.

### **Vending Machines**

Students who wish to buy food and drink from the vending machines may do so after school; the machines will remain off during the school day including lunch periods. Food and drink may not be purchased from the vending machines during class periods. In the classroom, clear, bottled water will be the only liquid allowed subject to the teacher's discretion.

### **Visitors at School**

Visitors with students are not allowed without prior approval of an administrator and each individual teacher. It is the general policy that visitors are not allowed unless they have something to offer to the educational process in each class. New video and audio surveillance equipment has been installed to the main entrances at all buildings. When visiting school, please utilize the call box located near the main entrance of each school building. Building staff will respond and politely ask you to state your business, then allow you access to the building, and direct you to immediately report to the principal's office. When you arrive at the office, you will be instructed to sign in and obtain a visitor's pass to wear during your visit. At the completion of your visit, please return to the office to sign out.

### **Disclaimer**

The contents of this handbook are a reflection of, but do not include all PBL School Board policies. Rules are subject to change without notice. These changes may be due, but are not limited to changes in school board policy or state or federal statute. This Student Handbook is being provided for your convenience; regard it as a tool to help you know your school better and to function within it.

The administration retains the right to address all school-related issues as needed. Other regulations may be determined by the administration and the faculty as the need arises during the school year.

A complete copy of the PBL CUSD#10 School Board policy 7:190 which pertains to student discipline may be obtained by contacting in writing Mr. Cliff McClure, Superintendent of Paxton-Buckley-Loda Unit School District, Panther Way, Paxton, IL 60957.

If a student or parent has questions, he/she should contact Mr. Trent Eshleman, PBL High School Principal, Panther Way, Paxton, IL 60957. (217)379-4331.

**Bell Schedule #1  
(Regular School Day)**

Early Bird	7:03	7:52
	7:52	7:57
1	8:00	8:49
2	8:52	9:41
3	9:44	10:33
4A Lunch	10:36	11:06
4A Class	10:36	11:25
4B Lunch	11:28	11:58
4B Class	11:09	11:58
5	12:01	12:50
6	12:53	12:42
7	1:45	2:34
8	2:37	3:05

**Bell Schedule #2  
(Shortened Schedule)**

Early Bird	7:19	7:52
	7:52	7:57
1	8:00	8:43
2	8:46	9:29
3	9:32	10:15
4A Lunch	10:18	10:48
4A Class	10:18	11:01
4B Lunch	11:04	11:34
4B Class	10:51	11:54
5	11:37	12:20
6	12:23	1:06
7	1:09	1:52
8	1:55	2:15

**Bell Schedule #3 (Noon Release)**

Early Bird	7:24	7:52
	7:52	7:57
1	8:00	8:28
2	8:31	8:59
3	9:02	9:30
4	9:33	10:01
5	10:04	10:32
6	10:35	11:03
7	11:06	11:34
8	11:37	11:50

**Bell Schedule #4 (Odd Finals)**

Early Bird	6:27	7:52
	7:52	7:57
1	8:00	9:25
3	9:30	10:55
Gym / Lunch	11:00	11:30
Lunch / Gym	11:35	12:05
5	12:10	1:35
7	1:40	3:05

**Bell Schedule #5 (Even Finals)**

Early Bird	6:27	7:52
	7:52	7:57
2	8:00	9:25
4	9:30	10:55
Gym / Lunch	11:00	11:30
Lunch / Gym	11:35	12:05
6	12:10	1:35
Assembly / 8	1:40	2:15