

PCHS ATTENDANCE POLICIES

Regular attendance at school is the responsibility of all students as well as their parents or guardians. Illinois law states: Every person having control of a child between the ages of seven (7) and seventeen (17) years shall annually cause such child to attend some public or private school for the entire time during which school is in session. Any person having custody or control of a child to whom notice has been given of the child's truancy and who willfully permits such child to persist in their truancy within the school year, upon conviction thereof shall be guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and /or a fine of up to \$500.00. Any person who willfully induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive days, if convicted, is guilty of a Class C misdemeanor.

Students who are the age of 18 years of age or older and still living at the home of their parents or guardian are expected to follow the same rules as those under this age for parent verification in school attendance.

Procedure for Reporting an Absence to the School

To report an absence, a parent or guardian should call the school on the date of the student's absence. If the attendance office does not receive a phone call or note from a parent/guardian within 24 hours of the student returning to school he/she will be considered truant and will be disciplined accordingly.

Parents may call 357-5013, ext. 100, Monday through Friday. If no one answers voice mail will allow parents/guardians to leave a message for the absence. Parents may also send written notification of the illness. If an absence has been properly excused, the student may return to class and the teacher will have been informed that the absence was excused.

SPECIAL NOTE: If it is difficult for guardians or parents to phone during regular school hours, they can contact the school at any time and voice mail (extension 100 is attendance) will record a message. Further, during emergency situations, only parents or emergency contacts are allowed to pick up their students.

It is the responsibility of the student to bring their note to the attendance office prior to the beginning of first period on the day he/she returns to school. Students who must be called from class to discuss the status of an absence may face disciplinary action. Students with unexcused – note pending, who bring in a note on day 2 of their return to school, must pick up an excused admit slip in the office or be counted as tardy when they return to class. It is the responsibility of the student to present the slip to teachers indicating the change of the absence to be excused.

PCHS will determine an absence to be unexcused when a student is observed during the day in a location contrary to where they are reported

to be. This must be observed or verified by administration or faculty. This would take precedence over the excused absence by a parent or guardian. Students who are absent due to illness may not participate in or attend any extracurricular activity on that day and are not to be on the job after school hours. PCHS will contact local employers and seek their cooperation in carrying out attendance policies.

Students missing more than ten percent of attendance days at any time during the current school year will be required to provide a medical excuse for all further absences for the remainder of the year.

Absences

There are two types of absences: excused and unexcused.

1. **Excused absences:** A student is permitted to make up his missed work. One make up day is allowed for each day of absence. Regardless if absent an A or B day, a student is responsible to see all of his or her teachers immediately upon the first day they return to school for the scheduling the make up of missed tests and assignments. Teachers are available and in their rooms each day from 7:45 A.M. to 8:00 A.M. and after 3:00 P.M.

Students arriving at school after the start of the school day must sign in at the office.

Absences will be excused if valid cause is given within 24 hours of the student returning to school. Excused absences include:

- a. Sickness – personal or immediate family.
- b. Death in family
- c. Medical or dental appointments (parents are to call and confirm the appointments. If at all possible these appointments should be other than during school hours.) The school shall require proof of medical appointment when deemed necessary. Medical excuses shall be deemed valid only if an actual office visit is made. Excuses provided by phoned in symptoms will not be accepted.
- d. College, occupational visitations, or interview days. (Maximum of two days during high school during senior year.) These must be requested and approved **TWO** days in advance. A form can be obtained from the guidance office. These days do not count as an absent from school, and do not apply towards total days missed for taking semester exams. There will be no college visits during the last two weeks (10 regular class days) of class prior to the first day of exams.
- e. Judicial – Must be in court – Must bring back excuse from a court official. Probation meetings qualify under the judicial heading.
- f. Pre-approved absence. A pre-approved absence must be presented to

and approved by the principal, dean of students or superintendent at least **TWO DAYS** before the absence, or it will be termed unexcused. Examples of such absences are: Farm work at home, other work at home, attendance at a funeral of a friend with parental approval, and vacations trips with parent's approval. Students are required to obtain a pre-approved absence card in the attendance office. Students are not allowed to have more than five days of pre-approved absences during the school year. Days exceeding the five-day limit will be unexcused.

SCHOOL APPROVED EVENTS: Participation in field trips, athletic events, organizational teams, clubs, and other school approved events that take place during the school day will not be counted as an absence. Students are required to notify their teachers two days prior to the departure and obtain assignments for the class to be missed. The assignments are due upon return to class. Example: If a student has a field trip on Friday, the teacher must be notified by Wednesday.

Release Time for Religious Instruction/Observance

Religious Observance: A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parents(s)/guardian(s) must give written notice to the District two days before the student's anticipated absence. Students are required to notify teachers prior to the absence and request assignments for the day to be missed. The assignments will be due upon return to class.

Religious Instruction: A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Principal at least two days before the day the student is to be absent. Students are required to notify teachers prior to the absence and request assignments for the day to be missed. The assignments will be due upon return to class.

- Unexcused absences: Unexcused absences are absences with or without consent of parents, but for reasons that are not acceptable to the school. This constitutes truancy and appropriate disciplinary action will be taken.** A student will receive no credit for daily work missed due to an unexcused absence. Any schoolwork, test, or assignment of a cumulative nature is allowed as make up work when a student is absent for an unexcused reason.

Examples of unexcused absences include, but are not limited to the following:

Haircuts, Shopping and other personal business not cleared by office in advance, work (not personally excused by office), drivers test, oversleeping, missing the bus or a ride with another person, suspension, and any absence in which a student does not check out with the office.

Students are required to sign out in the office when they leave school grounds. If a student goes home at lunch and does not return because of illness, a call

from the parent must be received within 30 minutes of the expected return to school. If the call is not received as required, the student is considered truant. With a full time school nurse on staff at PCHS, it is strongly recommended that students feeling ill see the nurse before going to lunch.

Leaving School With (without) Permission

Students arriving at school are considered present for the start of the school and may not leave unless authorized by the principal, dean or designee. Students are required to sign out in the office when they leave school grounds. No student will be released from school to any person other than the custodial parent(s) / guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s) first. On any occasion when a student must leave school, he/she must ALWAYS receive permission from the principal's office or nurse's office. With a full time nurse on staff at PCHS, it is preferred that students see the nurse before going to lunch. Any student leaving school without permission will be considered truant. Students becoming ill at school should obtain a pass from their teacher and report to the nurse's office. **A student will not be allowed to drive another student home without parent/administrative permission.**

Truancy

A student is considered to be truant when absent without valid cause for a school day or portion thereof, as defined by Section 26-2a of the Illinois School Code. A student is considered to be a chronic truant when absent without valid cause for 10% of the previous 180 regular attendance days, per Section 2602a of the Illinois School Code.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Supportive Services for Truants

Supportive services may be offered to a student, who is experiencing an attendance problem, including:

- Parent-teacher conferences
- School Truancy Committee
- Counseling services by social worker
- Counseling services by psychologists
- Community agency services

UNEXCUSED/TRUANCY DISCIPLINE POLICY

1st OCCURRENCE:

1. Student Conference
2. 1 detention per period missed*
3. Notification home

2nd OCCURRENCE:

1. Student Conference
2. 2 hour after-school detention*
3. Notification home
4. Must take exams

3rd OCCURRENCE:

1. Parent, student, and administration conference – student not permitted back in class until after conference is held.
2. Saturday detention from **7:00A.M. - 9:00A.M.**
3. Referral to CARE Team
4. Notification home
5. Must take exams
6. Loss of field trip privileges

4th OCCURRENCE:

1. 1 day alternative learning classroom
2. Loss of privileges to attend all extracurricular functions
3. Notification home
4. Must take exams
5. Loss of field trip privileges
6. Fine from Judicial System

5th OCCURRENCE:

1. 2 days alternative learning classroom
2. Parent notification
3. Must take exams
4. Counselor referral
5. Loss of field trip privileges

6. Fine from Judicial System

6th OCCURRENCE:

1. 1 day out-of-school suspension
2. Parent notification
3. Must take exams
4. Counselor referral
5. Loss of field trip privileges
6. Fine from Judicial System

7th OCCURRENCE:

1. 2 day out-of-school suspension
2. Parent notification
3. Must take exams
4. Counselor referral
5. Loss of field trip privileges
6. Fine from Judicial System

8th OCCURRENCE:

1. 3 day-out-of-school suspension
2. Parent notification
3. Must take exams
4. Counselor referral
5. Loss of field trip privileges
6. Fine from Judicial System

9th OCCURRENCE:

1. 5 day out-of-school suspension
2. Parent notification
3. Must take exams
4. Counselor referral
5. Loss of field trip privileges
6. Fine from Judicial System

10th OCCURRENCE:

1. 10 day out-of-school suspension
2. Recommendation for expulsion for semester
3. Turned over to Court of Law

***Transportation for after-school detentions and Saturday detentions is the sole responsibility of the parent or guardian.**

An occurrence will be counted each time an absence is determined to be truancy or unexcused day. This is one period or a full day.

Students who are truant ten percent (10%) of the school year will be referred to the Regional Superintendent's truancy program and the state's attorney.

Truancy is accumulative for the entire school year; it will not restart at the new semester.

Students with persistent attendance problems, excused or unexcused, will be referred to the Truant Alternative Program of the Regional Office of Education. Students with 18 or more unexcused absences are considered Chronic Truants and must be reported to the Regional Office of Education by PCHS.

TARDINESS

Students arriving at school after the start of the day must sign in at the office. A student is considered tardy for class when not in their assigned room before the last bell rings at the start of the period. (Teachers may develop more clearly defined rules regarding tardies beyond this point.) Students not securing a pass for an absence from school before class are also counted tardy.

Students are allowed three (3) warning tardies each year. Parents will be notified in each instance. Upon the 4th and each subsequent tardy the following actions are taken:

- 4th tardy.....2 detention / must take finals***
- 5th tardy.....1 Saturday detention from 7:00A.M. - 9:00A.M.**
- 6th tardy.....1 day alternative learning classroom/ finals**
- 7th tardy.....1 day out-of-school suspension / finals**
- 8th tardy.....2 days out-of-school suspension/ finals**
- 9th tardy.....5 days out-of-school suspension/finals**
- 10th tardy.....10 days out-of-school suspension/recommendation for expulsion**

PLEASE NOTE: Tardies accumulate for the entire year.

SEMESTER AND FINAL EXAM POLICY AND ATTENDANCE INCENTIVE

Every course shall conclude with a final written examination in which the student's mastery of the course objectives will be assessed. Further, every full-year course shall include a first semester and second semester written examination. Semester exams are those exams given at the end of the first semester. Final exams are those exams given at the end of the year. Other formal methods of evaluation may be used in addition to the written examination

if previously approved by the department chairperson and principal. Other forms of evaluation may include, but are not limited to, the following:

- Take-home examination that measure evidence of course mastery and is combined with an in-class examination.
- Creative products (written, constructed, or performed) that demonstrate appropriate evidence of course mastery.

All freshmen, sophomores and juniors are required to take semester exams.

Seniors who have taken the PSAE in the spring of their junior year will be issued one exam exemption for each area in which they meet state standards, and/or two exemptions if they exceed state standards. If students exceed in two categories they are exempt for all first semester exams. These exemptions are to be used only for first semester exams. Students may choose which classes they exempt. Students who receive exemptions based on the PSAE must also meet the expectations outlined for final exams for that semester.

Freshmen, sophomores, juniors and seniors may be exempt from taking one or more final exams if they meet all of the following requirements:

1. **The student has not been absent for any part of any school day more than 6 times during the school year and maintains a “B” grade average in that class will be exempt from the final exam in that class.** This rule does not apply when a student has earned a grade of “F” in that class during any of the quarterly grading periods. Students who have accumulated absences that are directly related to seeking treatment for a disability (as defined by the ADA and Rehabilitation Act) may be excused from final exams provided other absences have not exceeded 6 days. Students may be asked to show proof that the days missed from school were related to the condition. Senior college days and school sponsored activities will not count as one of the 6 absences. Each classroom teacher keeps attendance records and these records will be verified by the attendance office. Failure to take a required exam may result in a failing grade for the semester. ***The 6-day exemption policy only applies to final exams.***
2. The student must have completed all work as defined by the teacher’s syllabus.
3. The student has not received any suspensions or alternative room assignments for disciplinary reasons either semester.
4. The student has not accumulated more than three (3) office tardies during either semester.
5. The student has not accumulated more than three (3) office detentions during either semester.

Additional information regarding semester and final exams:

- A student who has earned the right to be excused from the semester exam may take it to raise the grade, never lower it.

- Under no circumstances shall a student be allowed to leave a classroom early after completing an exam.
- If an exam is missed due to an excused absence, the exam shall be taken within two days of the return to class unless a physician excuses the absence. If excused by a physician, students must meet with the principal to decide the length of time to make up the exam. Unexcused absences during an exam will result in a "0" on the exam.
- Review days prior to exams are required, regular attendance days for all students. Students exempt from exams are **not exempt** from attending review days.
- No exam may be taken in advance of the regularly scheduled time. The principal must approve the postponing of an exam.

REQUIREMENTS FOR GRADUATION: 32 Credits

The following classes are required for graduation from PCHS. These requirements meet both state and local mandates. All students will take the Prairie State Achievement Exam during their junior year. Students exceeding this exam will be recognized as Prairie State Scholars. Prairie State Achievement Exam is required for graduation.

1. Four (4) resident credits in **English**
 2. Three (3) credits in each of the following areas: **Math, Social Studies, and Science**
 3. Satisfy the Consumer Education requirement
 4. Two (2) credits in **Fine Arts** and **Physical Education/Health, Drivers Education**.
1. One (1) credit in **Vocational Education**

Special Note: Students will be allowed to earn up to three credits toward graduation requirements from outside sources. Students may only receive one credit per subject area from outside credit sources towards graduation requirements. (Example: Only 1 credit for English may be obtained from outside sources, all other English credits must be obtained in house.) Students must obtain pre-approval from the principal and work with the counselor to make appropriate arrangements. If you have any questions, ask first. Credit is given for classes taken off campus if used to make-up for courses failed. This will not count toward GPA. Make-up classes taken during the summer will not count toward GPA. This will begin with the Class of 2012.

Beginning in the Fall of 2012, Rtl will be worth 1/2 credit per semester. Students graduating in 2015 will be required to earn 34 required credits.

PCHS Early Graduation Policy

Students who wish to graduate after the completion of their seventh semester from Pinckneyville Community High School District #101 must follow the

following policy:

- I. Any student wishing to graduate early must apply in writing to the principal by August 1 of the start of their 7th semester and declare their intent to apply for early graduation.
- II. All courses must be completed by the end of their 7th semester.
- III. All local and state course requirements must be complete.
- IV. Transfer students must have earned half of their credits at PCHS.
- V. Students must have a cumulative GPA of 3.0 or above.
- VI. Student must be enrolling in college, obtaining a job, or joining a military service.
- VII. Extra-curricular activities cease at the end of the 7th semester.
- VIII. Students wishing to attend Prom or other special events may do so as a guest of a currently enrolled PCHS student.
- IX. Class rank is determined and/or maintained at the completion of all PCHS graduation requirements.

CREDIT FOR ALTERNATIVE COURSES, PROGRAMS, AND COURSE SUBSTITUTIONS

Correspondence Courses

A Student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary schools.
2. The student assumes responsibility for all fees.
3. The course is approved in advance by the High School Principal.
4. If classes are taken off campus, they will not count toward GPA.
6. A course can not be taken if offered by PCHS unless previously failed.

A maximum of 3 credits taken off campus may be counted toward the requirements for a student's high school graduation. A student must have failed a PCHS class before using an outside course to meet a subject area graduation requirement. Students may only bring in one credit per subject area. This begins with the class of 2012.

Community College Classes

A student who successfully completes college courses may receive high school credit, provided:

1. The student is in good academic standing.

The course is an elective and does not meet specific subject area graduation requirements.

The course is not offered in the high school curriculum.

4. The course is approved in advance by the High School Principal.

5. The student assumes responsibility for all fees.
6. The course must be taken during the regular school day.

Schedule Changes

Schedule changes will not be considered unless extenuating circumstances exist. The parents, counselor and principal must approve all schedule changes. 1st semester schedule changes will occur only during the first two full days of school. 2nd semester schedule changes will only be allowed during the last two weeks of 1st semester. No changes will be allowed at any other time, except by the principal. Students will receive their 2nd semester schedule during the final week of 1st semester classes. It is their responsibility to maintain their records.

Class Load

All students must be registered for 9 classes each semester. All incoming freshmen will be required to take English, Math, Science, Physical Education, Introduction to Social Studies, a Vocational Class and a Fine Arts class.

A unit of credit represents the successful completion of one year in a registered class. Semester classes will be worth $\frac{1}{2}$ credit. Driver Education will be worth $\frac{1}{4}$ credit. Rtl will be worth $\frac{1}{2}$ of a credit per semester.

PCHS operates under the modified Block 8 system. Students are enrolled in 9 classes and attend four classes on "A" days with the remaining four classes on "B" days and a mini-block and an Rtl class that meets every day.

The four blocked classes are 70 minutes in length, with the mini-block consisting of 45 minutes of class time. **Since classes meet for longer periods of time, good attendance is crucial for success.** Excessive absences will quickly lead to lower grades and possible failure.

Student Aide Policy

To be considered for student aide students must qualify under the following guidelines. A rubric will be used by the instructor as the basis for the grade earned as a student aide.

- Student must be a junior or senior with a GPA of 3.0 or higher for the previous two semesters.
- Teacher must approve of the aide; all teachers will be allowed one aide per semester.
- Students must obtain application packets from the teacher they wish to help as the student aide.
- Students must pass all courses for the previous semester.
- Students can only serve as an aide for a total of one calendar year. Maximum of 2 semesters.
- Students can only serve as a student aide for one teacher per semester.

High School Graduation

Graduation is a school-sponsored activity and is an extension of the school year. Students are under the jurisdiction of the school at this time and until they leave school property following the exercise. The following guidelines will apply to graduation and graduation practice:

- Graduation is a special time.
- Any student who causes any problem or disturbance at this function will be required to leave the premises.
- Any student who arrives to take part in the practice for graduation or for the ceremony under the influence of alcohol or drugs will be excluded from participation.
- Any student who conducts him or herself in such manner during the last few days of school that disciplinary action is required may be denied the privilege to participate in the ceremony. Such behavior would necessitate being suspended from school.
- Diplomas are withheld until after the ceremony, at which time they are mailed to the student.
- All Special Education students who have completed four years of high school will be allowed to participate in graduation ceremonies and receive a certificate of completion, even if the student has not otherwise met the requirements for graduation. These students must meet graduation requirements to receive their diplomas.

Grading System

PCHS uses a **four point** division system of grades or marks, with distinction for + and -. The grade numerical value follows:

All courses, including AP courses, are assigned a grade numerical value of:

GRADING SCALE

GRADE

A.....100-93

A-.....92-90

B+.....89-87

B.....86-83

B-.....82-80

C+.....79-77

C.....76-73

C-.....72-70

D+.....69-67

D.....66-63

D-.....62-60

F.....59-0

GRADE	G.P.A
A.....	4.0
A-.....	3.66
B+.....	3.33
B.....	3.00
B-.....	2.66
C+.....	2.33
C.....	2.00
C-.....	1.66
D+.....	1.33
D.....	1.00
D-.....	0.66
F.....	0.00

The GPA as a whole will be calculated **based on classes taken at PCHS. Student's grades will be based on the four point grading scale.**

The weighted grading multiplier adds 1.0 grade point in the following classes: juniors and seniors who take Honors English III, Honors English IV, AP US History, AP US Government, AP Physics, and AP Calculus. Advance Placement Classes will not be taken until the junior or senior year.

Students may discuss their grades with a teacher immediately before or after school daily.

Certain classes will have a grade of pass/fail.

Class Rank

The student(s) who have the highest GPA will be recognized. For a copy of the detailed explanation of this procedure, see your guidance counselor.

Valedictorian – Salutatorian

The graduating senior(s) having the class ranking of Number one will be designated as Valedictorian(s). The valedictorian(s) will be honored alphabetically at graduation. If there is only one valedictorian then a salutatorian will be named. Any discrepancies regarding credits obtained will be resolved by the principal and superintendent.

Magna & Summa Cum Laude: Beginning with the class of 2015 recognition will be given to students achieving Honors and High-Honors by the classification of Magna & Summa Cum Laude. The magna cum laude definition is With Great Honor. The Summa Cum Laude definition means With Highest Honor.

Graduating With Honors Requirements:

GPA for Magna Cum Laude - 3.80 to 3.89

GPA for Summa Cum Laude - 4.0+.

Incomplete Grades

An “incomplete” not made up by the completion of the grading period following when the mark was received, will become an ‘F’. An incomplete may be given for the following reasons: Failure to complete assignments or other class obligations, and or missing a final examination. In both situations extenuating circumstances must exist to warrant the incomplete.

Resident Students

In accordance with Public Act 89-140, only students who are residents of the District may attend school without tuition charge, except as otherwise provided in Board of Education policy or in State law. A student’s residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody. Further information regarding residency is located within the policies of the PCHS Board of Education.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If a student’s family plans to move into the District within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

Residency Requirements for Graduation

A student needs eight semesters of attendance to earn the required credits for graduation. All transfer students must be in attendance at Pinckneyville Community High School during the regular school year for at least one full semester of their senior year to receive a diploma from Pinckneyville Community High School.

Non-Resident Students

Non-resident students may attend PCHS under certain conditions. Further information regarding non-resident students is located within the policies of the PCHS Board of Education.

Challenging a Student’s Resident Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request hearing as provided by The School Code, 105ILCS 5/10.12b

Re-Enrollment

Enrollment shall be denied to any student above the age of 17 who has dropped out of school and would not be able to earn sufficient credit during the normal school year (s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and directed to alternative programs that lead to graduation or receipt of a GED.

Classification of Students

Students entering PCHS for the first time will have their transcript evaluated and classified by the following criteria. Those who drop and re-enter will also be reclassified to the following standards.

Freshman	Fewer than 8 credits
Sophomore.....	8 to 15 credits
Junior	15 to 23 credits
Senior	23 or more credits

GUIDANCE DEPARTMENT

A pass is required to see the counselor and is simply a request. The teacher will decide if the student can afford to miss a portion of that day's class.

Some of the specific activities and services of the guidance office are to:

1. Discuss personal problems privately with students.
2. Assist with occupational plans (according to achievement, ability, personality, and interest).
3. Help students make college plans and gain admittance to the school of their choice. This includes the college application process.
4. Inform students of job opportunities, trade, and technical schools.
5. Assist students who have deficiencies in schoolwork (because of poor student habits and attitudes, lack of reading and/or writing ability).
6. Aid students in the registration process (9-12).
7. Furnish scholarship information and assist with application process including the Free Application for Federal Student Aid (FAFSA).
8. Administer and interpret standardized test and interest inventories of ability and interests. These include: ITED, Explore, Plan, PSAT, ACT, Consumer Education Proficiency, Advanced Placement Exams, Asset and Career Cruiser.
9. Assist in the referral process.
10. Be a liaison between students, parents, teacher, and staff.
11. Schedule on-campus college representatives.
12. Schedule college days for students visiting college campuses.
13. Set up job shadowing for students wishing to spend a day in a career field that interests them.

14. Inform students of military services and their obligations under the Selective Service Act.
15. Perform transcript evaluations.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program, (Care Team), at PCHS is designed to help students who are having difficulty experiencing success at school. A student may be having problems regarding family dynamics, substance abuse, or mental health issues. The Care Team is made up of staff trained to identify problems and develop an intervention plan. Teachers, school staff, parents, and students can make a referral. Anyone having a concern about a student's behavior, academics, health, or attendance, may call the school and ask to talk to a member of the Care Team.

Awards and Scholarships

Academic performance, citizenship and leadership in school and community, and talent in music, art, drama, athletics or a particular subject area can result in a scholarship if a student is outstanding. Students will begin their search for a scholarship from their very first day in high school and every grade, every activity, every test score and every relationship with faculty, administration, and other adults can contribute to earning a scholarship. Scholarship awards can be based on grade point average and ACT or SAT score or any combination of the factors above as well as others. The best source of information is the Guidance Office.

PCHS is fortunate to have several local scholarships, with recipients chosen by a school committee, a committee from the community, or a local family. A scholarship booklet has been developed to list many scholarships that are available.

Honor Roll

There are two levels of recognition for students that have attained Honor Roll status. High Honors are those students who earn a 4.0 and above. Honor Roll students are students who earn a 3.5 to 3.99 for the semester. Students will be recognized with a semester listing. The Pinckneyville Press, The County Journal and DuQuoin Call will receive this listing.

Financial Aid

What are generally referred to as "financial aid" are the grants provided by the state and federal government, the loans available to students and parents, and finally, college work-study programs. All of these are based solely on the financial need of the students and parents. Eligibility is determined by an application to be filed during the senior year and is based upon student and parents' current income tax returns and other financial information. The application will be available in the guidance office after January 1 of the senior

year.

Student Identification

Student identification pictures are taken registration day with a make up day scheduled during the early fall. All students are to have their pictures taken. Pictures will be used for the yearbook and student identification cards. The student identification cards will be bar-coded and will also be required to check out a book from the library. **Students must present a PCHS Student ID to obtain free admission to an extra curricular event.**