

# PALESTINE HIGH SCHOOL

HOME OF THE PIONEERS



# STUDENT HANDBOOK 2024-2025

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# **Palestine High School**



## **Introductory Information & General Notices**

## **PIONEER FIGHTING SONG**

|                                       |                             |
|---------------------------------------|-----------------------------|
| Fight, you Pioneers                   | And we're there to stay     |
| Fight, you Pioneers                   | Fight, fight, with all your |
| Onward we shall go!                   | might                       |
| To a glorious victory o'er your foes- |                             |
| And win tonight.                      |                             |
| <i>rah, rah</i>                       |                             |
| <i>drum roll</i>                      |                             |
| We're behind you                      | Repeat verse                |
| We're behind you                      | Go! Fight Pioneers!         |
|                                       | Pioneers Win!!              |

## **THE VISION OF PALESTINE HIGH SCHOOL**

The vision of Palestine High School is to create an atmosphere where learning becomes a way of life, where students develop a work ethic and a sense of responsibility that will serve them well in any endeavor they pursue and where success is measured against potential.

## **PALESTINE HIGH SCHOOL VALUES**

The foundation on which Palestine Community Unit School District #3 builds its educational program is based on values that reflect the ideals of our community. Among these are:

- |                  |              |
|------------------|--------------|
| •Trustworthiness | •Respect     |
| •Responsibility  | •Fairness    |
| •Caring          | •Citizenship |

## **PALESTINE HIGH SCHOOL BELIEFS**

Palestine High School Believes that we:

- Offer quality educational opportunities to students
- Prepare students for successful post-secondary opportunities
- Reach out to meet the individual needs to help all students to be productive successful members of society
- Promote a safe learning environment
- Motivate students to do their best
- Recognize the importance of education

## **SCHOOL HOURS**

Students may not occupy the building before **7:35 a.m.** or after **3:30 p.m.** except when supervised by school personnel. On days of early dismissal students may not be in the building unsupervised after the buses leave. The school grounds are closed to the public after 8:30 p.m. except during school activities.

## **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## **SCHOOL VISITORS**

Palestine High School encourages people to visit the high school. When entering the building please come to the office and sign in to let us know that you are in the building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main

office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **STATEMENT OF NONDISCRIMINATION**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Anyone who has a complaint should refer their complaint to the complaint manager. The complaint manager can be contacted by phone at 618-586-2712 or by mail at Palestine High School, 102 N. Main Street, Palestine, Illinois 62451.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **SCHOOL CLOSINGS**

In case of severe weather conditions school closing will be announced on WTAY radio station (1570 AM, 101.7 FM). School closing will also be posted on the CUSD #3 Facebook page.

## **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **BOOKS, FEES, MATERIALS**

Annually, the Board of Education establishes the book fees for Palestine High School. A yearly rental is calculated on each textbook based on one-third (1/3) of the actual cost of the book.

Students are required to pay for lost books as follows:

|                |                    |
|----------------|--------------------|
| New Book.....  | 3 x rental charges |
| Good Book..... | 2 x rental charges |
| Fair Book..... | 1 x rental charges |
| Poor Book..... | \$1.50             |

A student is issued another textbook after paying for the lost book.

Only locks issued through the high school office are to be used on your locker. Lost padlocks will result in a \$7.00 replacement fee. The school is not responsible for items taken from lockers that have not been locked.

Students are required to pay for the lost/damaged chromebook, case, charger:

|   |                                       |
|---|---------------------------------------|
| Newly issued Chromebook.....            | Call Tech company for replacement fee |
| Used from previous year Chromebook..... | ½ of newly issued Chromebook fee      |
| Chromebook Carrying Case.....           | \$22                                  |
| Chromebook Power Charger.....           | \$35                                  |

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **LUNCH**

Students may take advantage of or regular hot lunch served each day in the lunchroom at a minimal cost. If you carry your own lunch, you may eat in the lunchroom at the tables or in the courtyard.

Breakfast is served everyday from 7:35 am to 7:55 am. Lunch is served everyday from 11:27 am to 12:02 pm or 12:02 pm to 12:37 pm

A student may purchase breakfast for \$3. A student may bring a sack lunch from home or purchase a school lunch for \$4.

No lunch refunds will be given, except at the end of the year with legitimate reason.

Students are not allowed off of school grounds without prior permission.

Once a student has lost the privilege of leaving school for lunch the student must remain at school for lunch. If the student leaves, detentions and/or suspension will be given.

Those students eating lunch at the high school will be allowed in areas designated by the Principal.

A lunch incentive program may be introduced where students can earn 1 or more days of off-campus lunch privileges if they have qualifying grades, behavior, and attendance.

## **FREE AND REDUCED-PRICE FOOD SERVICES; MEAL CHARGE NOTIFICATIONS**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

### **Free and Reduced-Price Food Services Eligibility**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be



carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

## PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic (rapidly evolving, generalized, multi-system allergic reaction) emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

#### Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

#### Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone

#### Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or

- Trying to avoid removing clothing to change or bathe

expressing thoughts of suicide or suicidal behavior

- Failing grades
- Drug or alcohol use

### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

Examples of boundary violations include:

- Favoring a certain student
- Sending a student on
- Privately messaging a

- by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## **SUICIDE AWARENESS & PREVENTION**

If you or someone you know is having suicidal thoughts or ideation, please call the National Suicide Prevention Lifeline at 1-800-273-8255 or dial the 3-digit dialing code 988. The Lifeline is a 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States. Students and loved ones can also use the Crisis Text Line by texting HOME to 741741 from anywhere in the United States, anytime. Crisis Text Line is here for any crisis. A live, trained Crisis Counselor receives the text and responds, all from the secure online platform. For more resources and support visit [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org) or [www.crisistextline.org](http://www.crisistextline.org).

# **Palestine High School**



## **ATTENDANCE, PROMOTION, & GRADUATION**

## **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

According to a comprehensive study conducted by the U.S. Department of Education, students who attend school regularly are 1.7 times more likely to achieve proficiency in core subjects such as math and reading compared to their counterparts with irregular attendance. All policies in place are to promote positive attendance of students since we understand the workforce requires regular attendance.

The Administration of Palestine High School feels that proper attendance habits are extremely important not only to the faculty, but also to the future of the individual student. Future recommendations to employers or to institutions of higher learning are directly related to attending school every day and being punctual as well. A phone call to the homes of those absent is a policy of Palestine High School.

### **COMPULSORY ATTENDANCE LAW**

The official age at which a student can drop out of school has been increased from age 16 to 17. Students who leave school before the age of 17 will be considered truant.

### **STUDENT ABSENCES**

Students should resolve to be present every day except when personal or family illness prevents their coming. A check of attendance is made each period and the record is kept in the office.

### **ORDER OF OPERATIONS FOR STUDENT ABSENCES**

1. In the event of any absence, the student's parent or guardian is required to call the school at 618-586-2712 before 10:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence by 8:15 am on the day of returning to school. Failure to do so with-in shall result in an unexcused absence.
2. When a student returns to school they must present to the office a written excuse signed by the parent/guardian. (Late notice Will Not Be Accepted)
3. Any student arriving after 8:25 am without proper documentation will be considered truant.
4. NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS WITHOUT CHECKING OUT AND RECEIVING PERMISSION THROUGH THE OFFICE. Students who are ill and unable to attend class must report immediately to the office where they will be directed to the nurse or sent home. Before a student is permitted to leave school because of illness, a phone call is to be made to the parents, and if permission is granted the student will be excused. Students not following this procedure will be unexcused and may be considered truant.

### **Permission to Leave School**

Students who desire to leave school during the day must obtain permission in the principal's office from an adult staff member. If a student becomes ill, he/she should secure permission from his/her teacher to go to the principal's office. The student who deliberately leaves school is automatically truant from school.

## Student Absences

There are two types of absences: excused and unexcused. Palestine High School recognizes two types of absences: excused and unexcused. Excused absences carry with them the privilege of making up academic work and unexcused absences do not.

### Excused Absences *(Teacher required to allow students to make up missed work)*

A student with a Regular Excused Absence will have an equal number of days to make up missed schoolwork (**1 day to make up work for each day absent**). Students are responsible for making arrangements with teachers to complete all schoolwork missed during their absence. All work will be completed to the teacher's direction, which may be different from the direction given to students present for the class

**Regular Excused Absences** are unplanned or unanticipated absences, which become necessary from time to time for various reasons. Such absences include, but are not limited to the following:

- a. extraordinary emergency in the home or family
- b. personal illness, physical disablement or hospitalization
- c. severe illness or death in the family

**Pre-arranged Excused Absences** are all absences, which can be planned for or anticipated in advance. Such absences include, but are not limited to, the following:

- a. family vacations/trips (includes hunting and fishing trips)  
**NOTE:** Hunting permit will be required for such absences prior to the absence.
- b. college visits (juniors & seniors up to three days per school year)
- c. court appearances/legal obligations
- d. driver's license tests
- e. armed forces exams and physicals
- f. armed forces duty
- g. observance of religious holiday
- h. medical or dental appointment

Note: When a student is absent for a planned or anticipated (i.e. Pre-arranged) reason like those listed above, he/she is required to bring a note from home to school explaining the reason for the absence. The note must be brought to the office for approval a minimum of **three** school days prior to the planned absence, in order to be considered excused. Also, for a Pre-arranged absence, the teacher may require that all school work be completed and turned in a day prior to the student's actual portion of a day, day(s) of absence.

### UNEXCUSED ABSENCES *(Teacher is NOT required to allow student to make up missed class work)*

Students with unexcused absences will receive zero grades for any schoolwork due on the day of their absence(s). Unexcused Absences do not carry with them the privilege of making up academic work and require that time missed be made up in after school detention. Unexcused absences include, but are not limited to, the following:

- a. job interview(s)
- b. missing the bus, oversleeping/alarm trouble/did not wake up in time
- c. car trouble/transportation related
- d. babysitting, personal/family choice (hair cuts, photography sessions, etc.)
- e. work (at home or any other place)

*Six days of absences* will be recognized during a semester if verified by a telephone call or a written note from a parent / legal guardian. TELEPHONE CALLS ARE THE PREFERRED MANNER OF NOTIFICATION AND PARENT / LEGAL GUARDIAN ARE REQUIRED TO CALL THE OFFICE BEFORE 10 A. M. All absences will count

toward the total of SIX (6) verifiable days except:

1. School sponsored activities
2. When a medical doctor verifies that absences have been the result of a medical problem. All medical excuses must come from a licensed doctor and must state the dates the student has been under a doctor's care. Doctor's note must be turned in on return. \*Note from parents/legal guardians regarding doctor's visits are not acceptable.
3. Prearranged doctor and dental appointments that are accompanied by doctor appointment cards.
4. External Suspensions

All absences after the SIX (6), verified by the parent/guardian will be considered unexcused and the student will receive a zero for all work missed. After the limit of SIX (6) absences has been reached during a semester, the principal or assistant principal may call a conference with the parents and student, and at this conference the student may be placed on one of the following options:

- A. The student and parents may be allowed to present evidence of extenuating circumstances and request that consideration be given to the extension of the six-day limit.
- B. The student be allowed to return to class and told that any further absences will require a doctor's statement to validate the absence. Any additional absences without a doctor's statement will be reported to the truant officer for possible legal action

#### **Steps for office staff and administration for students with accumulating absences:**

- After the 3rd unexcused absence, a phone call and/or letter home will be made to notify the student's guardian about absences. If they are unexcused, they will be reminded of the inability to make up work. If they are excused, they will be reminded they must present correct documentation of the absence.
- After the 6th unexcused or excused absence, a call will be made and a phone conference will occur to reduce further absence. Parents will be notified to bring notes pertaining to each future absence.
- After the 9th absence, a meeting will be scheduled with the administrator and guidance counselor.

Administration has the right to withhold activities from a student who has shown excessive absenteeism (defined as 10% of school days missed). Activities withheld include but not limited to:

- Field trips
- School sport spectating
- Activities/club participation
- Dances
- Homecoming week activities
- Driver's Ed
- Enrollment in LTC/off campus courses
- Graduation Ceremony

As determined by the Illinois State Board of Education; two, three or four periods of absence equals ½ day, while five or more periods of absence equals a full day.

### **MEDICAL OR DENTAL APPOINTMENTS**

Students must follow instructions below for medical or dental appointments that are schedule during school hours:

1. If the student is not going to attend school the morning of the appointment, they must present a note from their parents the day before (or a phone call). Upon returning to school, the student must report to the office prior to attending classes.
2. If the appointment is later in the day, the student must bring a note from home (or a phone call) and present it to the main office.
3. A student leaving school for such appointments must sign out and receive permission at the office



- prior to leaving school. Upon their return to school, the student must report to the office for a slip.
4. Upon their return to school, the student must report to the office, present their appointment card or documentation, and get a slip from the secretary.

### **COLLEGE VISITATION / MILITARY ASVAB TESTING**

No more than 3 seniors may be gone for a college day at the same time. A total of three excused absences may be allowed for a senior to visit three different colleges or for armed services examinations. However, the student must make arrangements for 3 days in advance with the counselor and principal. These days will not be excused during the last 10 days of the fourth quarter. Students will be allowed one day during their senior year to take the ASVAB test. This must be pre-arranged in the office (at least 24 hours in advance).

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION AND OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit.

### **MAKE UP WORK**

Make-up work is the responsibility of the student and not the teacher.

If the absence is not a justifiable one, the student will be admitted to class without credit for making up work unless the teacher or principal determines otherwise due to extenuating circumstances. However, the work must be made up to avoid an incomplete grade. The time may also be required to be made up. Unexcused absences are recorded on the student's permanent record card.

Absence due to suspension/unexcused absence/truancy - a student is to make up the work and it is the responsibility of the student to obtain their work from their teachers. If the excuse is justifiable, the student will be permitted to make up the work missed, within the prescribed time limit, with no loss of credit. A student may be required to make up the time lost in class.

If a student is ill and intends to remain home after going home for lunch, he or she must report to the office BEFORE LEAVING, indicating that they intend to remain home. If a student becomes ill at home, he or she must call the high school office to report their illness. Otherwise, he or she will receive an unexcused absence. IF THE STUDENT DOES NOT REPORT TO THE OFFICE FIRST, THEIR ABSENCE CAN BE CONSIDERED UNEXCUSED.

### **LTC / TWIN RIVERS / OFF CAMPUS COURSES ABSENT POLICIES**

Excessive absences from those off campus courses may result in the student being removed from that class. They may then be placed in a class on campus and possibly not permitted to take an off-campus course the following semester/year.

### **TARDINESS**

Habitual lateness to class will not be tolerated. Not only does it reflect a lack of responsibility but a late entrance detracts from class time, thus interfering with the rights of the other pupils.

If a teacher is responsible for a student being late to their next class, that teacher will issue a utility slip to admit the late student. Students will not be permitted to leave a class to get a late slip from their previous teacher. Excessive tardiness will result in further action by the Principal.

TWO TARDIES DURING ANY SEMESTER FOR ANY ONE CLASS WILL RESULT IN THAT TEACHER NOTIFYING THE PRINCIPAL AND THE ASSIGNMENT BY THE TEACHER TO THE STUDENT OF ONE DETENTION. The alternative to 2 tardies = 1 detention will be 4 tardies = 1 Saturday School.

Administration has the right to withhold activities from a student who has shown excessive tardiness (defined as 5% of school days missed). Activities withheld include but not limited to:

- Field trips, School sport spectating, Activities/club participation, Dances, Homecoming week activities, Driver's Ed, Enrollment in LTC/off campus courses, Graduation Ceremony

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **Saturday School**

Saturday School will be used for those with excessive tardies, absences, or discipline concerns as well as a case by case basis. Saturday School begins at 8:00 am and dismisses at 11:00 am.

## **ANY STUDENT THAT IS ABSENT BECAUSE OF ILLNESS IS NOT TO ATTEND ANY SCHOOL ACTIVITIES THAT NIGHT.**

\*Doing so may result in disciplinary actions or being asked to leave the premises.

## **Absences with Field Trip Criteria**

Students may not go on field trips if he/she has unexcused absences, incomplete grades, and/or excessive absences.

# **Palestine High School**



## **Academics**

## Weighted Grading

“Weighting” a grade means adding on grade point to the grade of a student who has earned at least a C in a weighted class. Grades of A, B, and C earned in a weighted class will therefore earn an extra grade point. (An A in a weighted class will yield 5 grade points, a B in a weighted class will yield 4 points, and a C in a weighted class will yield 3 points.) Weighted grades will add + and – to the weighted grading scale. (Examples: An A in a weighted class will yield 5 grade points, a B- in a weighted class will yield 3.67 points, and a C+ in a weighted class will yield 3.33 points) Classes under the original system will continue in that system until graduation.

Typically, weighted courses are taken during the junior and senior year. The following classes qualify for weighted grading:

- Calculus
- Biology III
- Biology IV
- Botany and Genetics
- Chemistry II
- English IV

Any dual credit courses which are transferable to a 4 year college or university

## Weighted Grade Policy

| Current Policy  | Adopted Change  |
|---|---|
| Classes that are weighted at PHS are currently limited to Biology III and IV, Botany and Genetics, Chemistry II and Physics   | 2016 - 2017 <b>(Only affects class of 2019 - 2020)</b> Not retroactive for previous classes.<br>The following additional classes would be weighted at PHS: English IV, Pre-Calculus, Accounting I, Algebra II, AP Spanish, AP Biology, AP English Literature, AP Calculus, AP World History   |
| LTC courses taken at LTC are worth 1 full credit per semester of required credits at PHS.   | 2017 - 2018<br>LTC courses taken at LTC are worth .5 credit per semester at PHS. This makes it equal value to PHS courses. These courses are still weighted, but not as heavily weighted. (LTC transcript will remain the same and not be affected.)  |
| Any courses taken at LTC could potentially satisfy a PHS graduation requirement. A student can take a Composition I class at LTC for one semester instead of taking English III for the entire year at PHS. | 2018 - 2019<br>A student may take any course at LTC as an elective for credit. Students must satisfy PHS graduation requirements on campus. In extenuating circumstances the board has a right to waive this requirement. This will only be considered when a student has had circumstances beyond their control and will not be able to graduate with their class. This will be decided on a case by case basis. |

## Determination of Valedictorian(s) and Weighted Grade Point Averages

The student with the highest GPA will be Valedictorian. GPA will include weighted grading for eligible students.

## Advanced Placement (AP)

Advanced Placement (AP) courses at our high school offer students the opportunity to engage in college-level coursework and earn college credit while still in high school. The following policy outlines the guidelines and expectations for students participating in AP courses:

**1. Eligibility:** Students must meet specific eligibility criteria, which may include minimum GPA requirements, prerequisite courses, teacher recommendations, and standardized test scores, to enroll in AP courses.

**2. Coursework:** AP courses follow a rigorous curriculum designed by the College Board and are taught at a level comparable to introductory college courses. Students are expected to actively engage in class discussions, complete challenging assignments, and demonstrate mastery of course content through assessments.

**3. College Credit:** Successful completion of AP courses and a passing score on the corresponding AP exam may result in college credit or advanced placement at many colleges and universities. Students are encouraged to research the credit policies of their prospective colleges or universities.

**4. AP Exam Registration:** Students enrolled in AP courses are required to register for and take the AP exam in the subject area. The cost of the exam may be covered by the school or students may be responsible for the exam fee.

**5. Grading:** AP courses may be weighted differently in the grading system to reflect the increased level of difficulty. Students should consult the school's grading policy for specific information on how AP courses are factored into their GPA.

**6. Academic Integrity:** Students in AP courses are expected to uphold the highest standards of academic integrity. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated and may result in disciplinary action.

By adhering to this policy, students can make informed decisions about enrolling in AP courses and maximize their potential for success in these challenging and rewarding academic programs.

## Graduation Requirements

In order to secure a diploma from Palestine High School, a pupil shall have earned 26 credits. One unit is equal to one hour of classroom work per day each week of the year.

### The following specific units are required:

|                        |  |
|------------------------|--|
| English                | 4 credits  |
| Math                   | 3 credits (including Algebra I & Geometry content)     |
| Science                | 3 credits (2 must include laboratory science)          |
| Health Education       | 1/2 credit   |
| Resource Management    | 1/2 credit (or Intro. to Business 1 credit)            |
| Geography              | 1/2 credit   |
| US History             | 1 credit   |
| Constitutional History | 1/2 credit (includes state required Constitution Test) |
| Physical Education     | 4 units, 3 1/2 units for early graduation option       |
| Electives              | 12 credits   |

All students will take and dress for P.E. at all times. Exception: medical notes for P.E. will place a student in a modified program in which forms of alternate work will be assigned.

\*1 year of Computer Literacy is found in the semester of Computer Apps as well as English/Social Science courses

\*\*Seniors must complete their FAFSA

## Credit Requirements

| Date Effective<br>SY-School<br>year  | Math   | Language<br>Arts                        | Science  | Social<br>Science  | Electives   |
|--|--|---|--|--|---|
| <b>SY 23-24</b><br>(Students entering 9th grade in 23-24)                  | <b>3 years;</b><br>1 must be Algebra I and 1 year must have Geometry content | <b>4 years;</b><br>no content specified | <b>3 years;</b><br>1 must be biological and 1 must be physical | <b>2 years;</b><br>must include 1 year of US history, 1 semester of Constitutional History and 1 semester of Geography | <b>1 semester of each;</b><br>Computer Applications, Health, Consumer Education |
| <b>SY 24-25 thru 27-28</b><br>(Students entering 9th grade in 2024 - 2027) |  |   |  |  |   |
| <b>SY 28-29</b><br>(Students entering 9th grade in 208 - 2029)             |  |   |  |  | <b>2 credits of World Languages</b>   |

### Sample Course plan to complete all State/Local general education requirements

**FRESHMAN:** English 1  
 Math  
 Science  
 PE  
 Drivers Education/Health  
 Electives – 2

**JUNIOR:** English 3  
 Math  
 U.S. History  
 PE  
 Electives – 3

**SOPHOMORE:** English 2  
 Math  
 Science  
 Computer Apps/Consumer Education  
 Constitutional History/Geography  
 PE

**SENIOR:** English/Journalism  
 PE  
 Electives – 5

# COURSES OFFERED AT PHS

## ACADEMIC COURSES

\*Course has prerequisite

### SOCIAL STUDIES

U.S. History (1865 to Present)  
World History (1 or 2 semesters)  
20<sup>th</sup> Century American History  
Global Studies

Current Events (1 or 2 semesters)  
Constitution\* (1 semester)  
Geography (1 semester)  
History of Sports (1 semester)

### MATHEMATICS

Algebra 1 Concepts  
Algebra 2 Concepts  
Informal Geometry\*  
Pre-Calculus \*  
Transitional Mathematics\*

Algebra 1 \*  
Algebra 2 \*  
Geometry \*  
Calculus \*

### ENGLISH

English 1  
English 3\*  
Journalism\*

English 2\*  
English 4\* (AP English and Lit)  
English 4 Concepts

### SCIENCE

Physical Science  
Biology 1  
Biology 3 \* (AP Biology)  
Botany/Genetics  
Environmental Studies

Physics\*  
Biology 2\*  
Biology 4\*  
Chemistry 1\*  
Chemistry 2\*

AP

### FINE ARTS

Band  
Art 1  
Art 3

Art 2  
Art 4

### DRIVERS, HEALTH AND PHYSICAL EDUCATION

Physical Education  
Health Education (1 sem via Apex)

Drivers Education (1 sem)

*\*Driver's Education is offered once in the Fall and Spring.*

*\*\*At the principal's discretion, students may be removed from drivers' education if failing PE or 2 or more classes. Students will be placed later on the driving list if they are failing a class.*

### CTE - BUSINESS

Computer Applications \* (1 sem)  
Intro to Computer Science

Consumer Education\* (1 sem)  
Marketing

### CTE - FAMILY AND CONSUMER SCIENCE

Nutrition and Culinary Arts 1  
Home Economics

Nutrition and Culinary Art 2  
Work Experience

### FOREIGN LANGUAGE

Spanish 1  
*Offered as a Dual Credit through our Synchronous program and LTC*

Spanish 2 \*

## Off Campus Courses

(must qualify and courses are subject to change)

\*Students may be denied or dropped from off-campus course privileges based on attendance, behavior, and gpa.

### Robinson High School

Child and Day Care Services 1 (2 periods)  
Child and Day Care Serv. 2\* (2 periods)

### Robinson High School

Building Trades 1 (2 periods)  
Building Trades 2\* (2 periods)  
Auto Mechanics 1 (2 periods)  
Auto Mechanics 2\* (2 periods)

### Lincoln Trail College

Telecommunications (2 periods)  
Welding 1 (2 periods)  
Welding 2 (2 periods)

### Twin Rivers - LTC

Health Occupations  
CEO

### Hustonville

Intro To Ag  
\*Other Ag courses are dependent of  
schedule/transportation availability

Some advanced courses may be offered at Lincoln Trail College for credit. Students must be at least a junior status and meet minimum grade point average requirements. See the school counselor for further information about these.

- Some courses are required by all students
- Other courses may meet for two periods and count as two credits
- Bio 3 and Bio 4 are dual credit courses taught at PHS and certified through LTC.
- Classes may be offered to meet the special needs of students with active IEP's as needed.

## **ADDING OR DROPPING COURSES**

Students may drop or add courses during the first full week of a new semester. If a student drops an off campus class or is removed due to poor grades/attendance, they must notify the office and be placed in a class at PHS.

## **GRADING SYSTEM**

A report of each student's work is made at the end of each nine week quarter. Letter grades are used in GENERAL, and may be interpreted as follows:

**A.....Excellent**  
**B.....Above Average**  
**C.....Average**  
**D.....Below Average**  
**F.....Failing**  
**P.....Inferior work but working to capacity- Pass On**  
**I.....Incomplete work**  
**F/I.....Failure due to incomplete**  
**S.....Sports Exempt**  
**M.....Medical Exempt**

Each student is given a letter grade A, B, C, D, F, or P for the quality of his or her work as it compares with the work of other students. This mark is also studied in relation to the student's abilities, efforts, and



other pertinent factors that might merit individual consideration. Pluses and minuses are used in conjunction with letter grades.

Academic Progress reports will be sent to parents from a teacher if the teacher feels there is a problem concerning a student's academic performance which should be brought to the attention of the parents. Academic Progress Reports are to be sent at mid-term and need not be sent for incomplete work. Each parent who receives a poor Academic Progress Report is urged to consult the teacher so the problem can be remedied before it results in failure of the subject involved.

### Report Card and Mid-Term Percentages

|           |            |            |                  |
|-----------|------------|------------|------------------|
| 100 - A+  | 89 - 88 B+ | 79 - 78 C+ | 69 - 68 D+       |
| 99 - 92 A | 87 - 82 B  | 77 - 72 C  | 67 - 62 D        |
| 91 - 90 A | 81 - 80 B- | 71 - 70 C- | 61 - 60 D-       |
|           |            |            | 59 and Below = F |

### HONOR ROLL AND CLASS STANDING

The following letter grades and their numerical equivalents are to be used:

#### Regular

|    |        |
|----|--------|
| A  | = 4.0  |
| A- | =3.67  |
| B+ | =3.33  |
| B  | =3.00  |
| B- | =2.67  |
| C+ | =2.33  |
| C  | = 2.0  |
| C- | =1.67  |
| D+ | =1.33  |
| D  | = 1.0  |
| D- | = 0.67 |
| F  | = 0    |

#### Special Education

(Self-contained only)

|    |     |
|----|-----|
| A= | 3   |
| B= | 2.5 |
| C= | 2   |
| D= | 1.5 |
| F= | 0   |

P = Pass - Student working to capacity

Credits will be compiled on a semester basis, therefore, a student who has an incomplete grade for a quarter means he will have to repeat that full semester.

Averages for honor rolls will be computed on the above numerical grade equivalents.

**High Honors** - a 3.63 point average or higher.

**Honor roll** - an average of at least 3.17 and less than 3.63.

**Achievement honors** - an average of 2.9 and less than 3.16.

Honor averages will be computed on all courses except physical education, driver education, band and chorus. However, a student must have a passing grade in each of their other courses. A student must carry 6 academic hours as a freshman, sophomore, junior, and senior unless the student is in Vocational System classes where some allowances may be made.

Class rank will be computed at the end of each semester. Computations will be based on the above numerical grade equivalents as a reflection of the semester grades. Valedictorian and Salutatorian will be determined at the end of the seventh semester. Marshals and Ushers will be chosen from the junior class based on fifth semester class rank.

Academic credit is given in a course that meets for 5 days a week for duration of course, except P.E. and Drivers Education.

6 academic credits are needed to be classified as a Sophomore.

12 academic credits are needed to be classified as a Junior.

18 academic credits are needed to be classified as a Senior.

## **EARLY GRADUATION**

Students may be eligible for early graduation upon completion of **seven semesters** of school attendance if they have met all graduation requirements. Application for early graduation must be received by the counselor no later than November 1<sup>st</sup> of the current school year and must be accompanied by a letter from the parent/guardian. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the counselor. Permission for early graduation may be granted by the School Board upon the recommendation of the Superintendent.

|                |         |             |         |             |         |
|----------------|---------|-------------|---------|-------------|---------|
| English        | 4 years | Mathematics | 3 years | Lab Science | 3 years |
| Social Studies | 3 years | Humanities  | 2 years |             |         |

Not all courses that are acceptable for high school graduation are acceptable for college admission requirements.

Students have an opportunity to experience vocational classes in a variety of areas including Business, Family and Consumer Science and Industrial Technology. They also have the opportunity as juniors and seniors to take the classes offered through the Twin Rivers Career and Technical Education System that are offered at Robinson High School and Lincoln Trail College.

## **SCHOLARSHIPS**

A wide variety of scholarships are available to graduating seniors. Persons interested in going to college should contact the guidance counselor or principal, preferably during their Junior year, to inquire about these scholarships. Interested juniors and seniors should consider taking the ACT test for evaluation for the Illinois State Scholarship Program. Students even remotely interested in furthering their education should also inquire in the guidance office about the various grants and awards offered by local organizations, as these often go unused. Students should also take notice of the various scholarship information posted on the bulletin boards throughout the school.

## **INCOMPLETES**

### **Incomplete Work:**

It is the student's responsibility to complete each assignment to the best of their ability. Missed assignments must be made up within a reasonable amount of time. This time limit is to be determined on an individual basis by each teacher. Failure to make up work could result in a grade of F/I for the quarter. If a student is absent from school during the last day(s) of the quarter, he or she must make arrangements for making up the work within the first three (3) days of his or her return.

When a student returns from an unexcused absence he or she has three (3) school days to make up work to avoid an F/I; however, no grade credit will be given. It is just to be indicated that the work has been completed. A teacher will also assign a student a zero for each unexcused day the student misses.

When a student is excused from a class to participate in a field trip, program, sports events, etc., work that is due during the absence must be handed in per teacher request. He or she is responsible for

assignments and work missed as if no absence had occurred.

There will be no 3 day make-up period at the end of the fourth quarter, unless the student's absence in the last days of that quarter was excused.

Credit cannot be given twice for the same course. A student who fails to complete an assignment during any grading period shall receive a grade of Incomplete at the conclusion of that grading period. If this assignment is completed by the end of the semester the grade received shall be averaged with other grades, and the average may or may not result in a passing grade. If the assignment is not completed by the end of the semester, the (Inc.) shall become an F/I, meaning that the student has failed the semester. In the event of unusual circumstances, the time for completing an assignment may be extended if the student discusses the situation with the teacher and the principal before the end of the semester. If the arrangements for completing the work are not met, the student shall receive an F/I.

If a student receives an F/I in a required subject they must repeat the semester to earn the required credit. If the student receives an F/I in an elective subject they have the option of repeating the course or taking another course in order to make up for the loss of credit.

**CAUTION!** Students who earn an F or F/I for a semester grade may endanger their future scheduling.

### **Credit Recovery**

The following criteria will determine if a student can participate in the credit recovery program:

Must have failed the core subject two times or might have failed a core subject once, but the teacher recommends admissions to credit recovery. (Teachers will consider ability, aptitude, and work ethic when recommending students for credit recovery.) A student must have good attendance. The student's truancy must be above 10%. If they become truant, miss more than 10% of seat time, they will be removed from the program. Students with previous truancy issues will not gain entrance into the program until they have reached the established truancy rate.

Students with poor discipline will be removed from the program. A student will be removed from the program upon receiving a 3rd detention or disciplinary referral. A student can be removed from the program immediately if they are guilty of a serious disciplinary infraction. This will be done at the discretion of the Principal. Students will gain credit only after completing an acceptable amount of work at an acceptable level. This will be a cooperative decision made by the subject area teacher and the credit recovery teacher. Lesson plans and grading will be completed by the core area teacher. The credit recovery teacher is a facilitator of the program. If a student fails to stay compliant throughout the quarter/semester they will lose the privilege of credit recovery and be assigned a study all.

The grading scale for credit recovery will be the same as traditional credit received. The principal will have final say on who can stay or must be removed from the credit recovery program.

### **Summer School**

Summer Credit Recovery is offered to students who fall under the at-risk category of graduating high school on the scheduled 4-year track. This summer program can be 4-8 weeks with the option of obtaining anywhere from ½ to 3 credits. Times and dates are adjustable per the supervising staff member and will work with the student. Students will use our APEX Credit Recovery program to complete online courses. The number of credits earned will be up to the student and their pace indicating if they are determined then they can improve their likelihood of graduating on time. This is also under the principal discretion on who can be offered and how many credits can be attempted over the summer.

## PHS Bell Schedule

| <b>Daily 3:15 Dismissal</b> | <b>11:30 Dismissal</b>     | <b>2:00 Dismissal</b>      |
|-----------------------------|----------------------------|----------------------------|
| 1st Period - 8:00 - 8:48    | 1st Period - 8:00 - 8:49   | 1st Period - 8:00 - 8:38   |
| 2nd Period - 8:52 - 9:40    | 2nd Period - 8:53 - 9:42   | 2nd Period - 8:42 - 9:20   |
| 3rd Period - 9:44 - 10:32   | 3rd Period - 9:46 - 10:35  | 3rd Period - 9:24 - 10:02  |
| 4th Period - 10:36 - 11:24  | 4th Period - 10:39 - 11:30 | 4th Period - 10:06 - 10:44 |
| LUNCH/WIN - 11:24 - 11:59   |                            | 5th Period - 10:48 - 11:26 |
| WIN/LUNCH - 11:59 - 12:34   |                            | LUNCH/WIN - 11:26 - 12:01  |
| 5th Period - 12:38 - 1:26   |                            | WIN/LUNCH - 12:01 - 12:36  |
| 6th Period - 1:30 - 2:19    |                            | 6th Period - 12:40 - 1:18  |
| 7th Period - 2:23 - 3:15    |                            | 7th Period - 1:22 - 2:00   |

## STUDENT INFORMATION

Students are expected to keep the office informed and up to date on personal information such as current address, telephone number, change in health status, etc. Any changes should be reported immediately to the office.

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

## APPEAL PROCESS

The district chain of command for complaints / appeals starts at the lowest level possible.  
*Teacher ---- Principal ---- Superintendent ---- Board of Education*

## FINAL EXAMS AND SEMESTER GRADES

Final Exams will be given near the end of the first and second semester of the school year.

Students who are absent from school on the day of their final exam may be required to take an exam, which is different from the one taken by students that were present on the day of the final. An unexcused absence during final exams will result in a "0" on the final exam and no opportunity to make-up the exam. It is the student's responsibility to see their teacher(s) to arrange a time for any make-up exams. Failure to take the final exam for a given class will result in a failing semester grade for that class, regardless of the previously earned quarter grades.

The calculation of a student's semester grade will be as follows:

Quarter 1 or 3 grade = 40% of the semester grade, Quarter 2 or 4 grade = 40%

Semester 1 or 2 final exam grade = 20% of the semester grade

Example:  $0.4(83) + 0.4(76) + 0.2(84) = 80.4\%$

## FINAL EXAM POLICY

A student can qualify to not take a final exam. Students with qualifying grades, attendance, and behavior may be excused from one or more exams. The following are different considerations for students who must take final exams.

### Grades:

- If a student has a C+ (79.44) or lower grade in either quarter, the student must take the final exam in that class.

### Attendance:

- Any student who has 6 or more absences, excused or unexcused, in a class per semester must take the final exam in that class. Professional absences (i.e. college visits or school academic/athletic trips) do not count toward the total.

### Tardies:

- Any student who accumulates 5 or more tardies will take ALL finals.

### Academic Behavior:

- Academic dishonesty (cheating, plagiarism, fabrication, falsification, or similar misconduct) will result in taking a final in that class. Rationale is academic dishonesty at different levels of education may result in failing a class, being dismissed from a major, or expulsion from the university.

### Behavior:

- Any student who has at least 1-in school suspension, 3 detentions (before, lunch, or after school), 3 behavior logs, a combination of discipline, or other multiple policy violations will take the final exam in that class.

### Advanced Placement:

- Students enrolled in AP or Dual Credit College Course may be required to take final exams as part of the college course requirement. Courses in those situations, we are unable to let students opt out of those exams.

*NOTE: Students who are exempt from finals may choose to take any or all finals. If their optional final result is lower than the two quarter average, the final will not be input into the system.*

*REMINDER: Finals are standard and not a punishment. Most high schools and colleges require finals, as does Palestine High School. We believe this policy is a positive way to reward students for good grades/behavior/attendance. We hope the policy will move more students toward better marks in education.*

# **Palestine High School**



## **Transportation, Parking, Health, and Safety**

## **BUS TRANSPORTATION**

The unit has several buses to transport students to and from school. Those riding on buses are subject to the jurisdiction of the driver. The principal or superintendent may exclude anyone from riding a bus for misconduct.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with

your hands to yourself and avoid making noises that would distract the driver or bother others.

**8.** Wait until the bus pulls to a complete stop before standing up.

**9.** Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

**10.** If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

**11.** Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

## **PARKING AND STUDENT CARS**

DRIVING A CAR ON SCHOOL PROPERTY IS A PRIVILEGE, NOT A RIGHT! ALL CARS HAVE THE RIGHT TO BE SEARCHED WHEN ON SCHOOL PROPERTY AT ANY TIME WITH REASONABLE CAUSE

Students are to park vehicles in the school parking lot in the space designated for the student cars, and remove their ignition keys. Students are not to drive any motor vehicle during the lunch hour unless they are traveling to or from off-campus classes. Deviation from this can result in a loss of privileges.

No student, whether they are a driver or not, is to be in a motor vehicle, whether it is moving or stopped, between 7:55 a.m. and 3:15 p.m. without permission from the office. Excessive absences, tardiness, or disciplinary problems may cause driving privileges to be revoked.

All students driving to school must park in their assigned parking space.

Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **LOST AND FOUND**

Any articles found that are thought to be lost should be turned into the office. If an article is lost, the owner should check in the office.



## **LOCKERS**

Student lockers are the property of the school. **Lockers may be searched at any time.** Drink and food should not be stored in lockers. Students will be disciplined for items kept in lockers. It is recommended that students not keep personal items of value in the lockers without having them locked. Lockers and associated student property will be searched periodically by state and county police and K-9 units for illegal drugs. **The school is not responsible for items taken from lockers.** Only locks issued through the high school office are to be used on your locker. Lost padlocks will result in a \$7.50 replacement fee.

## **P.E. LOCKERS**

A student should not leave money or other valuables in their unlocked locker. A student is not to use any locker which has not been assigned to him or her. A student who wishes to change a locker should inform the office. Every student must use a school locker. **The school cannot be responsible for anything taken from an unlocked locker.**

## **EMERGENCY INFORMATION FORMS**

During registration each student is issued an Emergency Information form. It is required that a parent/legal guardian signs this form and returns it to the School Secretary by **September 15, 2024.** This information provides direction in dealing with student emergencies. Parents are requested to assume the responsibility of providing the most current information at all times. In case of ***injury or illness*** a student will not be released from school without prior contact with a parent/guardian/responsible individual.

## **ILLNESS AT SCHOOL**

If a student becomes ill during the day, he/she must report to the office. If serious, the nurse will be called by the principal. Otherwise, if permitted, the student may go home. A written excuse from the parents will still be required upon returning to school. If the student does not report to the office first, the absence will be unexcused.

Students who miss a portion of the day for a doctor or dental appointment are required to bring a signed statement from the doctor, dentist, or parent upon returning to school or their absence will be unexcused. Some doctor's excuses may not be valid if the excuse is not specific to the student's illness.

## **LIMITED ACTIVITIES**

Parents must notify the office in writing if their child has valid health issues and needs to have restricted activities.

## **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS**

Prescription medication must be brought in its original container. The school will not accept any medication delivered in an altered or unlabeled container. Any prescription medication that is to be given during school hours for a period of longer than 10 school days must be accompanied by a note from the physician stating the following:

1. Name of child
2. Name of medication
3. Condition of child - reason for receiving medication
4. Dosage to be given
5. Time medication is to be given during school hours
6. Duration of time the medication will be given
7. Signature of both physician and parent/guardian

Forms will be provided at registration and throughout the school year at the parent/guardian=s request. Any changes in the child's medication during the school year must be accompanied by a new form. Phone calls or written notes from the parent/guardian will not be accepted.

Non-prescription medication must be sent in its original container with the student's name on it. All medication will be kept in the office and dispensed by the principal or secretary after approval of the school nurse.

All medications must be picked up by the student at the end of the year. Any medication not claimed 10 days after the end of school will be destroyed.

The school district retains the discretion to reject requests for administration of medication.

### **CONTAGIOUS DISEASES/HEAD LICE**

Any student, who has a condition that is determined detrimental to the health, hygiene, or welfare of other students, will be excluded from school until such time as school officials consider the condition resolved. School officials may require a release from the physician before the student is allowed to return to school.

### **STUDENTS- HEALTH EXAMINATIONS & IMMUNIZATIONS**

The Illinois School Code requires physical exams of all students entering the ninth grade at registration, and any student entering the district for the first time unless the pupil has been previously examined by a physician, and can present evidence of such examination to the school. A list of students who do not meet state requirements will be given to the school principal.

State mandated immunizations must be up to date before the student will be allowed to enroll in school. Contact the school nurse or the local Health Department for a complete list of mandated immunizations.

Students transferring into the district will have four weeks from the time of entry to complete the requirements before being excluded from school.

### **PEST MANAGEMENT**

Palestine Community Unit School District #3 practices Integrated Pest Management (IPM), a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

This District is establishing a registry of people who wish to be notified prior to pesticide application. If you wish to be included in this registry, ask for a notification form in the office.

### **GUIDANCE AND COUNSELING**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## BULLYING INFORMATION

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

### Complaint Managers

| <i>Principal</i>                  | <i>Guidance Counselor</i>           | <i>Mental Health Specialist</i>        |
|-----------------------------------|-------------------------------------|--|
| Caleb Will                        | Jessica Will                        | Lauren Keesling                        |
| caleb.will@palestine-pioneers.net | jessica.will@palestine-pioneers.net | lauren.keesling@palestine-pioneers.net |
| 618-586-2712                      | 618-586-2712                        | 618-586-2712                           |

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

### Support Services

**Speech and Language Therapist:** Children in Kindergarten, those new to the district, and those referred by a multidisciplinary conference, are screened to determine their need for speech therapy. Any child who is eligible will receive speech therapy from a qualified therapist.

**Learning Disabilities Teacher:** The learning disabilities (L.D.) teacher provides specialized instructional services to children with minor learning problems. These services are made available for children with normal or above normal intelligence whose lack of academic progress warrants assistance. After referral for an evaluation is made, a multidisciplinary conference with the parents is arranged to review the problem and to enlist parental help and assistance. With parental permission, tests are administered by the school psychologist, and based on the results of the tests, and the determination of the multidisciplinary team, the child may be declared eligible for L.D. services. The test results are reviewed with the parents. If the child is eligible, parental permission is required before L.D. services can begin.

**Special Education:** Children whose learning problems require a more intensive instructional program are provided with the services of S.E.S.E. (South Eastern Special Education), a cooperative of area school districts. S.E.S.E. provides specialized classrooms and services for all eligible C.U.S.D. #3 students. Specialized services include classrooms for the visually, hearing, mentally impaired, multiply impaired, or emotionally disturbed. A referral to S.E.S.E. is made by the parent or the school. No child is ever placed in a local education support service or S.E.S.E. instructional program without parental knowledge and permission.

**Homebound/Hospital Instruction:** Homebound or in hospital instruction is available for children who, because of illness or disability, will be absent from school for more than two consecutive weeks. As soon as the doctor anticipates a two-week absence for the child, parents should contact the school office. A medical certificate signed by the child's physician is required to verify eligibility for homebound or in-hospital instruction. The instruction will begin immediately upon request of verified eligibility. An adult must be present when such instruction takes place.

**McKinney-Vento:** Palestine CUSD 3 follows McKinney-Vento rights pertaining to students who may lack a fixed, regular, and adequate nighttime abode. Call the school McKinney-Vento liaison for further information by contacting either Palestine Grade School or Palestine High School.

**Preschool Screening:** Registration for the free annual screening for all C.U.S.D. #3 preschoolers, three years and older, are held in early spring at the grade school. The screening includes:

**Vision and Hearing:** The screening is administered in conjunction with the C.U.S.D. #3 school nurse. When follow-up is indicated, children are re-screened and/or appropriate referrals are made to doctors.

**Speech /Language Screening:** A speech and language test is administered by the speech pathologist to detect any concerns in this area.

# **Palestine High School**



## **Discipline and Conduct**

## STUDENT CONDUCT

Students in our schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school and will show consideration for fellow students. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. All students should recognize the consequences of their conduct.

The use of, possession of, or influence of drugs, tobacco products and alcohol is strictly prohibited at school or any school activities. Dress, language and manners should always reflect favorably on the student. These guidelines also apply to riding on the school bus. Acts of vandalism will be dealt with swiftly and students and parents will be responsible for all damages.

Book bags will not be allowed in the classrooms. Students will be allowed to carry book bags to school and from school, at all other times, and the book bags should be placed in the students' lockers.

Students with 5 tardies and 2 discipline referrals will not be allowed to attend Homecoming Dance. Students with 10 tardies and 4 discipline referrals will not be allowed to prom. Any student failing 3 or more classes will not be allowed to attend dances.

## STUDENT APPEARANCE & DRESS GUIDELINES

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Shirts and dresses need to have two straps, one on each shoulder, that are at least an inch in diameter, which is approximately two fingers in width. Additionally, undergarments should not be able to be visible in any way, which would include being visible through transparent, mesh, cut-out, etc. materials.
- Hats may not be worn, in any manner, in the building during the school day. Students may not wear their hoods during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with holes, rips, or tears in the area from an appropriate neckline to the length of the second knuckle from the tip of the middle finger while arms are hanging loosely at the student's side of the student in question and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. (Guideline for appropriate neckline is a hand's width below the collarbone).
- The length of shorts or skirts must be appropriate for the school environment. With the hands of the student in question hanging loosely at the students' side, the second knuckle from the tip of the middle finger will be the minimum length for shorts and skirts.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building Principal or Assistant Principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of others may be subject to discipline

If there is any question as to the appropriateness of the student's wearing apparel, the teacher may make a referral to the Principal. Anyone not following policy will be given a different shirt/pant option. They will also receive a warning or discipline if actions continue.

## **STUDENT DISCIPLINE**

### **The school administration is authorized to discipline students for disobedience or misconduct.**

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;

Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;

Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

## **MISCONDUCT SYSTEM**

- **Detention/Disciplinary Referral**
- **Failure to serve a detention**
- **Tardies** - \*Note, tardiness is cumulative per semester  
2 unexcused tardies = 1 detention. Repeated tardiness may refer to tutoring, in-school suspension, or Saturday School
- **Truancy** - Unexcused absence for each period absent and/or time made up after school.  
Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
- **Parking violations (reckless driving or speeding)**  
Detentions or loss of privileges on school property
- **Horseplay, pranks, or other minor misconduct**  
Detention (1-4)
- **Inappropriate display of affection**  
Detention (1-4) and/or suspension
- **Indecent or offensive language, gestures, literature, or clothing**  
Detention (1-4) and/or suspension

- **Disruption in a classroom or hallway, the cafeteria or any school premises or at a school-related event** Detention (1-4) and/or suspension
- **Disrespect to ANY school personnel.** (Including but not limited to verbal or physical threats toward any school personnel) Detention (1-4) and/or suspension
- **Insubordination** (failure to follow the directions of school personnel) Detention (1-4) and/or suspension
- **Academic Dishonesty (Cheating, plagiarism, fabrication, and other similar acts)** Detention (1-4), no credit for that work, Possible suspension (1-4), must take final for that class
- **Forgery of notes, possession of school forms, etc.** Detention (1-4) and/or suspension  
Possible suspension (1-4)
- **Hazing, harassing, intimidating or threatening other students** Suspension (1-10) and/or recommendation for expulsion
- **Fighting, physical abuse, assault or violence toward other students** Detention (4) and/or suspension (1-10).  
Restitution will be made.
- **Endangering the health and safety of other persons** Detention (4) and/or suspension (1-10).  
Restitution will be made.
- **Defacing, vandalizing or destroying school or personal property** Suspension (1-10 days)
- **Theft or possession of school or personal property, extortion** Suspension (1-10 days)
- **Being in a group where tobacco is being used** (on school grounds or at a school-sponsored activity) Suspension (1-10) and/or recommendation for expulsion
- **Possession, use or sale of tobacco at school or at a school sponsored/related event** - Note, all tobacco or related paraphernalia in student possession will be confiscated Suspension (1-10) and/or recommendation for expulsion
- **Possession, use, or sale of alcohol and/or drugs or look-alikes on school premises or at related events.** - As described in handbook - suspension (up to 10 days) Suspension (1-10) and/or recommendation for expulsion
- **Possession or use of a weapon** - Note, suspension and/or Suspension (1-10) and/or



recommendation for expulsion

recommendation for  
expulsion

- **Creating a false fire alarm**
- **Arson** - Recommendation for expulsion
- **Other misconduct**

Penalties based upon the nature and seriousness of the incident as determined by the principal.

**\*\*Authorities may be contacted at the discretion of the principal.**

### **Tobacco and other substances**

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

Students will be disciplined with tobacco and other illegal instances but not limited too:

- Using, possessing, distributing, purchasing, or selling tobacco materials
- Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol or drugs in their possession.
- Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - Any anabolic steroid not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

### **Weapons**

A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) look-alikes of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The following are considered contrabands

for school: matches, lighters, knives, guns, and any other item that is deemed unsafe or disruptive by the Teacher, Dean, and/or Superintendent.

### **Required Notices**

A school staff member shall immediately notify the Building Principal in the event that he or she:

(1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,

(2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or

(3) observes a battery committed against any staff member.

Upon receiving such a report, the principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

### **Delegation of Authority**

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

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

### **DETENTION**

Detention is considered keeping a student after school or during the lunch period for disciplinary reasons. Teachers and the principal may assign these.

Unless excused by the Principal, failure to serve the detention will cause the student to be assigned two detentions. If the student fails to serve one of the reassigned detentions without being excused by the principal, he/she will be assigned a Saturday School. Saturday School will begin at 8:00 am and dismiss at 11:00 am.

Students given detention must report the day on which the detention has been assigned. Students who have regular jobs after school are given no special consideration; their school conduct should be such as not to jeopardize their jobs.

Detention will not be held when buses leave early because of bad weather.

### **SUSPENSION AND EXPULSION**

Authorization is given to the Unit Superintendent and/or Principals of the High School and Grade School to suspend pupils guilty of disobedience or misconduct not to exceed ten school days, and no action shall lie

against them for such expulsions or suspension in accordance with Section 10-22.6 of the School Code of Illinois; note rules section for specific examples. School authorities will follow State regulations concerning due process.

The High School uses two types of suspension:

**In-School Suspensions** - students are required to make up homework but will be given credit for this homework and it is considered an excused absence. The suspension will be from 7:55 a.m. to 3:15 p.m.

**Out-of-School Suspensions** - the student is sent home. No work due during the suspension will receive greater than a score of 59%. The student will be given one day per suspension day to make up work.

The Administration may use any one of these forms of suspension depending on the seriousness of the discipline problem and the number of times this problem has occurred.

While under out-of-school suspension or expulsion students shall not be permitted at school activities or on the school campus.

**Expulsion** - A student may be expelled from school only when all other disciplinary measures have been deemed unsuccessful and/or if the student becomes a threat or danger to the school. School Board policy on expulsion will be referred to in all cases. Parents may choose to appeal the Expulsion to a hearing before the Board of Education or its appointed hearing officer. Parents or students also have the right to have an attorney present and to call witnesses if needed.

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### **STUDENT RIGHTS**

1. Each student has the right to freedom of speech within reasonable limits. However, no student has the right in such a way as to interfere with another student's rights to an education.
2. Students shall have the right to form organizations of common interest, provided the organization shall be useful and effective. Reasonable requirements for joining will be acceptable so long as they do not tend to be discriminatory.
3. Students, with due regard to maturity and experience, should be permitted to communicate their ideas on the development of school policies to the Board of Education through proper channels.
4. All students have the right to fair treatment. If punishment becomes necessary it should be in keeping with the seriousness of the offense and the previous behavior of the student.
5. There should be no restriction on a student's manner of dress, unless these present a clear danger to the student's health and safety or interrupts the teaching-learning process.
6. Students must have the protection of due process in disciplinary proceedings.
7. The protection given by these rights does not mean that students have the right to engage in actions that would be disruptive to the education process or interfere with the rights of others.

# **Palestine High School**



## **Internet, Technology, & Publications**

## ELECTRONIC DEVICE POLICY

\*This policy applies to student's personal electronic devices and not the school-issued Chromebooks.

All classrooms will follow the same policy pertaining to electronic devices. Students will not be allowed to have their cell phone on them during class time. All classrooms will be equipped with "cell phone garages" which are number cloth cubby holes. At the beginning of each class, students will place their cell phone into their slot. Students will not have access to their phone until the bell rings. Students will then get their cell phone and begin to make their way to the next class. Passing periods will now be 4 minutes long rather than 3 to help accommodate the time to travel between classes.

Students may possess or use personal electronic devices on school property, on school buses, or at school sponsored events according to the following guidelines:

- Electronic devices are allowed to be used before school, during lunch, and after school.
- Personal Electronic devices are not to be used in classrooms, locker rooms, and bathroom rooms during the class period.
- Earbuds/ Headphones connected to cell phones will not be allowed. Those should stay in students' pockets, cloth cubby hole, or placed in their locker.
- Personal Electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to:
  - cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of documents, tests, or people.

**CUSD #3 and Palestine High School will not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto school property. With the upgrade in technology at Palestine High School, generally, there is no legitimate reason for any student to use their personal electronic device in a classroom.**

If a student is found to be in violation of this policy, then steps will occur. Violations may be students refusing to put their phone in the cubby, lying about their cell phone being on their person, and other similar reasons.

When a staff member requests a telephone, students should comply with the request the first time. Refusal to comply will be considered insubordination. If a cell phone is confiscated, the following policies will take effect:

- Students will be removed from the class period and given a 0 / absent mark for the day.
- Phone call home stating the phone violation. If the student is willing to comply, then they will return to their next class.

Continued refusal will result in the following actions:

- 2nd time - removal from school event spectating, field trips, off campus lunch, and/or given lunch detentions
- 3rd time - actions from the 2nd time AS WELL AS removal from activities/clubs, dances, homecoming week, and/or given an after school detention.
- 4th time - actions from the 2nd and 3rd time AS WELL AS removal from prom, driver's ed, future enrollment in off-campus courses, graduation ceremony.

Plans can be made with students, parents, and administration to keep the cell phone in the office if issues continue to arise.

Research and studies report that students on cell phones are repeatedly a distraction and disruption to the learning process. Reports also state many issues with cell phones and other technology as a major contributor to academic integrity. Likewise, social interactions and cyberbullying have been on the rise

with the use of cell phones in schools. We need the support of all to understand cell phones do not have a place in the classroom setting. We have the office phone as well as safety measures to keep our children safe. Communication needs to run through the office and not around the staff.

## **ACADEMIC INTEGRITY**

Academic integrity is a fundamental value that is essential to the success of our high school community. Cheating, plagiarism, dishonesty and others will require consequences depending on the severity of the offense.

### **Artificial Intelligence**

The use of AI in high schools is an exciting development in education that can provide new opportunities for students and teachers. However, it is important to establish clear guidelines for its use. The following policy outlines the acceptable use of AI in our high school:

1. **Acceptable Use:** AI may be used in the classroom and for educational purposes, as long as it is used in a responsible and ethical manner.
2. **Plagiarism:** Students must not use AI to plagiarize the work of others, and any use of AI to generate written work must be properly cited and attributed.
3. **Responsibility:** Students and staff are responsible for their use of AI and any consequences that may result from its use.
4. **Monitoring:** The school administration reserves the right to monitor the use of AI in the classroom and take appropriate action if the policy is violated.
5. **Updates:** This policy may be updated as needed to reflect changes in technology and best practices.
6. **Consequences:** The consequence of using AI without consent or approval may result in a failing score, grade, or other discipline.

By following these guidelines, we can ensure that the use of AI in our high school is responsible, ethical, and beneficial to our students' education.

## **INTERNET POLICY**

The students of Palestine High School have the opportunity to a wealth of knowledge on the Internet. Each student is issued a Chromebook at the beginning of the school year. Students and parents/guardians must have on file with the high school office a completed "Internet Consent Waiver Form that has been read and signed by the student and the parent/guardian. The school uses a program called GoGuardian for internet/chromebook monitoring. Staff are able to limit what students use/see during class. They are also able to monitor student search history. Failure to have this form on file will result in these Internet privileges being revoked. **The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.**

### **Acceptable Use of the District's Electronic Networks**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

The term *electronic* networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.



2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

- 1.** Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
- 2.** Produce media based upon professional standards of accuracy, objectivity, and fairness;
- 3.** Review material to improve sentence structure, grammar, spelling, and punctuation;
- 4.** Check and verify all facts and verify the accuracy of all quotations;
- 5.** In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
- 6.** Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

- 1.** Is libelous, slanderous, or obscene;
- 2.** Constitutes an unwanted invasion of privacy;
- 3.** Violates Federal or State law, including the constitutional rights of third parties; or
- 4.** Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

# **Palestine High School**



## **Extracurricular and Athletic Activities**

# Extracurriculars

## STUDENT SENATE

The purpose of the Student Senate is to act as a liaison between the student body and the faculty and to coordinate major school activities. The senate consists of the class presidents, vice presidents, and two elected members from each class. Two faculty advisors work with the student senate.

Student Senate partners with the American Red Cross. This partnership means:

- Student senate members must volunteer to work each drive. If all positions are filled, then the student must volunteer at the next drive. Blood drives occur every 2 months (including the summer).
- The Red Cross Scholarship is given by the American Red Cross but voted upon by the sponsors, administrators, and counselors. This scholarship is given to current student senate members with priority given to a student senate member entering into the medical field.
- Red Cross Cords are given to a student who donate blood and/or works a minimum of 3 blood drives their junior and senior year.

Student Senate partners with the National Honor Society in sponsoring the National Honor Society Stoles for graduation.

Student Senate hosts two dances:

- Homecoming Dance
  - Formal attire (no hats, shorts, shirts, jeans with holes)
  - Open to all athletes from fall co-op sports (athletes from other schools are NOT allowed to bring a guest).
  - Cost is \$3 per student and \$5 per couple
- Winter Ball
  - Semi-formal attire (no hats, no holey jeans, no crew necks or t-shirts)
  - Open to all athletes from winter co-op sports (athletes from other schools are NOT allowed to bring a guest).

## CLASS OFFICERS/STUDENT SENATE PRESIDENT

1. Elections for class officers will be held in the fall.
2. Candidates for class office and student senate must have a GPA of 2.5 or better.
3. In order to become a candidate for a class officer, a student must personally pick up a petition from their class sponsor.
4. The top portion of the petition will be filled out in the presence of the sponsor and signed by the sponsor.
5. A new student cannot run for class president, vice president, or student senate president their first year at PHS in order to meet the GPA requirement.
6. The class sponsor will be responsible for determining if the student qualifies for the office.
7. In order for a student to be considered for election, they must get 2/3rds of the class signatures on their petition. All signatures must be by members of their class and all signatures must be legible.
8. Petitions, in order to be valid, must be turned in by the announced deadline.
9. The class officer or student senate representative position may be revoked if:
  - a. Their GPA falls below a 2.5

- b. The student has 6 absences in a semester
  - c. The student has 5 incomplete or zero on assignments in the semester for any class
- 10.** Either a special election or past election results will be used to fill in the vacant position
- 11.** If there is no applicant for a particular office, the class shall convene and students will be nominated from the floor and a secret ballot election will be held to determine a winner. The nominated student must have the required GPA to be elected.
- 12.** When elected to the student senate or a class officer, to set those students as class leaders, there will be a professionalism dress requirement one day a week. This will be set at the first meeting.
- a. Office Casual (no crew necks, t-shirts, holey jeans, leggings, athletic pants/seats) and must pass the school's dress code (no crop tops, see-thru clothing).
  - b. After 3 dress code violations, the Student Senate president and Student Senate sponsors can inform the student of their violations and release them from their student senate position.

Students that do not work/attend assigned activities (blood drives, dances, meetings, student-senate sponsored activities, ext...) will receive a strike. Three strikes and the student is subject to being removed from the student senate.

Administration will meet with the Student Senate quarterly to discuss upcoming events, policies, and activities.

## **CLASS AND CLUB MEETINGS**

All meetings of the classes and other organizations should be conducted in a business-like and orderly manner. It is well to use parliamentary procedure in all meetings. Times and places of meetings must be cleared through the office.

If a class wishes to hold a meeting, the president of the class should get permission from the sponsor of that class. After conferring with the sponsor, the president should arrange with the office to have it announced.

Those acting unruly will be removed from the meeting and sent to the principal for repercussions.

## **HOMECOMING AND PROM COURT CANDIDATES**

Students who wish to be selected for either prom court or homecoming activities may not participate if they have been suspended in the current school year and must be passing at least 5 classes in the current semester.

Those who are elected Homecoming King/Queen may not be the Prom King/Queen.

## **CLASS FUNDING**

Classes are permitted to earn money for expenses that they will have by various activities and concessions throughout the school year. The methods of earning and the avenues of spending must meet the approval of the teacher, sponsor, the high school principal, and the superintendent. All money is deposited with the school office. It is the responsibility of the class treasurer to check their balances during the first week of each month.

Any cash balance remaining in the fund of a graduating class shall revert to an activity fund specifically designated by the Board of Education, unless the class has specified in writing a specific use for the remaining balance prior to July 1 of the year of graduation.

## **ACTIVITIES**

There are many social events carried on at Palestine High School. All activities being planned by classes or organizations must be approved by the office and sponsors concerned with the project. The dates on which the activity is planned must also be approved by the office. Class sponsors will be responsible for chaperoning and cleaning up.

## **CLUBS**

Palestine High School offers a variety of extracurricular activities to those students who wish to join and participate in these clubs. The club president should see that meeting dates and times are in the office the week before the meeting so that they can be properly announced.

- **Drama Club** is open to any student. The club sponsors a performance every year. The club also has projects and activities during holidays.
- **Garden Club** is a group of students who help run the Greenhouse. They meet after school, fundraise, and promote green-living.
- **History Club** is a club open to juniors and seniors who have maintained a cumulative GPA of a 3.0 by the 2nd semester of their sophomore year.
- **The National Honor Society** is a national organization formed to honor those students who exemplify the following characteristics: scholarship, leadership, service, and character.
- **Pay it Forward** is a group of students who work together to make a difference. There is no requirement to join besides wanting to be active.
- **Science Club** is a club for any student who is currently enrolled in science or interested in science.

## **CLASS JEWELRY**

The purchase by students of class rings, keys, and other jewelry is a discretionary privilege of individual students. As a courtesy to students such sales may be conducted at class meetings: however, at no time shall students be encouraged or discouraged as to their utilization of this convenience by employees of Palestine Community Unit #3.

## **LIBRARY**

All books to be taken out of the library are to be checked out by a staff member. Reference books are to be used in the reference section. Overdue books will be paid for at the rate of 5 cents per school day. Books that are lost or misplaced will be paid for at a rate sufficient to replace the book. Each reader can help the library give good service by observing the regulations which are made for the general good of all.

## **GYMNASIUM**

Planned activities will occupy the gymnasium during the entire school day. If a group wants to use the gymnasium at night or on a holiday, proper arrangements must be made in the office. This includes clubs, organizations, and athletics not considered to be in season.

## **THE PIONEER**

Each year the Pioneer Staff publishes the school annual. All classes are responsible for the financing and publication of the book. Senior Class will contribute \$400, Junior Class \$300, Sophomore Class \$300, and the freshmen will contribute \$200.

## **CLASS CONDUCT**

Students who receive three Disciplinary Referrals in the same class in a semester can be removed from the class. Students who are permanently removed from a class will receive a failing grade in that class for the semester and will not receive credit toward graduation from that class. Any further Disciplinary

Referrals will result in further disciplinary action at the discretion of the Principal.

## **ATHLETICS**

### **Athletic Director**

Travis Blank

618-586-2712

travis.blank@palestine-pioneers.net

### **SPORTS PHYSICALS**

All students who participate in sports and cheerleading are required to have a yearly sports physical. The ninth grade school physical will cover for any sports the students may participate in for that school year only. Sports physicals do not replace the state mandated school physical.

### **Opportunities**

#### **OPH Wildcats**

##### **Fall**

- Cross Country
- Golf

##### **Winter**

- Girls Basketball
- Boys Basketball
- Basketball Cheer
- Wrestling

##### **Spring**

- Baseball
- Boys Track and Field
- Girls Track and Field

#### **Pal-Hut Pioneers / Hut-Pal Tigers**

##### **Fall**

- Volleyball
- 8-man Football
- Football Cheer

##### **Winter**

- Scholastic Bowl

##### **Spring**

- Bass Fishing
- Softball

#### **Palestine Pioneers**

##### **Fall**

- Marching Band

##### **Spring**

- Trap Shooting

### **ATHLETIC CODE**

This Athletic Code has been adopted by the Board of Education of Palestine Community Unit School District No. 3 and applies to student athletes in grades 9-12. This policy is in addition to other policies concerning student conduct and imposes additional requirements on student athletes. It is intended to promote the health and safety of students and to encourage the development of self-discipline and self-control in student athletes which are attributes the Board finds to be necessary to develop successful athletes.

The Board determines that participation in athletics is a privilege. There is no right of students to participate in athletic competition or to participate in particular sports. If the rules and requirements set forth below are not complied with, the privilege to participate in athletics may be lost.

Athletics necessitate, within the limits established by the IHSA, a school's ongoing involvement with the student athletes in such areas as training, conditioning, supervision, and equipment and facility usage. Consequently, the rules set forth in this policy apply to the first day of practice that the student athlete attends and they continue to apply to the student athlete until the completion of his/her entire athletic career. These rules apply both in and out of season of the sports in which each student athlete participates, during summers, holidays, and vacations, on and off campus, and at both school and

non-school activities.

All student athletes are subject to Illinois High School Association (IHSA) rules and regulations, as well as any rules that the Unit #3 Board of Education adopts. Students will not be allowed to participate in interscholastic athletics unless they meet both IHSA and the Unit #3 Board eligibility requirements.

### **Athletic and School Attendance Policy**

Coaches can determine their attendance policy per sport. Example policies are three unexcused/unapproved absences and the student-athlete is off the team. **A student must attend the full day of school in order to participate in an athletic event that evening. The only exception would be given a doctor/dentist appointment (with a note), funeral, or something along those lines.**

### **Practice Bus**

Students are required to ride the practice bus to and from practice. A parent note, phone call, or email or principal approval will be the only exceptions.

### **Sign out at competition events**

Only a parent can sign out their child after a game unless they have a note, phone call, or email stating that another adult or their sibling can take them home.

### **Classroom Requirements for Participation**

A good athlete should be a good student. A student must maintain a passing average in all classes (no pass no play policy), as well as all of the IHSA standards regarding eligibility. Eligibility will be checked on a weekly basis every Friday, by the Athletic Director. The grade being checked will be the cumulative performance from the beginning of the semester. If a student is ineligible, his/her period of eligibility will last from Monday through Saturday. **The head coach/sponsor has the option of establishing a policy on the maximum number of weeks that a player may be ineligible before that player is dismissed from the team; however, that number will not be more than four weeks.**

Students dropping a course (that they are failing) after the first full week of classes in a semester will be ineligible for the remainder of the semester. With the no pass, no play system, students that failed a class the first semester will be ineligible until after the next eligibility check (which is the first full week of the second semester). Students that drop a course (that they failed) during the first semester and take another class at the beginning of the second semester will not be eligible until the eligibility check at the end of the first full week of the second semester.

### **Training and Participation Rules**

1. The student athlete shall not use tobacco products in any form.
2. The student athlete shall not possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverages, any non-prescribed or illegal drugs, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
3. The student athlete shall not attend an illegal party. An illegal party shall be defined as a party where alcohol, drugs, cigarettes or other illegal substances are present and available for minor's use.
4. Athletes, as representatives of the Palestine School District, are expected to maintain high



standards of sportsmanship at all times. Arguing with officials, insubordination to a coach, taunting players or fans of other teams, swearing, or deliberately violating the rules of the game are examples of poor sportsmanship. Blatant violations of good sportsmanship are not allowed. Coaches/sponsors are encouraged to establish rules regarding inappropriate behavior and displays of poor sportsmanship. Coaches/sponsors are expected to discipline the violators accordingly. A continued lack of good sportsmanship or displays of inappropriate behavior will ultimately result in dismissal from the team or activity.

5. A student-athlete convicted of a criminal offense (not including common traffic violations) will be subject to suspension from athletics for the remainder of the school year.
6. The head coach of each sport (subject to the approval of the Principal) shall have the authority to specify additional rules relating to health, safety, conduct, attitude, language and the like and may discipline student athletes for violation of those rules including a possible suspension(s) from a contest(s) for serious offenses. Written copies of specific rules will be given to athletes and made available to parents by the coach at the beginning of each season.

### **Penalties for Rule or Policy Infraction**

An athlete accused of a violation of the Athletic Code will be informed of the charge and given an opportunity to respond. Discipline will be handled by the coach, but suspensions pertaining to Athletic Code violations may only be done by the Principal.

Penalties for violations of the Athletic Code will be carried over from one sport season to another or from one school year to the next. If a violation occurs out of season, the penalty will begin during the athlete's next season. Athletes must successfully complete the penalty portion of the violation before the athlete may compete in any interscholastic competition. Failure to complete the season will result in the penalty being served in the athlete's next season. Athletes are expected to attend all practices and games while serving an athletic suspension.

The following disciplinary actions may be taken for violations of the Athletic Code in addition to any action taken as part of regular school discipline.

**Level One Offenses** includes all serious violations except those categorized under Level Two wherever and whenever they occur. Serious violations typically involve, but are not necessarily limited to:

- Use or possession of tobacco products
- Falsification of documents, i.e. signing name as parent on permission slips
- Attendance at an illegal party with legal proof of non-participation (i.e. breathalyzer result of zero)
- Other offenses as defined in the Student Handbook as determined by the school administration

First Offense: One-fourth of season

Second Offense: One-half of season

Third Offense: One-year suspension

Fourth Offense: Suspension for remainder of high school career

**Level Two Offenses** involve any critical incident as wherever and whenever they occur. Examples include, but are not necessarily limited to:

- Harassment, Hazing, bullying
- Possession, consumption, or distribution of any drug, intoxicant, alcohol, marijuana, or look-alike drugs
- Attendance at an illegal party
- Weapons violations
- Vandalism
- Assault or battery

- Theft

### Level Two Offenses

First Offense: One-half of season

Second Offense: One-year suspension

Third Offense: Suspension for remainder of high school career

### Example of policy infractions and days out of competition:

| Level Offense         | 1 | 1  | 1                 | 1                        | 2  | 2                 | 2                        |
|-----------------------|---|----|-------------------|--------------------------|----|-------------------|--------------------------|
| Offense #             | 1 | 2  | 3                 | 4                        | 1  | 2                 | 3                        |
| Sport<br>(# of games) |   |    |                   |                          |    |                   |                          |
| Football (9)          | 2 | 5  | One Calendar Year | Remainder of High School | 5  | One Calendar Year | Remainder of High School |
| Basketball (30)       | 7 | 15 | ...               | ...                      | 15 | ...               | ...                      |
| Bass Fishing (6)      | 1 | 3  | ...               | ...                      | 3  | ...               | ...                      |
| Track (25)            | 6 | 13 | ...               | ...                      | 13 | ...               | ...                      |

\*Language and maximum season as defined by the IHSA will be adjusted based on actual schedules.

### Determining Suspension Period

The percentage is based on the total number of weeks of the extracurricular activity. For competition activities such as sports and scholastic bowl, the suspension period is based on the total number of regular season contests scheduled plus the minimum number of games that could be completed in any tournaments entered.

In the case of crossover suspensions, any remaining consequences will be prorated to the next season based on the percentage remaining (no less than one game).

### Crossover Suspension Examples

#### Example 1

A baseball player caught smoking (Level 1 Offense) for the second time is imposed an 18 game suspension. Only seven games remaining in the season (seven is 38.8% of 18). Therefore, he has served 40% of his suspension.

If the player goes out for football the next fall, he still has 60% of his suspension to serve. Sixty percent of five (the penalty for Level 1 Offense, Second Offense) is three. He served three games to complete his suspension.

### Crossover Suspension Examples

#### Example 2

A football player is caught smoking (Level 1 Offense) for the second time (five-game suspension). Only two games remain in the season (two is 40% of five). Therefore, he has served 40% of his suspension.

When the player goes out for basketball in the winter, he still has 60% of his suspension to serve. In order to serve 60% of 21 games (the penalty for a Level 1, second offense) is 12.6. Therefore, he

serves twelve games to complete his suspension.

### **Voluntary Admission**

Voluntary admission of the use or possession of drugs, alcohol, or drug paraphernalia will result in the penalty being reduced by half if the athlete also obtains and successfully completes assistance for his/her problem acceptable to the Principal. An athlete who does not successfully complete the assistance program will be required to serve the full suspension.

Voluntary admission means that the student reports the violation to an administrator of the school before information of the violation has been obtained by the coach or another school official from other sources, or acknowledges the violation immediately upon initial questioning about the violation by the coach or other school official.

This provision may be used only once by any athlete during his/her high school career on a first offense. The length of multiple suspensions can be reduced by the school administration if the student completes, at their own expense, a school-approved assistance program.

### **Other Guidelines**

1. Parent participation is encouraged for all athletes. This participation can take the form of ticket taking, working concessions, or performing other duties as requested (related to their student's athletic contests).
2. Athletic Directors, Principal's, and Superintendents do not discuss playing time with parents. They can help set up a coach-parent meeting. Since they are not at all practices, it is not fair for administration to make the judgment on playing time.
3. An athlete is financially responsible for all equipment checked out to him or her. Any such equipment or uniform that is damaged or lost will result in the student paying for the replacement cost of said equipment.
4. Practice and game schedules will be prepared for student-athletes. Schedules will include the beginning and completion time of practices. Coaches are expected to have completed practice at the designated time.
5. All School District rules and regulations apply to student-athletes while they are participating in a school sponsored activity or while they are a member of any school team. This includes: Disciplinary procedures take precedence over participation in athletics – students who are suspended or serving an in-school detention may not participate or attend extracurricular/co-curricular activities. Students are required to serve detentions when assigned.
6. The attendance policies set forth in this handbook also apply to athletics. Unexcused absences will result in exclusion (as per policy) from an extracurricular/co-curricular activity or practice on the day of the unexcused absence. Determination of whether an absence from school is excused or unexcused is made by the Principal.
7. Bus rules and guidelines for parental pick-up of students also pertain to athletics. Students who are suspended from riding the bus due to infractions of bus rules will not be allowed to participate in extracurricular/co-curricular activities which require travel during the suspension.
8. Students in Palestine High School are encouraged to participate in the wide variety of activities sponsored by the School District. At the same time, they have a responsibility to each of the activities in which they choose to participate. Coaches and sponsors will work together to minimize conflicts. To help alleviate unavoidable conflicts the following applies:
  - Academic responsibilities and instructional field trips will take priority over all other activities. Student-athletes will not be penalized for attendance in an academic program.
  - Interscholastic contests (games) and public performances (concerts, plays, etc.) will take precedence over practice sessions or meetings.
  - Regularly scheduled monthly (once a month) meetings of organizations will take precedence over practice sessions.
9. Every student athlete must have on file in the Principal's Office or the Athletic Director's office a current **physical examination and athletic fee** form signed by a physician and proof of insurance coverage (or a signed insurance waiver) **before being allowed to practice or**

**participate in an extracurricular/co-curricular activity.**

10. Athletes may participate in two sports (activities) or a sport and cheerleading activities whose seasons overlap or coincide, with permission from both coaches/sponsors. The coaches along with the athletic director will work out a reasonable compromise on shared time for games and practices for all of these shared sports or cheerleading activities.
11. **As a general rule, no school functions/games, including practices will be held if school is closed for inclement weather. Exceptions may be made at the discretion of the administration.**
12. No required athletic team or extracurricular/co-curricular activity practices may be held on the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, or Good Friday, and no practices are to be held on Sunday as well.
13. Students will not be allowed to drive to or from games or activities when the school provides transportation to these events. All players, participants, and other students involved with the team will be expected to ride the bus to the event and back. However, their parent/guardian, or the parent/guardian adult designee may pick them up after the game. The parent/guardian or the parent/guardian designee wishing to take their child home after the game must sign a sheet provided by the coach/ sponsor indicating their intentions to take the student home.
14. Student athletes that are excused from participating by a doctor's note (because of injury or illness) must also have a doctor's note indicating when they may return to full participation. This applies to both games and practices.
15. In activities in which Palestine co-ops with another school, every effort has been made to align the two school's extracurricular/co-curricular policies. If there are any differences between the schools policies, the host school's rules or policies will take precedence.

### **Drug and Alcohol Testing Program**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

# **Palestine High School**



## **Special Education**

## **Special Education Coordinator Contact**

Rondell Lindweber

618-586-2711

[rondell.lindweber@palestine-pioneers.net](mailto:rondell.lindweber@palestine-pioneers.net)

## **PHS Special Education Teacher**

Melody Devin

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## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an

imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **EXEMPTION FROM PE REQUIREMENT**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **EXEMPTION FROM PE REQUIREMENT**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

# **Palestine High School**





# Student Records, Privacy, Parental Rights

## STUDENT RECORDS

Both federal law and Illinois law go into much detail on the rights and responsibilities of students, parents, and school officials. Following is a summary of the major provisions of these laws and regulations:

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of releases of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, tests scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record, and disciplinary information. The temporary record is reviewed every four years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
  - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents a page. However, no parent or student may be denied a copy of school student records because of an inability to pay such costs.
  - b. Challenge the contents of the records, except grades, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed in the attendance center in which the student is enrolled will be scheduled.
  - c. Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.
  - d. Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without subpoena or in connection with an emergency where the records are needed by the law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of release of records because of a court order or subpoena. All other releases of information require informed, written consent of the parent or eligible student.

4. The following is designated as public information and shall be released to the general public, unless the parent(s) request that any or all such information not be released: Student's name and address, grade level, birth date and place, parent's name and address, information on participation in school sponsored activities and athletics, the student's major field of study and period of attendance in the school.
5. No person or agency having access to the temporary record through the provisions of the Illinois School Student Records Act may force a parent or student to release from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
6. Parents must be notified annually of their rights under law, as well as applicable district policies and procedures. Copies of the laws, rules and regulations and local policies on student records are available from the records custodian of each school and the superintendent of the district.

## **PICTURES**

Parents who do not wish their child to be photographed must notify the office in writing. Pictures of students are periodically placed on the school district's website and Facebook page. Parents who object to this must let the district know.

## **MILITARY RECRUITING RIGHT TO REQUEST**

The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. [1] Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal before September 30.

## **PARENT - TEACHER CONFERENCES**

Parents are invited to meet with their child's teachers anytime during the school year. Please contact the high school office to make an appointment.

## **PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

- 1.** The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
- 2.** The rules and procedures under which it operates.
- 3.** An agreement to adhere to all Board policies and administrative procedures.
- 4.** A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
- 5.** A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
- 6.** An agreement to maintain and protect its own finances.
- 7.** A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or

club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Current Parent Organizations and Boosters Club Available to PHS parents:

1. Parent Involvement Group (PIG)
2. Palestine Booster Club

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: ACT/SAT, Illinois Science Assessment

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **MANDATED REPORTER**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **GRIEVANCE PROCEDURE**

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### **1. Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

### **2. Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the

Complainants will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the

Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

**3. Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

**PALESTINE HIGH SCHOOL HANDBOOK ACKNOWLEDGEMENT AND PLEDGE**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_ Date

**PALESTINE HIGH SCHOOL HANDBOOK ACKNOWLEDGEMENT AND PLEDGE**

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_ Date