

Pinckneyville Community High School strongly believes that student behavior should reflect standards of good citizenship. High standards of courtesy, decency, expression, honesty, morality, and wholesome relationships with others shall be maintained. PCHS has rules and guidelines governing the conduct of students. The rules encourage positive, constructive, and responsible behavior with an environment conducive to learning. It shall be the responsibility of the students and their parents or legal guardians to familiarize themselves with the guidelines regarding student conduct. All employees of the district shall share in the responsibility for supervising the behavior of students and encouraging high standards of conduct. The board and administration expect all employees to be alert and prompt in handling and reporting behavior problems that have an adverse effect on the operations of the school.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Depending on the severity and frequency of misconduct, disciplinary responses may include, but shall not be limited to, the following:

1. Personal counseling.
2. Withholding of privileges.
3. Notification of parent(s)/guardian(s).
4. Removal from class.
5. Seizure of contraband.
6. Suspension from school and all school-sponsored events for up to 10 days.
7. Suspension of bus riding privileges.
8. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years.
9. Notification of juvenile authorities whenever conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
10. Alternative classroom - The Principal or a designee shall ensure that the student is properly supervised.
11. Detention. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher, Principal, or a designee.
12. Grade reduction for unexcused absences only.
13. Saturday Detention

Repeated violations of the rules described in this handbook may be considered

gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation by itself might not warrant suspension or expulsion.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

### **Delegation of Authority**

Each teacher and any other school personnel when students are under his or her charge, are authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or alternative classroom, which is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certificate employees, and other persons (whether or not certified) 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 are responsible to manage the educational environment within the classrooms and laboratories as well as any place upon school grounds. A student will be removed from class when his/her behavior is disruptive to the educational process. Students who are removed from a class will be sent to the principal's office. Teachers will notify the office immediately of the removal and complete a disciplinary report when time allows. Students will return to the class upon administrative approval.

The Superintendent or 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 ten consecutive school days. The Board of Education may suspend a student from riding the bus in excess of ten days for safety reasons.

### **GUIDELINES FOR RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

Pinckneyville Community High School will cooperate with all law enforcement agencies. Examples of this are the notification of the necessary agency when laws are broken and the cooperation in investigations conducted by law enforcement agencies.

(Pursuant to 105 ILCS 5/10 - 20.14 as Amended by P.A. 88-376)

1. The school principal and the police department will arrange meetings as needed between them in order to share information regarding students suspected of involvement in criminal activities.
2. The local police department and the school principal will verbally report to each other the following activities when committed by a student enrolled in the principal's school;
  - 2.1. all cases involving illegal or controlled substances;
  - 2.2. all cases involving weapons of any types;
  - 2.3. all cases involving gang activity;
  - 2.4. all cases involving a serious crime or felony;
3. The parties understand and agree that a minor's written arrest record is confidential pursuant to 705 ILCS 405/1-7 and as such will not be included in the student's school record.
4. The school may convene a parent-teacher advisory committee to review these guidelines and make recommendations for modifications thereto.
5. All reports made to the local police department should identify the student by name and describe the circumstances of the alleged criminal activity. The report should be made as soon as possible after the school principal reasonably suspects that a student is involved in such activity. The school principal shall report such activities only when the activity occurs on school property or at a school related function.
6. The State's Attorney shall provide to the school principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, 24.5 of the Criminal Code (weapon offenses).

The State's Attorney or local police department shall provide a copy of all conviction records to the school principal if the records involve a student currently enrolled in or attending the principal's school.

### **Working Lunch**

Working Lunch is scheduled each school day during the regular lunch period. Students not having class assignments completed when due, as designated by the instructor, may be assigned a Working Lunch.

- Students will report to the designated classroom immediately after the lunch bell rings.
- During this time students will complete any missing assignment(s) for the class in which they earned they working lunch.
- Students may not socialize during this time.
- Students working on assignments will stay for the entire lunch period.
- Lunch will be brought to the Working Lunch classroom.

Students may also be assigned a Working Lunch in order to make up tests, as designated by the classroom teacher. Students making up tests are not required to stay for the entire lunch period.

Students failing or performing poorly on a test may be afforded the option to re-take a test at the discretion of the classroom teacher. Students declining this opportunity will not be allowed to re-take the test at a later time.

### **DETENTION**

Students who violate school or classroom regulations may be assigned an after school detention. Detentions will be served on Tuesdays and Thursdays. Detentions will be either one (1) hour or two (2) hours in length. Detentions will begin promptly at the end of the school day. Students will receive a minimum of one-day notice prior to the detention, if necessary, so that transportation may be arranged. Students failing to report to detention shall be assigned an additional detention. A second missed detention will result in a one-day assignment to the alternative room. Students may be suspended for greater than three missed detentions.

### **Saturday Detention**

Saturday detentions may be given to students for a violation of the discipline code. A Saturday detention will last from one to four hours beginning at 7:00 a.m. on the first and third Saturdays of each month during the school year. Notice will be given to a student at least 24 hours in advance. **Failure to serve a Saturday detention will result in an additional Saturday detention. Failure to serve the two (2) Saturday detentions will result in a one (1) day out-of-school suspension.**

### **ALTERNATIVE LEARNING CENTER**

The Alternative classroom is used for discipline issues and is a progressive step beyond detentions. Students in the alternative room are socially isolated from the student body. Students will be required to complete their regular school assignments for full credit while in this classroom. When assigned to the ALC students will eat lunch in the alternative learning center, either purchasing a school lunch or bringing a sack lunch from home. In no circumstance will ALC students be allowed a catered lunch. Students assigned to alternative learning center are not allowed to attend or participate in extra curricular activities on days they are assigned to the alternative room. Any student misbehaving in the alternative classroom will be suspended and complete their alternative classroom assignment upon return to school. The Alternative Learning Center will operate on Tuesdays and Thursdays each week. Students are automatically suspended for misbehavior in the alternative learning center. Students, who do not have work to complete, will be given a book to read or a test preparation packet.

### **SUSPENSION**

Behavior considered to be gross disobedience or misconduct will result in suspension or expulsion. Students suspended from school will receive full due process rights and have a right to appeal their suspension to the superintendent

and Board of Education. Appeals must be directed to the superintendent within ten (10) days of the first day of the suspension. Suspensions will be served while an appeal is pending. While suspended, students are not to be on school grounds or present at any school-related activity. Extracurricular activities are considered privileges granted to students and not educational rights. Students suspended from school will not be able to make up their daily assignments. Any schoolwork, test, or assignment of a cumulative nature is to be allowed as makeup work when a student is absent for unexcused reasons such as a suspension. A student receiving two (2) suspensions or one suspension greater than five (5) days will lose all extracurricular privileges for the remainder of the semester or sixty (60) days, whichever is greater. Any student receiving three out of school suspensions may be required to go before the Pinckneyville Board of Education for review with the possibility of expulsion. Any student who receives a fourth suspension may be recommended for expulsion.

### **SUSPENSION PROCEDURES**

The following are suspension procedures:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her position.
2. Prior notice and hearing, as stated above, are not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as possible.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board of Education or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such actions, as it finds appropriate.

### **Expulsion**

Expulsion is the removal of a student from classes for a time period of more than 10 successive school days. Expulsion may be up to 2 calendar years. Only the Board of Education may expel a student from school. Students facing possible expulsion are entitled to full due process rights.

**Expulsion Procedures**

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If the Board appoints a hearing officer, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such actions as it finds appropriate.

**Prohibited Student Conduct**Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:

Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

"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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billyclub, or any other object if used or attempted to be used to cause bodily harm. 5. Using or possessing an electronic paging device. 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction. 8. Disobeying rules of student conduct or directives from staff members or school officials. 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. 10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property. 12. Being absent without a recognized excuse. 13. Being involved with any public school fraternity, sorority, or secret society. 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing. 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. 17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual

depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. 18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.<sup>2</sup>

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which 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 locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or school sponsored event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

Disciplinary measures may include: 1. Disciplinary conference. 2. Withholding of privileges. 3. Seizure of contraband. 4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. 5. Suspension of bus riding privileges. 6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. 7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons. 8. Notifying parents/guardians. 9. Temporary removal from the classroom. 10. In-school detention for a period not to exceed 5 school days. 11. After-school study or Saturday study provided the student's parent/guardian has been notified.

### Corporal Punishment

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

### Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **OPEN CAMPUS PRIVILEGE**

Students may leave campus during lunchtime as they see fit. This privilege is contingent upon students conducting themselves in a responsible manner. Students shall be respectful of all neighboring private and city owned property as well as the community members surrounding the school and those encountered during this time.

### **THE PRIVILEGE OF ENJOYING OPEN CAMPUS SHALL BE REVOKED FOR STUDENTS WHO FAIL TO MAINTAIN ACCEPTABLE STANDARDS OF BEHAVIOR AND/OR ACADEMIC ACHIEVEMENT.**

### **Bomb Threat**

A student who makes a bomb threat or initiates a false report of a bomb on school premises shall be subject to suspension and /or recommendation to the Board of Education for expulsion.

### **Fireworks**

Fireworks, in any form are prohibited at all school activities connected with any school program. Students violating this policy will be subject to suspension or expulsion.

### **Weapons**

Possession, use and /or transfer of any weapon or instrument capable of inflicting bodily injury on school property is prohibited. This includes, but is not limited to, guns, all knives (including pocketknives), clubs, or any object intended to or altered to be used as a weapon, which could cause harm to any student, teacher, or staff member. The Gun Free Schools Act requires school boards to expel students for not less than 1 calendar year and not more than 2 calendar years for weapons violations.

The board may expel a student for a period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of the Section, a “weapon” 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 club; or (3) “look-alikes” of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. Expulsion or suspension shall be construed in manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code.

### **BULLYING**

It is the policy of the Pinckneyville Community High School Board to prohibit harassment, intimidation, and bullying by any means, including but not limited to electronic, written, oral or physical acts, either direct or indirect, when such intentional electronic, oral, written or physical acts physically harm, substantially interfere with a student’s education, and threaten the overall educational environment and/or substantially disrupt the operation of school. This includes, but is not limited to, harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual

orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability.

The District will not tolerate harassing, intimidating, or bullying conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's education performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences

as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **STUDENTS ARE CAUTIONED TO USE GREAT RESTRAINT AND GOOD JUDGEMENT WHEN SPEAKING.**

When a student makes a comment to anyone regarding any act of violence toward a person or property, threaten someone about bringing a gun, bomb or weapon to school, or that someone else has done any of these things in a sarcastic or joking manner, it will be viewed as a serious threat to the safety of all and the educational routine of the school. This is a serious offense and could result in long-term suspension.

*If a student believes that or has knowledge of anyone possessing or having access to any weapon, controlled dangerous substance, or other potentially harmful item, it is his/her duty to report this to the teacher or principal immediately. Do not determine for yourself as to its validity. Bring it to the authority so that it can be checked out for yours and everyone else's safety.*

### **CYBERBULLYING**

The National Crime Prevention Council's definition of cyber-bullying is "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person." [2] StopCyberbullying.org, an expert organization dedicated to internet safety, security and privacy, defines cyber-bullying as: "a situation when a child, tween or teen is repeatedly 'tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted' by another child or teenager using text messaging, email, instant messaging or any other type of digital technology."

Cyber-bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels (i.e., hate speech), ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact aimed at humiliation.

Disclosure of a victims' personal data (e.g. real name, address, or workplace/schools) at websites or forums or posing as the victim for the purpose of publishing material in their name that defames or ridicules them shall be considered Cyber-bullying.

### **Harassment**

The action of provoking a student to the point of being emotionally upset or leading to a possible fight including making threats or intimidating other students is prohibited. Students engaged in harassment activity will be subject to disciplinary action. It is urgent that students report issues of harassment to

school authorities.

### **Sexual Harassment**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. It is the policy of this school to provide students an environment free from unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment is a form of sex discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical well being. This district will not condone or tolerate incidents of sexual harassment of the district's students during school hours, during district-sponsored events on school property, and at the site of a district activity involving students. The term sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex. This district interprets the definition of sexual harassment to include, but not limited to, the following behaviors: unwanted sexual behavior such as touching, pulling at clothes, verbal comments, sexual teasing and/or name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversations, and cornering or blocking a student's movement.

Students may initiate the reporting of an instance of sexual harassment to any responsible staff member. The staff member will then direct the report to the appropriate administrator. No retaliation will be brought upon any student reporting instances of sexual harassment. Discipline measures to be taken will vary with the nature of the violation. Examples are verbal discussion to suspension and possible expulsion for serious or repeat offenders. If the allegation is against a district employee, the superintendent, or his/her designee, shall initiate an investigation and follow district policies and Illinois laws in the resolution of the matter.

**Examples of prohibited conduct include**, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the

student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Illegal Drug and Alcohol Abuse**

Possession, use, distribution, attempted distribution, sale of, or any attempted sale, of illegal drug/controlled substance and /or alcohol, or any substance represented to be an illegal drug or alcohol product, is forbidden at any school activity. Violators are subject to suspension for up to ten days and possible expulsion. Student who are at school or school related events and are under the influence of illegal drugs, alcohol or a controlled substance will be subject to suspension for up to ten days and possible expulsion. PCHS Board of Education policy allows for Breathalyzer testing at school or school sponsored activities when reasonable suspicion is present.

Pinckneyville Community High School recognizes that students often need education and assistance and require support in their decisions not to use or abuse drugs or alcohol. Since drug or alcohol dependency is frequently preceded by the abuse of the substance, the school provides an alternative to the suspension plan. This plan requires the student and his/her parent or guardian to participate in a certified drug or alcohol assessment education program. If the student and parent or guardian elects to participate in an approved drug or alcohol education program, the number of suspended days may be reduced on the first offense. Penalties for repeated violations of the district drug/alcohol policy will be treated cumulatively over a student's high school career. The school encourages aftercare support for students who have been suspended from school for violating the drug and alcohol policy.

### **Group or Mob Action**

Students involved in group or mob action with the intent of disrupting a class or the entire school will be subject to disciplinary action that may include suspension or expulsion. This policy applies to any individual involved in a group endeavor that interferes with school purposes or the orderly functioning of school.

### **Gangs, Gang Activity and Hate Groups**

"Gang" is defined as any group, club or organization of two or more persons

whose purposes include the commission of illegal acts.

Students are prohibited from engaging in gang activity. Students engaging in any gang-related activity will be punished under the district's discipline code.

No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
- (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- (3) request any person to pay protection or otherwise intimidate, harass or threaten any person;
- (4) commit any other illegal act or other violation of district policies,
- (5) or incite other students to act with physical violence upon any other person.

A person who expressly or impliedly threatens to do bodily harm to an individual or to that individual's family or uses any other criminally unlawful means to solicit or cause any person to join any organization or association, is guilty of a Class 3 felony. The matter becomes a Class 2 felony when a person older than 18 years threatens a person younger than 18 years. Illinois School Code (729ILCS 5/12-6.1)

Students are not to engage or involve themselves in any type or style of hate activity. Hate activity may be words spoken, pictures, or other forms of derogatory and intimidating communication. Any students involved in any hate or hate group activity will be punished under the district's discipline code. When applicable, evidence will be turned over to law authorities for possible violation of Public Act 88-259; Hate Crimes. Parents or guardians should note that this act makes them responsible for judgments against minors up to the limits of the Parental Responsibility Law.

### **Hazing**

The hazing of any student on or off school property is prohibited, whether conducted by school or non-school organization/individuals. Any initiations which involve the slightest element of physical danger or poor taste are not permitted. Students engaged in hazing activity are subject to disciplinary action. Face painting, used as a form of initiation, is hazing and is prohibited.

### **Fighting**

Students involved in fights during school hours, during school activities, on the bus or in any other situation under the jurisdiction of the school may be subject to suspension for up to ten days. Repeated violations of this policy may result in recommendation of expulsion to the Board of Education. Students who instigate

or promote fights among fellow students will be subject to disciplinary procedures. Students who leave their assigned classroom or area, or leave their normal path to and from class, to observe a fight are subject to disciplinary action. Students that fight may be turned over to the Police for prosecution.

### **Stealing**

Students found guilty of stealing will be subject to suspension and possible expulsion. **ALL CASES WILL BE REPORTED TO THE LOCAL LAW ENFORCEMENT AGENCIES.**

**Students are responsible for keeping vehicles locked while at Pinckneyville Community High School to help alleviate the potential for theft.**

### **Obscene Language**

Punishment for obscene language violations will vary depending upon the nature and severity of the action of the student with the possibility of suspension for extreme cases.

### **Damage to School Property**

Students who willfully or maliciously damage school property or who coerce or contract someone to damage school property will be punished under the district's discipline code. Recovery of damages will also be required. If necessary, the district will seek restitution under the Parental Responsibility Act, which allows the parents to be held responsible for the willful and malicious acts of a minor. When applicable, law enforcement authorities will be contacted for the filing of charges.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is inappropriate at school just as it is in any business setting. The standard of conduct expected of PCHS couples in this regard is the same as exists for adults throughout this community at their places of work or business. Specifically, PCHS student couples while at school or school events will refrain from:

1. Embracing or kissing.
2. Standing or sitting between each other's legs.
3. Walking or standing with each other's arms about the neck, shoulder, waist, etc.
4. Acting in a manner which embarrasses others.

### **Academic Cheating**

Cheating on tests, plagiarism, or any other types of deception are violations of classroom standards and will be dealt with by the classroom teacher. The office will further deal with gross violation of this policy. Examples of this include, but are not limited to the following:

1. Obtaining or accepting a copy of a test or answers to a test.
2. Copying another student's answers during any exam.
3. Providing another student with answers during an exam.
4. Representing as one's work the product of someone else. This might be homework, research papers, projects, etc.
5. Any other action intended to obtain credit for work not one's own.

**GROOMING AND WEARING APPAREL (Clothing, Hats, Sunglasses, etc.)**

Any form of wearing apparel and any type of grooming which, in the professional opinion of a teacher or administrator, creates a danger, ill-health or a distraction from the learning environment is prohibited. If in the professional opinion of teachers or administrators, the student arrives at school dressed in a manner which has the potential to disrupt or distract from the educational process, the student will be offered the opportunity to change clothes to those in compliance with this policy or sent home to correct the problem. Any time away from school under this policy will be considered an unexcused absence. Items of clothing that would be deemed inappropriate include, but are not limited to those that:

- ♣ display profanity
- ♣ contain inappropriate connotations
- ♣ do not adequately cover the shoulders, back, midriff, or upper legs
- ♣ make sexual references
- ♣ contain drug, alcohol, or tobacco advertisements/pictures
- ♣ contain questionable sayings especially those trying to convey a double meaning.

***Additional information regarding clothing:***

Students must be properly clothed from shoulder to mid-thigh.

- ♣ Student's fingertips should be able to touch the bottom of the shorts and/or skirts while arms are extended straight down on sides.
- ♣ Shirts must properly cover back and chest.
- ♣ Students must wear their pants at their appropriate waist height. Pants should be worn at the top of the hips and above. Pants should have no holes above the knees.

Note: Sofee Shorts and Leggings as pants are not appropriate for school and will be in violation of the dress code.

- ♣ Backpacks, knapsacks, purses, and any bags are to be left in student's lockers.
- ♣ No tank tops of any type are allowed.
- ♣ Caps, hats, or any type of head covering are to be removed upon entering the school.

- ♣ Students are not to wear sunglasses over the eyes or on the top of the head while inside the main building or Thomas Gymnasium building.
- ♣ Students are not to possess chains of any length or size.
- ♣ Students representing PCHS during extra-curricular or field trips are expected to be properly groomed.
- ♣ Students will face disciplinary measures for improper dress. ***THERE WILL BE NO WARNINGS!***

**Cellular Phones, Laptops, Radios, MP3 PLayers, Beepers, video games, and other Electronic Devices:**

Students are not allowed ***to use*** or ***have turned on inside the building*** any electronic signaling or cellular radio-telecommunication devices while at Pinckneyville Community High School during school hours without teacher or administrator permission.

Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that **disrupts the educational environment or violates the rights of others is prohibited.**

**All electronic devices (cell phones, personal music devices, etc) must be powered off and be stored out of sight at all times during school hours 7:45a.m. - 3:00 p.m.** unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals

Cell phones may be used ***outside the school buildings*** before school hours, during the designated lunch periods, or after school hours.

Cell phones may not be used during passing periods throughout the school day.

Personal music devices (Mp3 players, IPods, etc.) may be in possession of a student. These items may not be used in the classroom without direct consent of the classroom teacher. Personal music players should not detract from instruction time, nor be a distraction to other students during permitted use.

During extracurricular events staff members have the discretion as to when students will be allowed to use these devices.

If an emergency arises students are to report to the attendance office to conduct the phone call.

Any student violating this policy shall be subject to disciplinary action. ***There will be no warnings.***

- **1<sup>st</sup> Offense – Phone is confiscated, student serves one hour detention and phone or device must be picked up by parent at the end of the school day. (after 3:00 p.m.)**
- **2<sup>nd</sup> Offense – Phone is confiscated, student serves two hour detention and phone or device must be picked up by parent at the end of the school day (after 3:00 p.m.)**
- **3<sup>rd</sup> Offense – Phone is confiscated, student serves one (1) Saturday**

**Morning detention or In-School Suspension, and phone or device must be picked up by parent at the end of the school day. (after 3:00 p.m)**

Students who accumulate 3 offenses will not be allowed to carry any electronic devices on school grounds for the remainder of their High School Career. Students who break this rule will automatically serve either two (2) days In-School Suspension or one (1) Out of School Suspension as determined by the school administrator.

Cell phone batteries must remain inside the student's cell phone, and student's cell phone must be turned off upon confiscation.

### **Building and Facilities Regulations**

1. Smoking is prohibited on school property. Any staff member may take tobacco products from a student.
2. Students are not permitted to sit in hallways or stairwells before school, at lunch, between classes, or any other time of the school day.
3. No posters are to be displayed without permission. Check in the Principal's office for display permission.
4. Sodas, food, and candy are not permitted in classrooms or in first, second and third floor hallways.
5. Students are to be in the cafeteria or the west end of Thomas Gym during lunch periods.
6. No student is to leave class without a hall pass issued in the student planner by his/her classroom teacher. All students are to fill out the student movement logs located in each classroom.
7. Lost and Found: Although the school will make effort, to recover lost property, it will assume no responsibility for the same.
8. Lockers: All students are furnished lockers with locks available in the office. Only school issued locks may be placed on lockers.
9. Book bags and backpacks are not allowed in the classroom.

### **EXTRA-CURRICULAR DISCIPLINE**

#### **A. Conduct on School Grounds or During the Course of Extra-Curricular Activities.**

Use, possession or transportation of intoxicating liquors; use, possession or transportation of tobacco products of any kind; use, possession or transportation of illegal drugs or illegal controlled substances; criminal conduct or behavior that is destructive or detrimental to the purpose of the extracurricular activities, even if off school grounds, shall result in the imposition of one or more acceptable disciplinary measures, which may

include suspension, removal and/or disqualification of the participant from the extra-curricular activity or activities in which the participant is engaged.

### **B. Conduct Off School Premises and Not During the Course of Extra-Curricular Activities.**

Such conduct or behavior that is prohibited by the coach or sponsor in anticipation of, in preparation for, or during the term of extra-curricular activity, even if such conduct occurs off school premises and not during the actual performance of the extra-curricular activity, shall result in the imposition of one or more disciplinary measures which may include the suspension, removal or disqualification of the participant from that extracurricular activity or activities in which the participant is then engaged.

### **School Sponsored Trips**

The following regulations pertain to all school sponsored trips.

1. All school rules apply at all times throughout the trip.
  2. Students who travel to a school activity on a bus are expected to return on the school bus. Students are responsible for returning to the bus at the assigned time of departure. Students desiring to return home with parents or guardians will make arrangements prior to the trip with the sponsor.
  3. If a student is detained by a law enforcement agency and that detention extends beyond the scheduled bus departure time, the bus will not await the student's release but shall proceed as scheduled.
1. Regulations of sponsors may be made in addition to the above.
  2. Violations of the above may result in disciplinary action.

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

**Attendance at School-Sponsored Dances**

**Attendance at school-sponsored dances is a privilege. All school rules are in effect at school dances.**

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as a student in high school and persons out of high school less than 21 years of age. Students who are still attending grades K-8 will not be allowed to attend PCHS dances.

**Guests of PCHS students must be registered in the principal's office by noon of the Friday prior to the dance.**

Prom is for juniors and seniors and their date. Students may not arrange dates so that other students who would not be able to attend Prom may do so. When in the best interest of the students of PCHS, the principal or superintendent may deny admission of any person to the dance.

Dances will be held in the old gym with students entering and exiting only by the north doors. The south gym doors will be opened only for the comfort of the participants and sponsors. Students may not leave the dance and re-enter later. Students who exit the dance must leave school property immediately. All participants are to use the rest rooms in the gym. When in the best interest of the students at PCHS, the principal or superintendent may deny the admission of any person, (PCHS student or guest of a PCHS student) to a dance.

**\*\*All rules and expectations governing student conduct and behavior shall apply at all school functions and activities and all other school activities held at host schools and/or locations.**

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.