

**Excellence in Education...No Excuses**



*A Learning Community*

## **INTRODUCTION**

Welcome to Pinckneyville Community High School. The administration, faculty, and staff hope that this will be an excellent year for all of our students.

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. This handbook is not an irrevocable contract; it is subject to change as needed. The administration has the authority to set policies for the proper management of the building.

### **PCHS MISSION STATEMENT**

District 101 Board of Education, partnering with parents and the community, will provide our students with the educational foundation to enable discovery of their own possibilities. Each student will reach their full potential based on academic excellence in concert with a strong work ethic. Teachers will provide social integration of subject matter and relevance to the student by instituting innovative teaching, instructional methodologies and maintaining a strong work ethic. Our young citizens will become self-sufficient adults who will succeed and contribute as they step forward into the world community.

### **PCHS VISION STATEMENT**

Excellence in Education...No Excuses

### **TECHNOLOGY VISION STATEMENT**

The vision of the communities served by the Pinckneyville and Tamaroa school systems is one in which all individuals will embrace education as a lifelong endeavor. Through access to and efficient use of technology, students and community members will enhance their basic academic skills, improve communication, and be more active in their roles as informed global citizens. All of these accomplishments will enable students in the District to be better equipped to compete in an increasingly global marketplace.

## **DISTRICT ORGANIZATION, OPERATIONS, AND COOPERATIVE AGREEMENT**

The District is organized and operates as a High School District serving the needs of children in grades 9 to 12 and others as required by the School Code.

The District participates in the following joint programs:

**Tri – County Special Education**

**River to River Athletic Conference**

**Jackson – Perry County Regional Delivery System**

## **EDUCATIONAL PHILOSOPHY AND OBJECTIVES**

The District's educational program will seek to provide an opportunity for each child to develop his or her maximum potential.

The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills providing a basis for life-long learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify a District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy. The Complaint manager will attempt to resolve complaints without resorting to the grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

**PINCKNEYVILLE COMMUNITY HIGH SCHOOL DISTRICT #101**

**Student Handbook**

**Table of Contents**

<b><i>Chapter</i></b>	<b><i>Page</i></b>
I. ....General Information and General Notices	4
II. ....Attendance, Promotion and Graduation	9
III. ....Student Fees and Meal Costs	20
IV. ....Transportation and Parking	22
V. ....Health and Safety	24
VI. ....Discipline and Conduct	26
VII. ....Internet, Technology and Publications	39
VIII. ....Search and Seizure	40
IX. ....Athletics and Extra-Curricular Activities	41
X. ....Special Education	49
XI. ....Student Records and Privacy	51
XII. ....Parental Rights and Notification	52
XIII. ....Handouts and Parental Consent	54
XIV. ....School Service: Graduation	60

**CHAPTER I**  
General Information

**PINCKNEYVILLE COMMUNITY HIGH SCHOOL**

**BOARD OF EDUCATION**

Greg Thompson - President  
 Brian Kellerman – Vice President  
 Lisa Stanton – Secretary  
 Greg Bigham - Member  
 Paul Kuberski - Member  
 Kyle Pursell - Member  
 Jennifer Robb - Member

**ADMINISTRATION**

Keith Hagene, Superintendent  
 Dustin Foutch, Principal  
 Bob Waggoner, Dean of Students/AD

**FACULTY**

<b>Name</b>	<b>Ext.</b>	<b>Dept.</b>	<b>Name</b>	<b>Ext.</b>	<b>Department</b>
<i>Weatherford, Will</i> <i>wwweatherford@pchspanthers.com</i>	210	Special Education	<i>Baird, Loren</i> <i>lbaird@pchspanthers.com</i>	124	Industrial Technology
<i>Segelhorst, Bill</i> <i>bsegelhorst@pchspanthers.com</i>	126	Science	<i>Zmudzinski, Greg</i> <i>gzmuzdzinski@pchspanthers.com</i>	206	Social Studies
<i>Bruns, Ryan</i> <i>rbruns@pchspanthers.com</i>	133	Math	<i>Patterson, Kathy</i> <i>kpatterson@pchspanthers.com</i>	216	Special Education
<i>Recker, Reed</i> <i>rrecker@pchspanthers.com</i>	112	Band, Chorus	<i>Rushing, Tod</i> <i>trushing@pchspanthers.com</i>	122	Science
<i>Cannon, Susan</i> <i>scannon@pchspanthers.com</i>	215	Special Education	<i>Lietz, Kim</i> <i>klietz@pchspanthers.com</i>	127	Family & Consumer Science
<i>Cheek, Mike</i> <i>mcheek@pchspanthers.com</i>	143	P. E.	<i>Simpson, Rob</i> <i>rsimpson@pchspanthers.com</i>	214	Social Studies
<i>Nichols, Amber</i> <i>anichols@pchspanthers.com</i>	120	Chorus, Band	<i>Smith, Marilyn</i> <i>msmith@pchspanthers.com</i>	205	Spanish
<i>Engelhardt, Alan</i> <i>aengelhardt@pchspanthers.com</i>	223	English	<i>Heckert, Kyle</i> <i>kheckert@pchspanthers.com</i>	213	Math
<i>Cushman, Caitlin</i> <i>cwilliams@pchspanthers.com</i>	224	Title 1 Reading	<i>Thomas, Todd</i> <i>tthomas@pchspanthers.com</i>	118	Phys Ed, Health
<i>Genesio, Heather</i> <i>hgenesio@pchspanthers.com</i>	140	Business Ed.	<i>Vancil, Joey</i> <i>jvancil@pchspanthers.com</i>	218	Special Education
<i>Kohnen, Cathy</i> <i>lheisner@pchspanthers.com</i>	123	Science	<i>Waggoner, Bob</i> <i>bwaggoner@pchspanthers.com</i>	154	Dean of Students, Phys. Ed, A.D.
<i>Herbst, Daniel</i> <i>dherbst@pchspanthers.com</i>	212	Yearbook	<i>Willms, Rita</i> <i>rwilms@pchspanthers.com</i>	145	Family & Consumer Science
<i>Wilson, Adrienne</i> <i>awilson@pchspanthers.com</i>	132	Math	<i>Wisniewski, Lisa</i> <i>lwisniewski@pchspanthers.com</i>	222	English
<i>Kellerman, Nolan</i> <i>nkellerman@pchspanthers.com</i>	220	Social Studies	<i>McCann, Brigid</i> <i>bmcann@pchspanthers.com</i>	213	Art

**STUDENT SERVICES**

<b>Name</b>	<b>Extension</b>	<b>Service</b>	<b>Name</b>	<b>Extension</b>	<b>Service</b>
<i>Camp, Wanda</i> <i>wcamp@pchspanthers.com</i>	161	Admin Asst.	<i>Heather Wilkin</i> <i>hwilkin@pchspanthers.com</i>	153	School Counselor
<i>Chapman, Catherine</i> <i>cchapman@pchspanthers.com</i>	160	School Nurse	<i>Smith, Katie</i> <i>ksmith@pchspanthers.com</i>	152	School Counselor
<i>Restoff, Kathryn</i> <i>krestoff@pchspanthers.com</i>	114	Business Manager	<i>Corn, Penny</i> <i>pcorn@pchspanthers.com</i>	113	Admin Asst.

**CAFETERIA EXT. 105**

*Kelly Kellerman, Cafeteria Manager*

Pam Presswood

Mitzi Jenkel

**FACILITIES SERVICES EXT. 115**

*Larry Coleman, Facilities Director*

Bev Logan- Maintenance

Kevin Bailey - Maintenance

**BUS DRIVERS**

*Jeff Gilter, Director of Transportation*

Gayle Vandiver

Daron Chandler

Roxanne Place

Teresa Theis

Clint Brannon

**Pinckneyville Community High School Bell Schedules  
2016-2017 School Year**

**Schedule # 1 - Regular Schedule**

Warning Bell .....	7:55
Daily Announcements.....	8:00
1st Period .....	8:02 – 8:47
2nd Period .....	8:51 – 9:36
3rd Period .....	9:40 – 10:25
4th Period .....	10:29 – 11:14
5th Period.....	11:18 – 12:03
Lunch.....	12:03 – 12:33
6th Period.....	12:37 – 1:22
7th Period.....	1:26 – 2:11
8th Period .....	2:15 – 3:00

**Schedule # 2- 2:00 Tuesday**

Warning Bell .....	7:50
Daily Announcements.....	8:00
1st Period .....	8:02 – 8:42
2nd Period .....	8:46 – 9:24
3rd Period .....	9:28 – 10:05
4th Period .....	10:09 – 10:46
5th Period.....	10:50 – 11:27
Lunch.....	11:27 – 11:57
6th Period.....	12:01 – 12:38
7th Period.....	12:42 – 1:19
8th Period.....	1:23 – 2:00

**Schedule # 3 – 12:30 Teacher’s In-Service – No 8<sup>th</sup> Hour**

Warning Bell .....	7:55
Daily Announcements.....	8:00
1st Period .....	8:02 – 8:32
2nd Period .....	8:36 – 9:06
3rd Period .....	9:10 – 9:40
4th Period.....	9:44 – 10:14
5th Period.....	10:18 – 10:48
6th Period.....	10:52 – 11:22
7th Period.....	11:26 – 11:56
Lunch.....	12:00 – 12:30

## **SENIOR PICTURE POLICY**

Each year the Senior class will determine if their class section will be published in color in the yearbook. By doing this the senior class agrees to pay for the additional cost of publishing 16 pages in color.

Students are required to have a LifeTouch Studios picture taken for use in the yearbook, for the student ID, for the hallway composite picture, and for publication in area newspapers. LifeTouch Studios will take pictures of all students for the above purposes at no charge

LifeTouch studios will send at least four poses directly to the school. These will be straight on, head and shoulder portraits with blue/gray background and contain no props. Notice will be made in the daily bulletin of the time and place for seniors to select the picture to be used in the yearbook.

Opportunities for Seniors to have LifeTouch pictures taken include:

1. School "picture day" – at registration or early in school year
2. School "makeup/retake day" – approximately eight weeks after initial picture day
3. Another area town in which LifeTouch is set up

LifeTouch will insure delivery of pictures taken by appointment through December 1 to meet the January 15 deadline for the yearbook staff's submission of material for the color section. Any pictures taken after December 1 may be left out of the Senior class color section in the yearbook.

## **TITLE IX (EQUAL EDUCATIONAL OPPORTUNITIES)**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure found in the Board of Education Policy (2.260).

### **SEX EQUITY**

"No person shall on the basis of sex 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 (2.260).

Any student may file a sex equity complaint by using the Uniform Grievance Procedure

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations as established by each sponsor for their activity will result in sanctions as set forth in writing and made clear to the participants. Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered. Attendance and participation in extracurricular activities may be denied as a matter of disciplinary policy.

Students absent from school may not attend or participate in extracurricular activities that afternoon or night. Exceptions must be clarified in advance with the principal or dean.

## **STUDENTS IN THE ALTERNATIVE LEARNING CENTER ARE NOT ALLOWED TO ATTEND OR PARTICIPATE IN EXTRACURRICULAR ACTIVITIES ON DAYS ASSIGNED TO THE CENTER.**

### **CLUBS AND ACTIVITIES**

There are many groups students may voluntarily join or will be invited to join while a member of the student body. Membership in one or more of these organizations provides a student varied opportunities to develop talents and abilities, explore new interests, form additional friendships, and become a more active participant in the school and community.

Some of these activities are competitive by nature while others are not. Each of these extra-curricular activities makes a number of worthwhile contributions to make towards the overall education of its members:

**BETA CLUB** - The purpose of Beta Club is to promote the ideals of academic achievement, character, service and leadership among secondary school students. Students must meet specific grade point average and character requirements to be nominated for Beta Club induction.

**CHORUS** – Organization that performs musical concerts and contests throughout the year.

**CONCERT BAND** – This organization performs at three concerts during the school year and also participates in the IHSA organization music contest, includes all woodwind, brass, and percussion students from the “Marching Panthers”.

**FFA** – A national organization available to students enrolled in agriculture education classes. The FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

**FCA – Fellowship of Christian Athletes** – Program for student-athletes who want to explore the religious side of inspiration in athletics.

**FCCLA** – Student group that works towards excellence in Family and Consumer Sciences.

**JAZZ BAND** – Jazz Band is a regular class at PCHS. Students enroll with permission of the director. This group performs at various places during the school year. They study all styles of Jazz including: Swing, Big Band, Rock, Latin and Blues.

**MAPPS** – Student led group that helps to counsel students on the issues faced in drug and alcohol abuse.

**MARCHING PANTHERS** – This group is made up of woodwind, brass, percussion, and color guard members. This is one of the most visible groups at PCHS. They perform at numerous parades, field shows, and other contests.

**MUSIC MAKERS OF AMERICA** – This organization puts on musical production each year. In the past few years they have performed 42nd Street, Charlie Brown, Once upon a Mattress, and Pajama Game.

**PANTHER BAKERS** – Consists of Food Occupation students. Panther bakers bake, decorate and sell sugar cookies both at school and to the public.

**PEP BAND** – The members of this group perform for home basketball games. They play in support of the team and the members are members of the PCHS Concert Band.

**PEP CLUB** – Student group that is part of the Blue Crew at PCHS athletic events in support of our various teams. Being a member of this group allows students to purchase post season tickets. At the beginning of each school year Administration and Sponsors will determine the percentage of events PEP CLUB members should attend in order to maintain post season ticket privileges.

**POMS** – The PCHS Dance group. Tryouts are in April and practice all summer. They compete at the DuQuoin State Fair, IDTA Regional, Super-sectional, and State Contest. They also perform at home basketball games.

**SCIENCE CLUB** – Science Club participates in homecoming week, spirit challenges and organizes a field trip. Participation in the Science Club is mandatory to attend such events.

**SCHOLAR BOWL** – The PCHS Scholar Bowl Team participates in a full River to River Conference Scholar Bowl Schedule, IHSA competition, SIU Hi-Q and John A. Logan tournaments. Our goal is to provide academically inclined individuals an outlet for knowledge growth and challenge in a competition setting.

**SPANISH CLUB** – Spanish Club is open to students who are currently enrolled in Spanish or who have taken one year of Spanish. Spanish Club serves to increase awareness of Hispanic life and culture. Spanish Club participates in homecoming festivities, the Fine Arts Festival, fundraising activities, club T-shirts and special activities at the end of each semester.

**STUDENT COUNCIL** – The student council consists of students who are elected by the student body and serve a one-year term. The Council plans several events during the school year and serves as the main liaison between the student body and the administration.

**FBLA** – The Future Business Leaders of America work to promote and grow business leaders.

**BULLY PROOF – THIS CLUB WORKS TO ELIMATE ALL THREATENING OR HARASSING BEHAVIOR FROM PINCKNEYVILLE HIGH SCHOOL. THEY ALSO REPORT BULLYING ACTIVITY AND CREATE SUPPORT NETWORKS FOR STUDENTS.**

#### **LIBRARY / LEARNING COMMUNITY CENTER**

The LCC is the primary information source of the school. PCHS maintains collection of approximately 2,000 books that are available for research and student reading enjoyment.

**Check-out Procedures:** Books are checked out for a three-week period. If they are needed longer, they must be renewed on or before the due date. Library fines of five cents per book per day will be assessed for overdue books. Students who ignore overdue notices and refuse to return books will be denied library privileges. Books returned without book-jackets or Barcodes will be assessed a fine.

**Interlibrary Loan:** If we do not have the title or subject students are looking for, it may be obtained through interlibrary loan via the Shawnee Public Library Systems. The waiting period is usually a week to ten days. Do not hesitate to ask your instructors for assistance.



## CHAPTER II

### Attendance, Promotion & Graduation

#### PCHS ATTENDANCE POLICIES

Regular attendance at school is the responsibility of all students as well as their parents or guardians. Illinois law states: Every person having control of a child between the ages of seven (7) and seventeen (17) years shall annually cause such child to attend some public or private school for the entire time during which school is in session. Any person having custody or control of a child to whom notice has been given of the child's truancy and who willfully permits such child to persist in their truancy within the school year, upon conviction thereof shall be guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and /or a fine of up to \$1500.00. Any person who willfully induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive days, if convicted, is guilty of a Class C misdemeanor.

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

#### PROCEDURE FOR REPORTING AN ABSENCE TO THE SCHOOL

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

**Parents may call 357-5013, ext. 161, Monday through Friday.** If no one answers voice mail will allow parents/guardians to leave a message for the absence. Parents may also send written notification of the illness. If an absence has been properly excused, the student may return to class and the teacher will have been informed that the absence was excused.

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

**SPECIAL NOTE: If it is difficult for guardians or parents to phone during regular school hours, they can contact the school at any time and voice mail (extension 161 is attendance) will record a message. Further, during emergency situations, only parents or emergency contacts are allowed to pick up their students.**

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

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

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

#### HOME AND HOSPITAL INSTRUCTION (PUBLIC ACT 96-257)

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

**For information on home or hospital instruction, contact the school nurse at 618-357-5013 x 160.**

## ABSENCES

There are two types of absences: excused and unexcused.

1. **Excused absences:** A student is permitted to make up his missed work. One make up day is allowed for each day of absence. A student is responsible to see all of his or her teachers immediately upon the first day they return to school to schedule the make-up of missed tests and assignments.

Teachers are available and in their rooms each day from 7:45 A.M. to 8:00 A.M. and after 3:00 P.M.

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

- a. Sickness – personal or immediate family.
- b. Death in family
- c. Medical or dental appointments (parents are to call and confirm the appointments. If at all possible these appointments should be made outside of school hours.) The school shall require proof of medical appointment when deemed necessary. Medical excuses shall be deemed valid only if an actual office visit is made. **Excuses provided by phoned in symptoms will not be accepted.**
- d. College, occupational visitations, or interview days. **(A maximum of two days during the senior year unless specifically approved by administration.)** These must be requested and approved **TWO** days in advance. A form can be obtained from the school counseling office. These days do not count as an absent from school, and do not apply towards total days missed for taking semester exams.
- e. Judicial – Must be in court – Must bring back excuse from a court official. Probation meetings qualify under the judicial heading.
- f. Pre-approved absence. A pre-approved absence must be presented to and approved by the principal, dean of students or superintendent at least **TWO DAYS** before the absence, or it will be termed unexcused. Examples of such absences are: Farm work at home, other work at home, attendance at a funeral of a friend with parental approval, and vacations trips with parent's approval.

**Students are required to obtain a pre-approved absence form in the attendance office.** Students are not allowed to have more than five days of pre-approved absences during the school year. Days exceeding the five-day limit will be unexcused.

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

### Release Time for Religious Instruction/Observance

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

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

### SENIOR PERSONAL DAYS

Any Senior student who met or exceeded college readiness standards on the ACT will be allowed "two" personal days during their senior year. These absences will be excused and not count against the student in regards to final exams. A student must fill out the "Pre-Approved Absence" form in the attendance office by and notify their teachers at least one week in advance of their personal day. Personal Days will require pre-approval if requested after April 30<sup>th</sup>.

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

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

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

Students are required to sign out in the office when they leave school grounds. If a student goes home at lunch and does not return because of illness, a call from the parent must be received within 30 minutes of the expected return to school. If the call is not received as required, the student is considered truant. With a full time school nurse on staff at PCHS, it is strongly recommended that students feeling ill see the nurse before going to lunch.

**OFF CAMPUS LUNCH POLICY**

- a) All Freshmen and Sophomores will remain on campus during lunch. If a Sophomore does not have any grade below a "B", they will be allowed to leave campus for lunch on Friday's. Also, the winners of the monthly Freshman Academy competition will be allowed open campus lunch for the month.
- b) Juniors and Seniors will be allowed to go off campus during lunch.

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 MAY BE REVOKED FOR JUNIOR OR SENIOR STUDENTS WHO FAIL TO MAINTAIN ACCEPTABLE STANDARDS OF BEHAVIOR AND/OR ACADEMIC ACHIEVEMENT. THE ACCEPTABLE STANDARDS OF ACHIEVEMENT WILL BE DETERMINED ON A CASE BY CASE BASIS BY THE SCHOOL ADMINISTRATION.**

**All students required to stay on campus during lunch must check –in daily, using the designated attendance monitoring device or method as required.**

**Students leaving campus during lunch, or failing to register their attendance will face disciplinary action. These may include, but are not limited to:**

- a.) Verbal Warning
- b.) Detentions
- c.) Saturday Detention
- d.) AEC – In-School Suspension
- e.) Out of School Suspension

**LEAVING SCHOOL WITH (WITHOUT) PERMISSION**

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

Students are not allowed to loiter on school property, practice or game fields, parking lots, in the alley West of the school property known as Mulberry, or streets and sidewalks adjoining campus.

**TRUANCY**

**SECTION 26-2A OF THE ILLINOIS SCHOOL CODE STATES: A "TRUANT" IS DEFINED AS A CHILD SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND WHO IS ABSENT WITHOUT VALID CAUSE FROM SUCH ATTENDANCE FOR A SCHOOL DAY OR PORTION THEREOF.**

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.**

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

A "dropout" is defined as any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student's death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country.

"Religion" for the purposes of this Article, includes all aspects of religious observance and practice, as well as belief.

#### Supportive Services for Truants

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

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

#### **UNEXCUSED/TRUANCY DISCIPLINE POLICY**

##### 1<sup>ST</sup> OCCURRENCE:

- 1) Student Conference
- 2) 1 detention per period missed\*
- 3) Notification home

##### 2<sup>ND</sup> OCCURRENCE:

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

##### 3<sup>RD</sup> OCCURRENCE:

- 1) Parent, student, and administration conference – student not permitted back in class until after conference is held.
- 2) 2 hour Friday detention from 3:15 P.M. - 5:15P.M.
- 3) Notification home
- 4) Must take exams
- 5) Loss of field trip privileges

##### 4<sup>TH</sup> OCCURRENCE:

- 1) 1 day Alternative Education Classroom
- 2) Loss of privileges to attend all extracurricular functions
- 3) Notification home
- 4) Must take exams
- 5) Loss of field trip privileges
- 6) Referral to School Resource Officer with possible Fine from Judicial System

##### 5<sup>TH</sup> OCCURRENCE:

- 1) 2 days Alternative Education Classroom (AEC)
- 2) Parent notification
- 3) Must take exams
- 4) Counselor referral
- 5) Loss of field trip privileges
- 6) Fine from Judicial System

**6<sup>TH</sup> OCCURRENCE:**

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

**7<sup>TH</sup> OCCURRENCE:**

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

**8<sup>TH</sup> OCCURRENCE:**

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

**9<sup>TH</sup> OCCURRENCE:**

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

**10<sup>TH</sup> OCCURRENCE:**

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

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

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

Students who are truant 5 percent (5%) or more of **the previous 180 days** of school will be referred to the Regional Superintendent's truancy program and the state's attorney.

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

**TARDINESS**

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

***Students are allowed three (3) warning tardies each year.*** Parents will be notified in each instance.

Upon the 4<sup>th</sup> and each subsequent tardy the following actions are taken:

- 4<sup>th</sup> tardy ..... 2 detentions / must take finals\***
- 5<sup>th</sup> tardy ..... 1 Friday Detention 3:15P.M. – 5:15P.M.**
- 6<sup>th</sup> tardy ..... 1 day alternative learning classroom/ finals**
- 7<sup>th</sup> tardy ..... 1 day out-of-school suspension / finals**
- 8<sup>th</sup> tardy ..... 2 days out-of-school suspension/ finals**
- 9<sup>th</sup> tardy ..... 5 days out-of-school suspension/finals**
- 10<sup>th</sup> tardy ..... 10 days out-of-school suspension**

**PLEASE NOTE: Tardies accumulate for the entire year.**

## SEMESTER AND FINAL EXAM POLICY AND ATTENDANCE INCENTIVE

Every course shall conclude with a final written examination in which the student's mastery of the course objectives will be assessed. Further, every full-year course shall include a first semester and second semester written examination. Semester exams are those exams given at the end of the first semester. Final exams are those exams given at the end of the year. Other formal methods of evaluation may be used in addition to the written examination if previously approved by the department chairperson and principal. Other forms of evaluation may include, but are not limited to, the following:

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

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

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

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

**Additional information regarding semester and final exams:**

- A student who has earned the right to be excused from the semester exam may take it to raise the grade, never lower it.
- Under no circumstances shall a student be allowed to leave a classroom early after completing an exam.
- If an exam is missed due to an excused absence, the exam shall be taken within two days of the return to class. If excused by a physician, students must meet with the principal to decide the length of time to make up the exam. Unexcused absences during an exam will result in a "0" on the exam.
- Review days prior to exams are required, regular attendance days for all students. Students exempt from exams are **not exempt** from attending review days.
- Any final exam taken outside of the regularly scheduled time must be approved by the principal.

## REQUIREMENTS FOR GRADUATION:

### 28 CREDITS REQUIRED FOR GRADUATION

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

1. Four (4) resident credits in **English/Reading**
2. Three (3) credits in each of the following areas: **Math, Social Studies, and Science**
3. Satisfy the Consumer Education requirement
4. Four (4) credits in **Physical Education. (1) Credit may be fulfilled through Health and D.E.**

5. Pass **Health & Drivers Education**.
6. One (1) credit in Fine Arts
7. One (1) credit in **Vocational Education**
8. Complete (20) Community Service Hours

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

## **HIGH SCHOOL GRADUATION**

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

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

## **PCHS EARLY GRADUATION POLICY**

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

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

## **RESIDENCY REQUIREMENTS FOR GRADUATION**

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

## **RESIDENT STUDENTS**

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

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

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

### **NON-RESIDENT STUDENTS**

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

### **CHALLENGING A STUDENT'S RESIDENT STATUS**

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

### **RE-ENROLLMENT**

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

### **CLASSIFICATION OF STUDENTS**

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

- Freshman..... Fewer than 7 credits**
- Sophomore .....7 to 15 credits**
- Junior ..... 15 to 23 credits**
- Senior ..... 23 or more credits**

### **GRADING SCALE**

PCHS uses a **four point** division system of grades or marks, with distinction for + and -. All courses, including AP courses, are assigned a grade numerical value of:

<b>GRADE</b>		<b>G.P.A</b>	
A	100-93	A	4.0
A-	92-90	A-	3.66
B+	89-87	B+	3.33
B	86-83	B	3.00
B-	82-80	B-	2.66
C+	79-77	C+	2.33
C	76-73	C	2.00
C-	72-70	C-	1.66
D+	69-67	D+	1.33
D	66-63	D	1.00
D-	62-60	D-	0.66
F	59-0	F	0.00

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

### **Weighted Grades**

All grades received during on-campus, dual-credit, college level coursework in English and math will be weighted using a 5 point scale. This will only apply to English 1101 and 1102, College Algebra, Trigonometry, Pre-Calculus, and Calculus. These classes will be weighted with the following scale:

A	100-93	A	5.00
A-	92-90	A-	4.66
B+	89-87	B+	4.33
B	86-83	B	4.00
B-	82-80	B-	3.66
C+	79-77	C+	3.33
C	76-73	C	3.00



C-	72-70	C-	2.66
D+	69-67	D+	2.33
D	66-63	D	2.00
D-	62-60	D-	1.66
F	59-0	F	1.00

### INCOMPLETE GRADES

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

### CLASS RANK

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

### MAGNA AND SUMMA CUM LAUDE

Students achieving Honors and High-Honors by the classification of Magna and Summa Cum Laude. The Magna Cum Laude definition is With Great Honor. The Summa Cum Laude definition means With Highest Honor. The Graduating With Honors Requirements are as follows:

GPA for Magna Cum Laude – 3.80 to 3.99

GPA for Summa Cum Laude – 4.0 +

A student receiving Summa Cum Laude honors will be presented the option of speaking during the graduation ceremony. If more than one student receives Summa Cum Laude honors the group will select a single representative from the group to speak their behalf.

### CLASS LOAD

All students must be registered for 7 classes each semester. All incoming freshmen will be required to take English, Math, Science, Physical Education, Introduction to Social Studies, a Vocational Class and a Fine Arts class.

A unit of credit represents the successful completion of one year in a registered class. Semester classes will be worth ½ of a credit. Driver Education will be worth ¼ of a credit. Rtl and Enrichment Classes will be worth ½ of a credit per semester.

PCHS operates under the traditional “8” period day master schedule. Students are enrolled in 7 classes and will attend either an enrichment class or intervention (Rtl) class during “8<sup>th</sup>” hour every day.

### SCHEDULE CHANGES

Schedule changes will not be considered unless extenuating circumstances exist. The parents, counselor and principal must approve all schedule changes. 1<sup>st</sup> semester schedule changes will occur only during the first two full days of school. 2<sup>nd</sup> semester schedule changes will only be allowed during the last two weeks of 1<sup>st</sup> semester. No changes will be allowed at any other time, except by the principal. **If a student chooses to drop a class after the above indicated time frames, the student will receive a failing grade on their transcript for the dropped course.** Students will receive their 2<sup>nd</sup> semester schedule during the final week of 1<sup>st</sup> semester classes. It is their responsibility to maintain their records.

### RTI (8<sup>TH</sup>) PERIOD

Response to intervention—hereafter referred to as RTI—is a new element in our Nation’s schools. ***The PCHS 8<sup>th</sup> hour class period will serve two academic purposes. One is to provide student interventions to help struggling students find success. The other is to enrich the academic skills of our students and better prepare them for the demands of college and career.***

### CREDIT FOR ALTERNATIVE COURSES, PROGRAMS, AND COURSE SUBSTITUTIONS

#### Correspondence Courses

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

1. The course is given by an institution accredited by the Regional Office of Education.
2. The student assumes responsibility for all fees.

3. The course is approved in advance by the High School Principal.
4. If classes are taken off campus, they will not count toward GPA.
6. A course cannot be taken if offered by PCHS unless previously failed.

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

**If a student is placed in a Regional Office of Education approved Alternative Education Program due to truancy or behavioral concerns, the principal may approve additional academic courses that do not meet the above criteria to count towards the student's graduation status.**

#### **Community College Classes**

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

1. The student is in good academic standing.
2. The course is not offered in the high school curriculum.
4. The course is approved in advance by the High School Principal.
5. The student assumes responsibility for all fees.
6. The course must be taken during the regular school day.

#### **STUDENT AIDE POLICY**

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

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

#### **SCHOOL COUNSELOR**

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

Some of the specific activities and services of the school counselor's office are to:

1. Discuss personal problems privately with students.
2. Assist with occupational plans (according to achievement, ability, personality, and interest).
3. Assist students in making plans for college and navigate the application process.
4. Inform students of job opportunities, trade, and technical schools.
5. Assist students who have deficiencies in schoolwork (because of poor student habits and attitudes, lack of reading and/or writing ability).
6. Aid students in the registration process (9-12).
7. Furnish scholarship information and assist with application process including the Free Application for Federal Student Aid (FAFSA).
8. Administer and interpret standardized test and interest inventories of ability and interests. These include: Explore, Plan, PSAT, ACT, Consumer Education Proficiency, Asset and Career Cruiser.
9. Assist in the referral process.
10. Be a liaison between students, parents, teacher, and staff.
11. Schedule on-campus college representatives.
12. Assist students in scheduling visits to college campuses.
13. Assist students in setting up job shadowing opportunities in a career field that interests them.
14. Inform students of military services and their obligations under the Selective Service Act.
15. Perform transcript evaluations. It is ultimately the student's responsibility to monitor their progress toward meeting graduation requirements.

#### **AWARDS AND SCHOLARSHIPS**

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

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

### **HONOR ROLL**

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

### **FINANCIAL AID**

What are generally referred to as “financial aid” are the grants provided by the state and federal government, the loans available to students and parents, and finally, college work-study programs. All of these are based solely on the financial need of the students and parents. Eligibility is determined by completing and submitting an online FAFSA application during the senior year and is based upon student and parents’ current tax returns and other financial information. The application is available at FAFSA.ed.gov after January 1 of the senior year.

### **MILITARY RECRUITERS**

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without prior written consent.

**IMPORTANT:** If you do not want military recruiters or institutions of higher learning to be given your secondary school student’s name, address, and telephone number you must complete the necessary forms and return it to the Building Principal.

### **STUDENT IDENTIFICATION**

Student identification pictures are taken registration day with a make-up day scheduled during the early fall. All students are to have their pictures taken. Pictures will be used for the yearbook and student identification cards. The student identification cards will be bar-coded and will also be required to check out a book from the library.

**Students must present a PCHS Student ID to obtain free admission to an extra-curricular event.**

**Students will be charged \$2.00 for a replacement Student ID.**

## Chapter III Fees & Meal Costs

### FEES

Each student is charged a fee each year to cover materials, supplies, and rental on all textbooks needed in his/her classes. This fee is the same for all students, regardless of the number of courses that are taken. It does not, however, include the cost of such consumable items as workbooks, subscriptions, and gym bills.

The activity fee also covers various student services, school yearbook, student ID (required for admission to all sporting events and activities). **ALL** students are charged the activity fee.

A bill for the activity and book fees will be handed out and is payable at the time of registration. The second billing will be sent home with the end of the first quarter. These fees should be paid by the end of the first semester. There are no further fees except consumable items.

If parents or guardians are unable to pay school fees (such as book rental), you may request an application for waiver of school fees at the principal's office. The following eligibility criteria will be used:

- a.) recipient of Public Assistance;
- b.) eligible for free or reduced lunch;
- c.) other extenuating circumstances.

Class rings, school award jackets, emblems and graduation announcements are not required by the school.

### APPROXIMATE FEES FOR THE 2016-2017 SCHOOL YEAR

The fee structure for the 2016 – 2017 school year is:

Activity Fee - \$10.00

Class Fees - varies based on the courses selected. Fees are for consumable materials used in class.

Yearbook Fee - \$45.00 (optional)

**NOTE:** (The yearbook fee is *optional*. Students wanting to purchase a yearbook may do so by ordering one and paying the yearbook fee before December 1, 2016. Students desiring to order a yearbook after December 1, 2016 will be charged \$50.00 for the book.) **\*\*No yearbooks will be ordered after April 1, 2017\*\***

### LOCKERS

All students are assigned a locker. No student may switch lockers without the consent of the Principal's office. Students that switch lockers will be subject to disciplinary action. A student is responsible to notify the office if someone attempts to use his or her locker. Locks are available in the attendance office at a cost of \$3.00; \$2.00 will be refunded upon return of the lock at the end of the school year. Lockers are subject to search. There is no expectation of privacy with the use of a school locker.

### CAFETERIA

The cafeteria serves a "Type A" lunch (full course meal) and a sandwich lunch. Breakfast is available daily. Salads are also served at lunchtime.

Students will use a Biometric Scanner to pay for lunch and also track attendance. This device will simply read the students fingerprint and track their lunch charges. All information contained in the Biometric device is completely confidential and will not be shared with entities outside of PCHS.

**Students may not enter the academic area of the building until the bell rings at the conclusion of lunch. Students are to wait in designated areas only. Students returning from lunch are not allowed to sit in vehicles parked on school grounds.**

**The P.C.H.S. Board of Education will determine meal fees on a yearly basis.**

### EXTRA-CURRICULAR (Athletic) ACTIVITIES FEE

Any student who participates in a sport will be required to pay a \$50 fee per year. For any family that has more than one student-athlete participating in sports, there will be a fee of **no more than \$100** per family per year.

Students will also be given the opportunity to purchase a \$30 activity pass. This pass may be used to enter all PCHS school related activities for the school year.

## 2016 -2017 SCHOOL YEAR CLASS FEES

Class	Fee	Class	Fee
Accounting I	25.00	Food Service Occupations I	30.00
Accounting II	15.00	Food Service Occupations II	30.00
Accounting III	15.00	Graphic Design I	15.00
Art I, II, III, IV	20.00	Graphic Design II	15.00
Automotive Technology I	25.00	Integrated Science I	10.00
Automotive Technology II	25.00	Integrated Science II	10.00
Biology	10.00	Integrated Science II	10.00
Business Law	20.00	Intro to Industry	20.00
Chemistry I	15.00	Intro to Construction	20.00
Chemistry II	20.00	Intro to Manufacturing	30.00
Child Development	10.00	Intro to Transportation	15.00
Computer Applications I	15.00	Living Environments	15.00
Computer Applications II	15.00	Manufacturing I	30.00
Conceptual Physics	15.00	Manufacturing II	30.00
Cooperative Education	15.00	Physics	10.00
Computer Disk	1.00		
Construction I	20.00	Parking Permit	5.00
Construction II	20.00	Rend Lake College Courses	15.00 (per textbook)
Drawing I	10.00	RLC Dual Credit Courses	15.00
Drivers Education	50.00	Safety Glasses	5.00
Food & Nutrition I	20.00		
Food & Nutrition II	20.00		

### Subject to Change Disclaimer

The policies, regulations, procedures, and fees in this handbook are subject to change without prior notice, if necessary, to keep Pinckneyville Community High School #101 policies in compliance with State and Federal laws and/or with rules and regulations of the Illinois State Board of Education.

The District reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or faculty member and Pinckneyville Community High School #101 or its Board of Education.

## Chapter IV

### Transportation and Parking

#### **AUTOMOBILES AND/OR MOTORCYCLES**

Students holding a valid driver's license may drive to school with written consent of a parent or guardian. The following regulations apply to all students driving to school:

1. There will be no reckless driving on or near school grounds. A 5 mph speed limit shall be observed by all vehicles operated on school grounds.
2. Students are to leave their cars immediately upon arrival at school and not return until lunch or the end of the school day. Students may not sit in or on their vehicles before school or during lunch period. Students may return to their cars during the day only with written permission.
3. The school district assumes no responsibility for any damage to vehicles parked on school property.
4. Cars are to be parked in an orderly manner in the designated student parking lots, observing signs and marked lines.
5. Students called from class to move a car for violation of parking standards shall receive a detention.
6. Parking tickets will be issued with a fine of \$5.00 for parking violations.
6. ***All students consent to searches of their vehicles as a condition of parking on school property.***
7. **Driving to school is a privilege, which may be revoked by administration for violation of campus driving expectations or driving infractions during lunch or school events.**
8. Student vehicles will only be allowed to park in designated parking spots during school hours.  
NO EXCEPTIONS! Students parking in non-designated spots on school property may be towed at their expense.
9. Students must show proof of insurance to obtain a parking permit.

#### **INSTRUCTION TO SCHOOL BUS RIDERS**

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.

Any student needing to ride a bus that is not their normal, assigned route, MUST present a note bearing the Principal's signature to the driver before boarding.

While students are on the bus, they are under the supervision of the bus driver. In most cases bus discipline problems will 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. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

School bus riders, while in transit, are under the jurisdiction of the SCHOOL BUS DRIVER unless the Board of Education designates some adult to supervise the riders. All should become familiar with the following regulations.

1. Be ON TIME at the designated school bus stop; help keep the bus on schedule. Students should be waiting at the designated pick-up location when the bus arrives.
2. Stay well off the roadway at all times while awaiting the arrival of the bus... no fighting or running after another student while waiting.
3. Be careful in approaching the place where the bus will stop. DO NOT MOVE TOWARD THE BUS UNTIL the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
4. Any student needing to ride a bus that is not their normal, assigned route, MUST present a note bearing the Principal's signature to the driver before boarding.
5. Do not leave your seat, stand up, or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. The driver is in complete command of the bus.
7. Remain in the bus in the event of a road emergency until the driver gives instructions.
8. Keep hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out of the windows of a bus. Students should not lower or raise the windows.
9. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. Student or driver should use no profanity.
10. The use of tobacco products is **NOT** allowed on the bus by driver or student-rider.
11. Be absolutely quiet when approaching and crossing a railroad-crossing stop.

12. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or its safety equipment.
13. Assist in keeping the bus safe and sanitary at all times. No soda is to be brought on the bus.
14. Carry no animal or pets on the bus.
15. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
16. Be courteous to fellow students and especially to the bus driver.
17. Help look after the safety and comfort of smaller children
18. Do not ask the driver to stop at places other than the regular bus stop. Drivers are not permitted to do this except by proper authorization from a school official.
19. Observe safety precautions at all discharge points. Where it is necessary to cross a two-lane highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions.
20. The same rules and regulations for safe riding practices should be observed on co-curricular or extra-curricular activities under school sponsorship as practiced daily. Be respectful of all chaperons appointed by the school. Disciplinary procedures could include removal from the bus for extended periods of time.

## **SNOW ROUTES**

Emergency snow routes have been developed which will enable the District to be in session on days when the highways and main roads are clear but secondary roads remain too hazardous for normal school bus transportation of students.

School will not be in session in most extreme weather situations and these routes will only be used as conditions allow. As side roads are opened or become passable, routes will be adjusted to cover as much of the normal route as possible.

### **DRIVER: Daron Chandler BUS #8**

Pickup Locations: Morning /Evening  
 State Rt. 13 / Town of Swanwick 7:00a.m. 3:25p.m.  
 State Rt. 13 / Larkspur Rd. 7:15a.m. 3:20p.m.  
 State Rt. 13 / Fleur-De-Lis Rd. 7:20a.m. 3:15p.m.  
 All pickups on State Route 13 will be made

### **DRIVER: ROXANNE PLACE BUS #9**

Pickup Locations: Morning /Evening  
 State Rt. 13/127 / Matthews Rd. 7:15a.m. 3:20p.m.  
 State Rt. 13/127 / Pyatt/Cutler Rd. 7:25a.m. 3:25p.m.  
 All pickups on State Route 13/127 will be made

### **DRIVER: Clint Branon BUS #7**

Pickup Locations: Morning / Evening  
 Casey's / Tamaroa 7:25a.m. 3:20p.m.  
 State Rt. 154 / US Route 51 7:30a.m. 3:17p.m.  
 State Rt. 154 / Valier Carpet Rd. 7:35a.m. 3:15p.m.  
 State Rt. 154 / District #204 Rd. 7:40a.m. 3:10p.m.  
 State Rt. 154 / Pick Rd. 7:45a.m. 3:05p.m.  
 US Route 51 / DuBois Crossroad 7:10a.m. 3:30p.m.  
 Peska's Grocery in Tamaroa 7:25a.m. 3:25p.m.  
 All pickups on US Route 51 will be made  
 All pickups on State Route 154 will be made

### **DRIVER: GAYLE VANDIVER BUS #4**

Pickup Locations: Morning / Evening  
 State Rt. 154 / County Line Rd. 7:20a.m. 3:30p.m.  
 State Rt. 154 / Baby's Breath Rd. 7:22a.m. 3:28p.m.  
 State Rt. 154 Cutler T. Rock Pile (North exit) 7:24a.m. 3:26p.m.  
 State Rt. 154 / Lost Prairie Rd. 7:26a.m. 3:24p.m.  
 State Rt. 154 / Rose of Sharon Rd. 7:30a.m. 3:22p.m.  
 All pickups on State Route 154 will be made according to the time schedule here.

### **DRIVER: JEFF GILTER BUS #1**

Pickup Location: Morning /Evening  
 State Rt. 127 / Bethel Church Rd. 7:15a.m. 3:30p.m.  
 State Rt. 127 / Oak Grove Baptist Church 7:30a.m. 3:15p.m.  
 All pickups on State Route 127 will be made

### **DRIVER: SUBSTITUTE / ONLY IF SCHOOL**

#### **DISTRICT #204 DOESN'T HAVE SCHOOL**

Pickup Locations: Morning /Evening  
 State Rt. 51 / Falcon Rd. 7:20a.m. 3:30p.m.  
 State Rt. 51 / Shamrock Rd. 7:30a.m. 3:20p.m.  
 All pickups on State Route 51 will be made

**IF YOU HAVE ANY QUESTIONS PLEASE CALL  
 PCHS 357-5013**

## Chapter V Health & Safety

### PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

The Illinois School Code requires all incoming freshmen to have a physical examination completed by a physician licensed to practice medicine in all its branches (Medical Doctor or Doctor of Osteopathy). Immunizations are to be in compliance with the law.

**It is the responsibility of parents to notify the school nurse of any situations that may affect the physical well being of a student at school.**

All freshmen are to present the completed physical examination and updated immunization records to the school at registration. Failure to comply with these requirements for the current school year will result in the student's exclusion from school until the required health forms are presented to the District.

New students who are first-time registrants in the District shall have thirty days following registration to comply with the health examination and immunization regulation.

Athletes must complete a physical examination each year before they tryout for any sport. The physician/nurse practitioner or physician assistant must sign the physical.

Religious objections will need to be presented according to the regulations in the School Code.

Health records are considered permanent records and shall be maintained for sixty years.

**Any student who is ill must report to his/her respective class, obtain a pass from the teacher and then report to the nurse's office, unless an emergency exists.**

**Most visits will be limited to a maximum of fifteen minutes.**

The student's condition will be evaluated. If the illness or accidental injury is such the student should not remain at school, the nurse or authorized school personnel will call the parent (or responsible adult on the emergency card) and arrange for the student to go home. Students with medical limitations may have special classroom **accommodations** arranged by presenting a physician's statement that includes: the medical condition, the beginning and ending dates for the accommodations.

Services provided during the school year include; vision and hearing screening. In addition, immunization programs when made available to the school and health education programs may be presented.

### MEDICATIONS ADMINISTRATION GUIDELINES

Only those medications which are absolutely necessary for the critical health and well being of a student and to maintain the student in school shall be administered during school hours. Contact the school nurse and complete the appropriate forms before sending medications to school. Medications are to be kept in the health office.

**No medication, either prescription or over the counter, may be carried at school by a student except; Inhalers, Epi-pen and glucose as ordered by a physician.**

A copy of the complete medication policy may be obtained from the school nurse or the administrative office.

### VISION AND HEARING

Vision and hearing screening tests are provided through the Health Service. Vision screening will be done, as mandated, for the Special Education students, Teacher referrals, and students new to the district. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision and hearing screening is *not* an option. If a screening report is not on file at the school for your child and your child is in Special Ed, has been referred by a teacher or new to the district he/ she will be screened.

Any student entering an Illinois school for the first time is required to have an eye examination. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in the Illinois Department of Public health administrative rules. Contact the nurse for proper forms.



## **INSURANCE**

**ACCIDENT ONLY** insurance coverage is available to all Pinckneyville Community High School students during a school-related activity. Accidents are to be reported to the teacher or coach supervising the activity within 30 days of the accident.

### **Asbestos Management Plan**

**AN ASBESTOS MANAGEMENT PLAN IS ON FILE IN THE DISTRICT OFFICE.**

### **Student Safety**

**Student safety is our District's top priority. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.**

### **Safety Plans**

**The District has plans for all four phases of emergency and disaster management:**

- 1. Preparedness – planning for an emergency or disaster event;**
- 2. Response – planned response to an emergency or disaster event;**
- 3. Recovery – the process of returning to normal operations; and**
- 4. Mitigation – steps taken to minimize the effects of an emergency or disaster.**

## **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses 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.

## **INSTRUCTIONS FOR CHILD SEX OFFENDERS**

A child sex offender must complete a School Visit Request in order to lawfully visit school property. This form must be completed for each visit to school property.

## **VISITORS**

Students are not permitted to bring visitors or friends to school without prior administrative approval. Students visiting from other schools must be approved five days in advance. Visitors will not be allowed to see students unless an emergency exists. A visitor must report to the office, sign in, and receive approval from the principal to be in the building. They will be given a visitor's pass to wear or carry. Parents are always welcome to visit PCHS and discuss any problems concerning their child. If parents wish to pick up their child before school is dismissed, they are to stop in the office and the classroom teacher will be notified to dismiss the student.

Students may not invite guests onto school grounds before school, during lunch periods, or other times without prior approval from the principal.

Teachers and other employees may request any person entering a public school building or the grounds which are owned or leased by the board for school purposes and activities to identify themselves and the purpose of the entry. A person who refuses to provide such information is guilty of a Class A misdemeanor (105ILCS 5/24-24).

## Chapter VI

### Discipline & Conduct

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. The student must be supervised by the detaining teacher, Principal, or a designee.
12. Grade reduction for unexcused absences only.
13. Friday Night 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.

### **DETENTION**

Students who violate school or classroom regulations may be assigned an after school detention. Detentions will be served two days during the week as determined by administration. 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.

### **FRIDAY NIGHT DETENTION**

Friday Night detentions may be given to students for a violation of the discipline code. A Friday Night detention will last from one to four hours beginning at 3:15 P.M. on the designated Friday. Notice will be given to a student at least 24 hours in advance. **Failure to serve a Friday Night detention will result in an additional Friday Night detention. Failure to serve the two (2) Friday Night detentions will result in a one (1) day out-of-school suspension.**

### **ALTERNATIVE EDUCATION CLASSROOM**

The Alternative Education Classroom will operate on various days through the week as determined by the administration. The Alternative Education Classroom is used for discipline issues and is a progressive step beyond detentions and is designed to keep students at school. Students in the alternative room are socially isolated from the student body and will be required to complete their regular school assignments for full credit while in this classroom.

When assigned to the AEC 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 AEC 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 automatically suspended from school and complete their alternative classroom assignment upon return to school.**

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 be able to make up all work missed (homework, test, quizzes, etc.) for 50% credit. . **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

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, 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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (c) it is used during the student's lunch period; or (d) 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. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in 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 using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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 psychostimulant medication to the student.

#### **When and Where Conduct Rules Apply**

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 event; or
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**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Weapons Prohibition**

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 but not more than 2 calendar years:

(1) A firearm, meaning 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.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. 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.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **BOMB THREAT**

A student who makes a bomb threat or initiates a false report of a bomb on school premises shall be reported to law enforcement and will 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.

## **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.

## **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."

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school is strictly prohibited.

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.

Consequences for a student who commits an act of bullying or cyber-bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

## **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.



## Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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:<sup>1</sup>**

#### **Dustin Foutch**

600 E. Water St.

Pinckneyville, IL 62274

(618) 357-5013 ex. 150

[dfoutch@pchspanthers.com](mailto:dfoutch@pchspanthers.com)

#### **Heather Wilkin**

600 E. Water St.

Pinckneyville, IL 62274

(618) 357-5013 ex. 153

[hwilkin@pchspanthers.com](mailto:hwilkin@pchspanthers.com)

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>2</sup>

## **SEXUAL HARASSMENT**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, dean of students, or a complaint manager. A student 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.

### **Complaint Manager**

Heather Wilkin

600 E. Water St. – Pinckneyville, IL

Phone – 618-357-5013 ex. 153

Email – hwilkin@pchspanthers.com

### **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 AND HATE GROUPS**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. Students engaging in any gang-related activity will be punished under the district's discipline code.

No student shall engage in any activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang.
3. Using speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting 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. This cost will be determined by labor and material costs. 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 and also be given disciplinary consequences. 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 or suggestions
- 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 knee. Student's shorts, skirts, dress, etc. shall be no shorter than 4 inches above the top of the knee when standing.
- Shirts must properly cover back and chest. No deep v-neck or plunging neck-line shirts or tops; no tank tops, spaghetti straps or off the shoulder tops.
- 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.
- No tank tops of any type are allowed (boys or girls).
- No visible sports bras or bra straps. A see through top over another top does not change the dress code.
- 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 while inside any area of the school 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 and follow the dress code.
- Students will face disciplinary measures for improper dress. ***THERE WILL BE NO WARNINGS!***

### ***Dress Code Violation Disciplinary Consequences***

**1<sup>st</sup> Offense** – Replace the article of clothing immediately and receive a (1) hour detention.

**2<sup>nd</sup> Offense** – Replace the article of clothing immediately and receive a (2) hour detention.

**3<sup>rd</sup> Offense** – Replace the article of clothing immediately and receive an In-School Suspension.

**4<sup>th</sup> Offense** – Out of School Suspension

## **CELL PHONES, IPODS, MP3 PLAYERS, 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.

Cell phones may be used 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.**
- **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.**
- **3<sup>rd</sup> Offense – Phone is confiscated, student serves one (1) Friday Night detention or In-School Suspension, and phone or device must be picked up by parent at the end of the school day.**

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.

### **Discipline of Students with Disabilities**

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.

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.

### **BUILDING AND FACILITIES REGULATIONS**

1. Smoking by students is prohibited on school property. Any staff member may take tobacco products from a student.
2. Students are not permitted in the Academic area of the building before school, at lunch, or after school hours without permission and supervision from a teacher or administration.
3. No posters are to be displayed without permission. Check in the Principal's office for display permission.
4. Students are to be in the cafeteria for lunch periods.
5. No student is to leave class without a hall pass issued by his/her classroom teacher. All students are to accurately fill out the student movement logs located in each classroom.
6. Lost and Found: Although the school will make effort, to recover lost property, it will assume no responsibility for the same.
7. Lockers: All students are furnished lockers with locks available in the office. Only school issued locks may be placed on lockers.
8. Caps and large coats are not allowed in the classroom.

### **AFTER SCHOOL TUTORING**

PCHS will offer after school tutoring to all students from the hours of 3:00PM to 4:00PM on Monday through Thursday. Please contact the school principal if you would like your student to attend.

### **MANDATORY AFTER SCHOOL TUTORING**

**Any student who is referred for after school tutoring by one or more of their teachers must attend after school tutoring until the academic deficiency is resolved. Students will be required to attend tutoring for any of the following reasons:**

- a. Failure to complete mandatory class assignments.
- b. Receiving a grade of "D" or below.
- c. Student is struggling with the required coursework.

If a parent is unable to provide transportation after mandatory tutoring, please contact the school principal and other arrangements may be made.

**If a student is absent and unexcused from mandatory after school tutoring, they will receive a (2) hour after school detention.**

Students and parents are highly encouraged to communicate with the principal if a student is going to be unable to attend a mandatory after school tutoring session.

## **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.
4. Regulations of sponsors may be made in addition to the above.
5. Violations of the above may result in disciplinary action.

## **SCHOOL DANCES**

All school rules are in effect at school dances. Dances are for currently enrolled PCHS students and registered guests. 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 auxiliary gym with students entering and exiting only by the main entrance doors. 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.

## Chapter VII

### Internet, Technology, and Publications

#### **Computer and Internet Acceptable Use Policy Agreement**

Pinckneyville Community High School District No. 101 provides computers and network capabilities to students and staff for the purpose of enhancing instruction through technological resources. It is a general policy of school districts to promote the use of computers in a manner that is responsible, legal and appropriate. Use of the PCHS network is a privilege. Failure to adhere to the PCHS Acceptable Use Policy will result in the revocation of the user's access privileges. There shall be no obligation to provide a subsequent opportunity for access to the PCHS network.

#### **I. Use of the PCHS Network's Services**

Improper use of the PCHS network is prohibited. Uses of the PCHS Network that are prohibited include, but are not limited to:

1. Use of the PCHS network for, or in support of, any illegal purposes.
2. Use of the PCHS network for, or in support of, any obscene or pornographic purposes.
3. Violation of any provision of Illinois Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
4. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
5. "Reposting" or forwarding personal communications without the author's prior consent.
6. Copying commercial software in violation of state federal or international copyright laws.
7. Using the PCHS network for financial gain or for the transaction of any business or commercial activity.
8. Plagiarizing (claiming another person's writings as your own) any information gained on or through the PCHS network or any other network access provider.
9. Intentionally disrupting the use of the PCHS network for other users, including, but not limited to disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information.
10. Providing access to the PCHS network to unauthorized individuals.
11. Downloading of ANY information onto the hard drives of computers.
12. Changing or deleting computer settings of ANY KIND.
13. The use of blogging or other type of self-promotion on the World Wide Web is strictly prohibited.
14. Use of the PCHS network to violate any provision of the PCHS district's Disciplinary Code.

#### **II. General Information**

1. The privilege of using the PCHS network is free to students and employees of the District.
2. The user to whom an account on the PCHS network is issued is responsible, at all times, for its proper use.
3. A Responsible User of the PCHS network:
  - May keep a free account on the PCHS network as long as he or she is a student or employee in the district.
  - May use the PCHS network to research assigned classroom projects.
  - May use the PCHS network to send e-mail to other users of the PCHS network and to people and organizations around the globe.
  - May use the PCHS network to appropriately explore other publicly accessible computer systems.
4. A Responsible User of the PCHS network:
  - Should and will be required to change his or her password frequently.
  - Should not give his or her password to another person.
5. A Responsible User of the PCHS network:
  - Understands that none of his or her communications and information accessible through the PCHS network is considered private or confidential and that PCHS reserves the right to access all user accounts and service transaction logs and data files at any time, including electronic e-mail.
  - Understands the PCHS Network Acceptable Use Policy before logging on.
  - Understands that if the PCHS Network Acceptable Use Policy is violated, the user's account on the PCHS network will be revoked.
  - Understands that if his or her access privileges are removed from the PCHS network by a school official that he or she has the right to appeal the removal within thirty (30) days, in writing, to the superintendent of the district. The district's superintendent's decision shall be FINAL.
  - Understands that if he or she is removed from the PCHS network, there shall be no obligation to provide a subsequent opportunity to access the PCHS network.

All persons to whom an account on the PCHS network has been assigned shall sign an AUP Agreement acknowledging the requirements of the AUP prior to being granted permission to use the PCHS network.

Prior to the activation of an access account on the PCHS network, parent or guardian of a student must cosign the student's AUP agreement.

**All disciplinary consequences regarding a violation of the AUP or inappropriate use of any PCHS technological device are at the discretion of the school principal.**

## **Chapter VIII**

### **Search and Seizure**

#### **SEARCHES**

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

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

#### **Seizure of Property**

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

#### **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination



## Chapter IX

### Athletics and Extra-Curricular Activities

#### **PARTICIPANTS DEFINED**

All students participating in PCHS Sponsored Athletics and Extra-curricular Activities / Clubs shall fall under the behavioral guidelines and expectations outlined in the Pinckneyville Community High School Athletic and Extra-Curricular Code.

#### **PCHS ATHLETIC DEPARTMENT**

Pinckneyville Community High School has a full interscholastic athletic program and is a member of the River to River Conference, Mississippi Division. Students compete in football, golf, cross-country, cheerleading, basketball, wrestling, baseball, track, volleyball, cheerleading and softball. The coaching staff expects each athlete to always conduct him or herself in a manner that will bring respect and honor to the athlete, his/her family, and PCHS. There are no exceptions. This standard will be especially stressed as we travel and compete as the guests of other communities. Athletes will reflect honor by their self-discipline, personal grooming, dress and attitude both on the field and off the field.

#### **PCHS Clubs and Activities**

PCHS offers a wide variety of academic clubs and activities that serve as an extension of the regular classroom. It is the intent of these clubs and activities to promote and enhance personal growth and within each student participant. Values such as teamwork, responsibility, accountability, and personal investment, respect for self, others, rules and regulations serve as the foundation for such organizations. Students participating in any PCHS Clubs and Activities fall under the expectations and code of conduct outlined in the Pinckneyville Community High School Athletic and Extra-Curricular Code.

#### **Purpose**

Participation by a student in athletics and extra-curricular activities is considered an extension of, but separate from, the regular education program. However, no provision or other disciplinary action herein listed is intended to be implemented in lieu of, or contrary to, any separate provision or disciplinary action listed in any school district policy.

While the regular curricular program is a right afforded to each student, participation in the co-curricular program is a privilege and, as such, carries certain expectations beyond those found in normal classroom situations. The important goals of the activities program are to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations.

It is to these ends that a code of conduct is established for young people taking part in athletics and/or other extra-curricular activities, including cheerleading, pom-poms/flags, bass fishing, archery, shooting sports, NSSP, as well as all other academic student organizations and clubs.

A student will be considered in violation of the training rules if he/she is reported, investigated and confirmed as being in violation of this code to the athletic director or principal by the police, another coach or teacher at the junior high or high school, or an administrator in the district.

***Training rules are in effect for the entire calendar year (365 days).***

#### **Notice of Risks**

Parents and students are hereby notified that participation in athletics and/or shooting sports may involve many risks of injury or possibly death. All risks associated with participation are assumed by participating students and their parent(s)/guardian(s).

#### **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

**Any student who sustains a head injury while at school must be seen immediately by the school health professional. The mandatory initial screening will determine if further medical attention is required.**

#### **PROCEDURES**

Participation in any athletic team or program obligates the student-athlete to adhere to these guidelines and rules during this entire period of time, regardless of what sport or sports the student-athlete may participate or when, and regardless of whether the student is participating in a sport at the time of the offense. For example, a student who participates only in a spring sport is obligated to adhere to the rules stated herein during the period stated above. If he or she violates a rule in the fall when not participating in a sport, the penalty will be served in the period in which he or she next participates in a sport.

#### **DRUG TESTING**

An Extra-curricular and voluntary Drug Testing Policy is in place for Pinckneyville Community High School Students. All extra-curricular activities will be subject to drug testing as set forth in the drug testing policy. Voluntary Drug testing is also available for students upon the written consent of their parents.

#### **ATHLETIC ELIGIBILITY POLICY**

In order for a student to be deemed eligible to participate in athletic contests, they must exhibit outstanding academic achievement. If a student athlete has one failing grade and any other grade below a "C-" they will be determined to be ineligible to participate until the next regularly scheduled eligibility check.

Scholastic eligibility checks will be conducted in the morning on the first day of each week. Students who are ineligible for participation shall remain ineligible until the next eligibility check.

In compliance with IHSA guidelines, eligibility for students participating in IHSA activities shall be checked weekly during the season in which they are a participant. Students in extra-curricular activities that do not fall within IHSA guidelines shall have their eligibility checked at the end of each grading quarter. Students not meeting eligibility guidelines will remain ineligible to compete until the next check is completed.

Students who do not meet the IHSA standard for eligibility by earning 3 of 4 attempted semester credits at the end of a school year, will be deemed scholastically ineligible for the next season they choose to participate in during the next school year. For example, if a student fails 2 classes in the spring semester of a school year, they will become scholastically ineligible for the next season they would play in the following school year.

## PINCKNEYVILLE COMMUNITY HIGH SCHOOL

### ATHLETIC CODE

Pinckneyville Community High School does not condone the use of alcohol, illegal drugs, or the use of tobacco products.

Accordingly, the following guidelines have been established to govern students who participate in athletics as a representative of Pinckneyville Community High School. Specifically, these guidelines apply to all athletes, cheerleaders, activities and/or teams sponsored by the IHSA and other outside entities like the IHSA.

By signing for the receipt of the Student Handbook, a student acknowledges his/her possession and knowledge of the PCHS Athletic Code.

Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the participation agreement and regulations as established by each sponsor for their activity will result in sanctions as set forth in writing and made fully aware to the participants. Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered. Attendance and participation in extracurricular activities may be denied as a matter of disciplinary policy.

Students absent from school may not attend or participate in extracurricular events that afternoon or night. Exceptions must be clarified in advance with the principal or dean.

**Students must be in attendance at least half of a school day to participate in activities that day.**

#### **Agreement to Participate**

Pursuant to Pinckneyville Community High School (PCHS) District No. 101 Board of Education Policy 7:300, student participation in Board of Education-approved athletics and/or shooting sports requires parent(s)/guardian(s) to provide written permission for their child to participate, giving PCHS full waiver of responsibility of the risks involved. An *Agreement to Participate* form will be provided to all students and must be completed prior to participation in athletics and/or shooting sports.

#### **TRANSFER STUDENTS**

If a student transfers to Pinckneyville Community High School and at the time the student was last enrolled at the school from which he or she transferred he or she was under penalty for violating that school's athletic code and was not allowed to participate in athletics, the student will not be eligible to participate in any of the athletic teams covered in this Code for a period of one year (12 months) from the date that the student enrolls at PCHS.

#### **TRAVEL**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon written request of an athlete's parent or guardian. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by an adult. Oral request shall not be honored and oral permission shall not be valid.

#### **DISCIPLINARY RULES**

In the instance of violation of school policies, rules, or regulations or this Athletic Code by a student athlete, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under the Athletic Code and classroom-academic penalties for the same offense. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

#### **ATTENDANCE AT PRACTICES, MEETS, GAMES AND ATHLETIC EVENTS**

For the protection of the health and safety of athletes, and to protect the integrity of the team, team members shall be required to attend all regularly scheduled practices, meets, games and events of the team. Failure to attend by a team member may result in discipline including suspension or dismissal from the team.

## **ATHLETIC DEPARTMENT AND CONDUCT**

Behavioral misconduct by student athletes shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. insubordination, or
- b. any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. hazing or harassment of any kind; or
- e. use of profanity; or
- f. exhibition of bad sportsmanship; or
- g. violation of the Athletic Code or other school policies, rules or regulations
- h. violation of the criminal code
- i. Use of any drug, synthetic drug, alcohol, or tobacco product.

## **IMPOSITION OR DISCIPLINE**

Coaches and school officials shall impose disciplines appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff, club or team sponsors, and other school officials.

## **DISCIPLINARY SUSPENSION OF ATHLETES**

The coach or school administration may suspend a student athlete for athletic participation or violation of the Athletic Code, training rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the athlete from participation in one or more athletic practices, games, meets or other activities but less than dismissal for the balance of the season. The following procedures shall apply to disciplinary suspensions:

- a. Prior to suspension, the athlete shall be provided an explanation of the charges against him/her. The athlete shall be given an opportunity to present his version of the incident to the suspending school official.
- b. Upon written request, the athlete may appeal his or her disciplinary suspension to the Principal and athletic director, who shall have final and binding authority to determine the appropriateness of the suspension.

Disciplinary suspensions may be imposed pending dismissal proceedings.

## **DISCIPLINARY DISMISSAL OF AN ATHLETE FROM A TEAM**

The coach or school administration may dismiss a student athlete from athletic participation for violation of the Athletic code, training rules, or other appropriate policies rule and regulations of the school district. Dismissal from a team is defined as removal of the athlete from participation in one or more athletic practices, games, meets or other activities in a sport for the balance of a season. The following procedures shall apply to disciplinary dismissals.

- a. Prior to dismissal, the athlete shall be provided an explanation of the charges against him/her. The athlete shall be given an opportunity to present his version of the incident to the suspending school officials.
- b. Upon written request, the athlete may appeal his or her disciplinary suspension to the Principal and athletic director, who shall determine the appropriateness of the suspension.
- c. If the student-athlete is dissatisfied with the conclusion reached by the Principal and athletic director, the student may request a hearing before the school board which shall schedule a hearing at its next regularly scheduled meeting unless the request for hearing is received within seven calendar days of the regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.

## **TRAINING RULES**

The coach of each sport may establish training rules which shall apply to each student athlete participating in the sport, provided however, such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well-being of the student athlete shall be subject to the approval of the superintendent of schools.

## DRUGS, ALCOHOL AND/OR TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

**Any student athlete found in violation of the drug, alcohol, and/or tobacco policy will participate in counseling as determined by school officials in order to continue participation in athletics.**

**Drug Testing:** A drug testing program has been implemented for extra-curricular activities. This program is for all athletes and of a random nature. Please be sure to read all "Drug Testing" handouts at registration.

## NCAA CLEARINGHOUSE

### TO BE CERTIFIED BY THE CLEARING HOUSE, YOU MUST:

1. **Graduate from high school.**

A student should apply for certification before graduation if the student is sure he/she wishes to participate in athletics as a freshman at the college to which he/she will be admitted. The Clearinghouse will issue a preliminary certification report when the student has had all of his/her materials submitted. After the student graduates, the Clearinghouse will review final transcripts to make a final certification decision according to NCAA standards

2. **Earn a grade-point average of at least 2.00 (on a 4.00 scale)**

The student must learn a grade point average of at least 2.00 on a 4.00 scale in a core curriculum of at least 13 academic courses which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for "+" or "-" grades. The chart below shows what core courses the student must include as a minimum requirement.

**Core Units Required for NCAA Certification**

	Division I	Division II
English Core	4 years	3 years
Math Core	3 years	2 years
Science Core	2 years	2 years
Social Science Core	2 years	2 years
From English, Math, or Science	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion)	4 years	3 years
<b>TOTAL CORE UNITS REQUIRED</b>	<b>16</b>	<b>14</b>

**IMPORTANT NOTE:** For students enrolling as college freshmen during 1996-97 and thereafter Division I certification requires 2 years of math including at least 1 year of algebra and 1 year of geometry (or a course which geometry is a prerequisite).

3. **Earn a sum of scores of at least 69 on the ACT or a combined score of at least 820 on the recentered SAT (or 700 on the non-recentered SAT) on a national test date.**

For Division I: The minimum grade-point average is the 13 core courses and required ACT or SAT score vary according to the Initial-Eligibility Index below. This index applies to students enrolling as college freshmen during 1996-97 and thereafter who wish to participate in Division I athletics

Core GPS	ACT Sum	RC SAT	SAT	Core GPS	ACT Sum	RC SAT	SAT
Above 2500	68	820	700	2250	77	920	800
2500	58	820	700	2225	78	930	810
2475	69	830	710	2200	79	940	820
2450	70	840-850	720	2175	80	950	830
2425	70	860	730	2150	80	960	840
2400	71	860	740	2125	81	960	850
2375	72	870	750	2100	82	970	860
2350	73	880	760	2075	83	980	870
2325	74	890	770	2050	84	990	880
2300	75	900	780	2025	85	1000	890
2275	76	910	790	2000	86	1010	900

**GENERAL INFORMATION CONCERNING OUR ATHLETIC PROGRAM**

**ATHLETIC EQUIPMENT:** Every player will be solely responsible for equipment issued to him or her. PCHS will provide student-athletes with the best equipment possible. Students must take care of it. Students who do not return equipment will be charged replacement cost and may not participate in additional sports.

**LETTER AWARDS:** Each freshman that participates and completes the season in a sport, but does not letter, shall receive one set of numerals indicating class graduation year. Any sophomore, junior, or senior lettering in one or more sports shall receive only one letter, but shall receive a certificate or one letter per sport each year.

**INSURANCE COVERAGE:** Insurance coverage is required for all players. **ACCIDENT ONLY** insurance coverage is available to all Pinckneyville Community High School students during a school-related activity.

**Random and Reasonable Suspicion-Based Drug and Alcohol Testing Policy**

The superintendent, using input from coaches and sponsor of extracurricular activities shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all time, including after school and on days when school is not in session and whether on and off school property, as good citizens and exemplars on their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participant and provide participants with a copy.

**Extracurricular Drug and Alcohol Testing Program**

The district maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular 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(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is "positive," the student will be disciplined according to the Pinckneyville Community High School Extracurricular Code of Conduct.

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 policies, practices, or rights of the District to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### **Rules for Conducting Random and Suspicion-Based Drugs and/or Alcohol Testing of Students**

**I. Purposes**

The purposes of Pinckneyville Community Unit School District #101 Random and Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students and 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities.

**II. Definitions**

- A. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observations may relate to the chronic and withdrawal effects of controlled substances.
- B. Prohibited Substances are substances prohibited under the District's Student Discipline Policy.
- C. Random – each selection bases purely upon chance without predetermination (Haphazard)

**III. Drug and Alcohol Testing**

- A. Reasonable Suspicion  
When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or principal's designee.
- B. Random Testing  
Numbers shall be selected using a random selection method. The number shall then be cross-referenced with a numbered listing of all extracurricular participants to determine the identity of the person to be tested. This numbered listing shall be kept confidential and within the Principal's Office.
- C. Random testing during the summer months will be completed for those extracurricular participants that are actively involved in a school related summer activity.
- D. Students Obtaining a parking permit will agree to the Random Voluntary Drug Testing Program.
- E. Testing Protocol: Urine Collection

**PRINCIPLE:**

The validity of urine drug screen results is dependent on specimen integrity. While direct-observation collections provide specimens of the greatest credibility, non-witnessed collections can be effective if safeguards are in place to ensure the donor does not have access to substances which may affect test results (water, chemicals, substitute urine, etc.)

**PROCEDURES:**

Prior to any specimen collection procedure, secure the collection facility and if necessary, perform a thorough search for hidden adulterants or substitute urine specimens. Place bluing agent in the toilet bowl or tank, remove or secure all chemicals (soaps, cleaning supplies, etc.) and secure or eliminate all water sources.

1. Pinckneyville High School will randomly test students involved in extracurricular activities. The principal and athletic director shall select the desired test dates and notify the company responsible for the program administration of the number of test to be performed. The program administrator will randomly pick the desired number of names and email these to the Principal. A school employee will go to classrooms and accompany each identified student to the office. Students shall wait in the office under the supervision of a school employee until the male or female collector summons him or her. When summoned, a school employee will walk each student to the nurse's office. Collection shall be made within the respective restroom of the nurse's office.
2. Check the identity of donor (e.g. social security number or driver's license number and photo I.D.) if using a drug screen test request form, note the identity on the form.
3. As the donor to remove any unnecessary outer clothing. All personal belongings (the subject may retain a wallet) should be placed in a secure location outside the stall or partitioned area.
4. Do not ask the donor to empty his/her pockets or to remove articles of clothing such as shirts, pants, dresses, etc. if a collector notices any unusual behavior that indicates a donor may attempt to tamper with or adulterate a specimen (e.g., bulging pockets), the collector may request that the donor empty his/her pockets and explain the need for such items during collection.
5. Prior to collection, ask donor to wash his/her hands to eliminate any possible adulterating or contaminating substances from under the donor's fingernails.

6. Place the following information on the bottle label:  
Date of Collection  
Donor's name and/or identification numbers, and  
Collector's initials
7. Provide the donor with a clean, unused urine specimen collection container and instruct the donor to fill the container at least half full ( a minimum of 30 ml)
8. Unobserved Collection: Allow the donor to enter and maintain privacy within the stall or partitioned area. The collector will wait outside the collection area until the donor is finished urinating. (The collector must be the same gender.)
9. Observed Collection: Inform the donor that collection will occur under direct observation due to a reasonable belief that the student will alter or substitute the specimen to be provided. Accompany the donor into the collection facility (the collector must be the same gender). Instruct the donor to urinate into the sample container with the witness observing urination.
10. Accept the specimen from the donor. The use of disposable gloves is recommended when handling specimens, so prior to accepting the specimen from the donor, be sure to wear gloves.
11. Upon receipt of the specimen from the donor, immediately apply the temperature strip (if applicable) to the outside of the bottle. If using a drug screen test request form, record the urine temperature on the form.

#### **EXTRACURRICULAR CODE OF CONDUCT VIOLATION CONSEQUENCES**

**First Violation:** A conference will be held including the student athlete, any coaches involved, the Athletic Director, and the Administrator. The parent will be contacted by the athletic director or principal concerning the suspension. The student athlete will be suspended from future contests as follows:

- Football - Two games\*
- All other sports – 20% of contests\*
- Game suspensions will span sports' seasons in order for the student athlete to complete the disciplinary suspension. The student athlete must complete the sports season (in which the suspension is served) in order to satisfy the suspension.

**Second Violation:** A conference will be held including those same parties who met as a result of the first violation. The student athlete will be suspended from future contests as follows:

- Football - Four games\*
- All other sports – 50% of contests\*

\* Game suspensions will span sports' seasons in order for the student athlete to complete the disciplinary suspension. The student athlete must complete the sports season (in which the suspension is served) in order to satisfy the suspension.

**Third Violation:** The student athlete is removed from all programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure due process for the student and parent/guardian.

#### **EXTRA CURRICULAR CODE OF CONDUCT VIOLATION "HONESTY" POLICY**

Any student-athlete who self-reports to the PCHS school administration within 24 hours of an Extra-Curricular Code of Conduct Violation will receive half the normal suspension time. The "Honesty" policy only pertains to the student athlete's first offense and his/her consequences will be as follows:

1<sup>st</sup> Offense – Honesty Policy – Suspension for 10% of season or 1 football game.



## Chapter X Special Education

### MISCONDUCT BY 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 District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a not-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within fifteen days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures.

#### Suspension and Expulsion

The following procedure shall be used when a student with a disability is alleged to have engaged in disobedience or misconduct:

##### I. Suspension for a Cumulative Period Not to Exceed 10 School Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change of placement.

##### II. Suspension Beyond 10 Days, or Expulsion

- A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time and location of the meeting.

B. MDC Determination

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes that may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

#### POSSESSION OF A FIREARM

In accordance with the above procedures, the Board may take one or more of the following steps when a student with a disability brings a firearm to school:

1. Suspend the student from school for 10 school days or less.
2. Convene an MDC team to consider placement in an interim alternative education setting for up to 45 calendar days. If the parent(s)/guardian(s) disagree with the alternative educational placement or with the District-proposed placement, and the parent(s)/guardian(s) initiate a due process hearing, the student must remain in the alternative education setting during the authorized review proceeding, unless the parent(s)/guardian(s) and the District agree on another placement.
3. Convene an MDC team to determine whether or not the bringing of a firearm to school was a manifestation of the student's disability, the District may initiate a change in placement. If the student's conduct is not a manifestation of the student's disability, the District may expel the student under the District's discipline policy.
4. Seek a court order to remove the student from school to change the student's current educational placement if the District believes that the student's continued presence in the classroom is substantially likely to result in injury to the student or to others.

**PROFESSIONAL PERSONNEL**

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers, who instruct your child and the paraprofessional, if any, who assist them.

**Chapter XI**  
**Student Records and Privacy**

**ACCESS TO STUDENT RECORDS**

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Student and Family Privacy Rights, are available upon your request from the general administration office. Please read the policy for a more thorough explanation of these rights

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. A student and the parent(s)/guardian(s) of a student under 18 or a designee of such parent(s)/guardian(s) shall be entitled to inspect and copy information in the student's records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents; and
- e. Notices about open house, graduation, and other major events including pupil-parent interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right to access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Illinois State Board of Education provided a current, demonstrable, educational or administrative need is shown, without parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, students records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to or release information from student's records pursuant to a valid court order, provided that the parent shall be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to or release information from any student record as specifically required by Federal and State statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of their right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a non-Illinois school in which the student has enrolled or intends to enroll upon written request from such school.
9. Prior to the release of any records or information under items 5,6,7,and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The

records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the person to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the person, agency, or organization to which the release was made, and the purpose of the release.

11. The District may charge the actual cost, provided that the cost not exceed \$.35 per page, for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
12. The District may release "directory information" regarding any student in accordance with policy 7.360, Directory Information
13. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student and the records custodian. The record release shall include:
  - a. Information released or made accessible.
  - b. The name and signature of the records custodian.
  - c. The name and position of the person obtaining the release or access.
  - d. The date of the release or grant of access.
  - e. A copy of any consent to such release.
14. From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

## TEMPORARY RECORDS

Five years after graduation, transfer, or permanent withdrawal of a student, the school will destroy temporary records on the third Friday in June.

<b>Chapter XII</b> <b>Parental Rights and Notifications</b>
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### NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their education records.

They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian written requests that identify the record(s) they wish to inspect. The Records Custodian will make arrangements for access and notify the parent/ guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the Records Custodian to whom the request was submitted, the Records Custodian shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- (2) The right to request amendment of the student's education records that the parent/ guardian or eligible student believes to be inaccurate or misleading. A parent/ guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent/guardian or eligible student when notified to the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605.**

**Directory Information:** Directory information includes; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Directory Information may be disclosed without prior notice or consent unless the parent/ guardian or eligible student notifies the Records Custodian in writing before October of the current school year, that he/she does not want any or all of the directory information disclosed.

**Legal Rights and Guidance:** Whenever a student turns eighteen years of age or attends college, the student is automatically considered an adult and all FERPA rights are transferred to the student.

- 1. Emancipation of the student is not required. At the age of 18, a student assumes all rights under FERPA.**
- 2. If an adult student requests, a school district may no longer communicate with the student's parents regarding student record issues.**
- 3. Required notification may be made generally, such as through this handbook.**

**Extracurricular Athletics & Shooting Sports Agreement to Participate**

Pursuant to Pinckneyville Community High School (PCHS) District No. 101 Board of Education Policy 7:300, student participation in Board of Education-approved athletics requires parent(s)/guardian(s) to provide written permission for their child to participate, giving PCHS full waiver of responsibility of the risks involved. Please read and return the signed form.

**Student Name:** \_\_\_\_\_

**In the box below, circle each athletic and/or shooting sport in which participation will occur.**

- Athletics:**      *Archery*              *Baseball*      *Basketball*      *Cheerleading*      *Cross-Country*      *Fishing*  
*Football*              *Golf*              *Poms/Flags*      *Softball*      *Track & Field*  
*Shooting*      *Volleyball*      *Wrestling*

**To Be Completed By the Student:**

I, \_\_\_\_\_, have read the *Extra-Curricular Athletics and Shooting Sports*  
Print Student Name

*Agreement to Participate* contained in the PCHS Student Handbook and understand its terms. I understand that all athletics and shooting sports can involve many risks. I hereby acknowledge my desire to participate in extra-curricular athletics and/or shooting sports at PCHS.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To Be Completed By the Parent / Guardian:**

I, \_\_\_\_\_, am the parent/guardian of the above named student. I have  
Print Parent/Guardian Name

read the *Extra-Curricular Athletics and Shooting Sports Agreement to Participate* contained in the PCHS Student Handbook and understand its terms. I understand that all athletics and shooting sports can involve many risks. I hereby give permission for my child to participate in extra-curricular athletics and/or shooting sports at PCHS.

**Signature of Parent(s)/Guardians(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONSENT FORM  
FOR  
VOLUNTARY DRUG TESTING**

I/we have received a copy of the Pinckneyville Community High School District #101 Voluntary Drug-Testing Policy and have read and understand the policy.

I/we desire that \_\_\_\_\_ (student) be permitted to participate in the drug-testing program as a voluntary participant and hereby voluntarily agree to the terms of this program.

I/we further accept the method of obtaining urine samples, testing of such specimen, and all other aspects of the program as explained in the policy. I/we agree that the above named student will cooperate in furnishing urine specimens whenever requested within the specifications of this policy. Refusal to comply with the testing program will result in removal from the selection pool.

This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosure in the program.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Acknowledgement Form  
Pinckneyville Community High School  
Extra-curricular Drug Testing**

I/we \_\_\_\_\_ understand that by participating in extra-curricular activities I will be subject to random drug testing. Drug testing at Pinckneyville Community High School is to encourage student participants to stay drug free while representing Pinckneyville Community High School.

A drug testing procedure document is available for review per request.

\_\_\_\_\_

Student Signature/Print

\_\_\_\_\_

Parent Signature/Print



# Pinckneyville Community High School Sign Off Sheet

This sheet must be returned signed by both parent/guardian and student.

I have read, understood, and accept responsibility for the following conditions of the handbook.

YES	NO		
( )	( )	#1	Authorization of Network Use
( )	( )	#2	Student Acceptance Computer Rules
( )	( )	#3	Parent/Guardian Computer Rules
( )	( )	#4	Parent/Guardian/Student Acceptance of Handbook Rules
( )	( )	#5	Use of photo permission
( )	( )	#6	Self-medication policy
( )	( )	#7	Athletic Policies
( )	( )	#8	Drug Testing Policy

Unless "NO" is specifically marked, it will be assumed that permission and/or acceptance is granted upon receipt of the signed sign off sheet. **Failure to turn in this signed sheet to the High School could result in restrictions of privileges, including, but not limited to, field trips and participation in athletic events.**

I, as a student of CHS, have read and understood the rules and guidelines of the 2016-2017 Pinckneyville Community High School Handbook.

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

\_\_\_\_\_  
Date

I, as a parent/guardian of a student of PCHS, have read and understood the rules and guidelines of the 2016-2017 Pinckneyville Community High School Handbook.

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

\_\_\_\_\_  
Date

## **PINCKNEYVILLE COMMUNITY HIGH SCHOOL DISTRICT NO.101**

### **Computer and Internet Acceptable Use Policy Agreement**

Pinckneyville Community High School District No. 101 provides computers and network capabilities to students and staff for the purpose of enhancing instruction through technological resources. It is a general policy of school districts to promote the use of computers in a manner that is responsible, legal and appropriate. Use of the PCHS network is a privilege. Failure to adhere to the PCHS Acceptable Use Policy will result in the revocation of the user's access privileges. There shall be no obligation to provide a subsequent opportunity for access to the PCHS network.

#### **I. Use of the PCHS Network's Services**

Improper use of the PCHS network is prohibited. Uses of the PCHS Network that are prohibited include, but are not limited to:

15. Use of the PCHS network for, or in support of, any illegal purposes.
16. Use of the PCHS network for, or in support of, any obscene or pornographic purposes.
17. Violation of any provision of Illinois Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
18. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
19. "Reposting" or forwarding personal communications without the author's prior consent.
20. Copying commercial software in violation of state federal or international copyright laws.
21. Using the PCHS network for financial gain or for the transaction of any business or commercial activity.
22. Plagiarizing (claiming another person's writings as your own) any information gained on or through the PCHS network or any other network access provider.
23. Intentionally disrupting the use of the PCHS network for other users, including, but not limited to disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information.
24. Providing access to the PCHS network to unauthorized individuals.
25. Downloading of ANY information onto the hard drives of computers.
26. Changing or deleting computer settings of ANY KIND.
27. The use of blogging or other type of self-promotion on the World Wide Web is strictly prohibited.
28. Use of the PCHS network to violate any provision of the PCHS district's Disciplinary Code.

#### **II. General Information**

6. The privilege of using the PCHS network is free to students and employees of the District.
7. The user to whom an account on the PCHS network is issued is responsible, at all times, for its proper use.
8. A Responsible User of the PCHS network:
  - May keep a free account on the PCHS network as long as he or she is a student or employee in the district.
  - May use the PCHS network to research assigned classroom projects.
  - May use the PCHS network to send e-mail to other users of the PCHS network and to people and organizations around the globe.
  - May use the PCHS network to appropriately explore other publicly accessible computer systems.
9. A Responsible User of the PCHS network:
  - Should and will be required to change his or her password frequently.
  - Should not give his or her password to another person.

10. A Responsible User of the PCHS network:

- Understands that none of his or her communications and information accessible through the PCHS network is considered private or confidential and that PCHS reserves the right to access all user accounts and service transaction logs and data files at any time, including electronic e-mail.
- Understands the PCHS Network Acceptable Use Policy before logging on.
- Understands that if the PCHS Network Acceptable Use Policy is violated, the user's account on the PCHS network will be revoked.
- Understands that if his or her access privileges are removed from the PCHS network by a school official that he or she has the right to appeal the removal within thirty (30) days, in writing, to the superintendent of the district. The district's superintendent's decision shall be FINAL.
- Understands that if he or she is removed from the PCHS network, there shall be no obligation to provide a subsequent opportunity to access the PCHS network.

All persons to whom an account on the PCHS network has been assigned shall sign an AUP Agreement acknowledging the requirements of the AUP prior to being granted permission to use the PCHS network.

Prior to the activation of an access account on the PCHS network, parent or guardian of a student must cosign the student's AUP agreement.

**Pinckneyville Community High School District #101  
School Service: Graduation**

Each year a student attends Pinckneyville Community High School District #101, they will be required to complete community service hours. The hours must be completed each year and cannot be carried over to the next school year.

**Graduation**

Students are required to complete 5 hours of community service each year to fulfill the graduation requirement. Hours are to be completed during the period beginning June 1 of each year through May 31. Seniors will need to complete the service hour requirement at least 2 weeks prior to graduation. For seniors, mid to late May hours may be accepted if pre-approved by Mr. Foutch

**Pinckneyville Community High School  
Community Service**

**Students may NOT record:**

- |  |   |
|--|---|
| Business internship hours  | Service for Family/Friends/Individuals              |
| Babysitting  | Activities that support single candidate/party      |
| Yard work  | Activities that include serving alcoholic beverages |
| Moving people  | Work for a business                                 |
| Work that normally is paid   | Service during regular school hours                 |
| Your regular club, team, organization, church activities                                       |   |
| Fundraising that benefits a club/organization to which you belong (raffle tickets/concessions) |   |

**Students MAY record:**

- |                            |  |
|----------------------------|--|
| Service for feeder schools | PCHS Foundation Activities                   |
| PTO Carnival               | Youth Court Judge/Juror                      |
| Thrift Shop volunteer      | Service related trips (Habitat for Humanity) |
| Charity walk/race          | Hospital Volunteer                           |
| Blood Drives (except PCHS) | Pinckneyville Night Out                      |
| Benefits                   | Public Library                               |
| Tutoring (non-family)      | Nursing Home/Assisted Living (non-family)    |
| Human Society              | Lions Club food baskets/Food Pantries        |
| Angel Tree                 | Make a Wish Foundation                       |
| Firemen's Fish Fry         | Meals on Wheels                              |
| PCHS Registration          |  |