

# PALESTINE HIGH SCHOOL HANDBOOK

School Year 2018 - 2019

The information in this book is based on the most accurate information available at the time it was published. Check school postings for changes during the year.

Property of _____
Address _____
Phone _____
In case of emergency, please notify:
Name _____ Phone _____

*Return this section by September 10<sup>th</sup>, 2018*

**I have read the contents of the Palestine High School Handbook and have instructed my High School Student(s) to also read the PHS Handbook. In particular, I have read the section on student records and discipline.**

_____ Parent or Guardian Signature	_____ Student Signature
_____ Student Signature	_____ Date

# Palestine High School Handbook 2018-2019

## CONTACT INFORMATION

**Palestine High School**  
102 North Main Street  
Palestine, IL 62451

Telephone: 618-586-2712

Fax: 618-586-5328

Website: <http://palestine.pioneers.net>

### **Superintendent**

Mr. Chris Long 586-2713

### **Guidance Counselor**

Mrs. Jessica Rich 586-2712

### **Dean of Students**

Ms. Tangi Waldrop 586-2712

### **Athletic Director**

Mr. Travis Blank 586-2712

### **COMMUNITY UNIT #3 Board of Education**

Mr. Corie Biggs- President  
Mrs. Shari Eckert-Vice President  
Mrs. Susan Hawkins - Secretary  
Mrs. Tara Vennard

Mr. Don Wagoner  
Mr. Joel York  
Mr. Jeff Besing

## THE VISION OF PALESTINE HIGH SCHOOL

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

## VALUES

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

- Trustworthiness
- Responsibility
- Caring
- Respect
- Fairness
- Citizenship

## **REGULAR BELL SCHEDULE**

First Bell - 7:55

1st Period - 8:00 - 8:44

2nd Period - 8:47 - 9:31

PIONEER POWER - 9:31 - 10:03

3rd Period - 10:06 - 10:50

4th Period - 10:53 - 11:37

5th Period - 11:40 - 12:24

LUNCH - 12:24 - 12:54

6th Period - 12:57 - 1:41

7th Period - 1:44 - 2:28

8th Period - 2:31 - 3:15

## **11:30 Dismissal Schedule A**

(Sept. 14, Oct. 17, Nov. 16, Jan. 18, Feb. 15)

1st Period - 7:55 - 8:41

2nd Period - 8:44 - 9:29

3rd Period - 9:32 - 10:18

4th Period - 10:21 - 11:06

Pioneer Power - 11:07 - 11:30

## **2:00 Dismissal Schedule**

(Nov 21, Dec. 21, April 18, May 17)

7:55 - 8:34 - 1st Period

8:37 - 9:16 - 2nd Period

9:19 - 9:58 - 3rd Period

10:01 - 10:40 - 4th Period

10:43 - 11:22 - 5th Period

11:25 - 12:04 - 6th Period

12:04 - 12:34 - Lunch

12:37 - 1:16 - 7th Period

1:19 - 2:00 - 8th Hour

\*\*We will also follow this schedule on 1:45 dismissal and dismiss 15 minutes earlier.

## **PALESTINE HIGH SCHOOL BELIEFS**

Palestine High School Believes that we:

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

## **STATEMENT OF NONDISCRIMINATION**

Palestine High School does not discriminate on the basis of race, color, national origin, sex, or disability. Anyone who has a complaint should refer their complaint to the complaint manager. The complaint manager can be contacted by phone at 618-586-2712 or by mail at Palestine High School, 102 N. Main Street, Palestine, Illinois 62451.

## **GRIEVANCE PROCEDURE**

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

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

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

### **2. Investigation**

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

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

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

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

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

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

### **SCHOOL HOURS**

Students may not occupy the building before **7:40 a.m.** or after **3:45 p.m.** except when supervised by school personnel. On days of early dismissal students may not be in the building unsupervised after the buses leave. The school grounds are closed to the public after 8:30 p.m. except during school activities.

### **SCHOOL VISITORS**

Palestine High School encourages people to visit the high school. When entering the building please come to the office and sign in to let us know that you are in the building.

### **SCHOOL CLOSINGS**

In case of severe weather conditions school closing will be announced on WTAY radio station (1570 AM, 101.7 FM). School closings will also be posted on the SchoolWay app.

### **EMERGENCY INFORMATION FORMS**

During registration each student is issued an Emergency Information form. It is required that a parent/legal guardian signs this form and returns it to the School Secretary by **September 10, 2018**. This information provides direction in dealing with student emergencies. Parents are requested to assume the responsibility of providing the most current information at all times. In case of *injury or illness* a student will not be released from the school without prior contact with a parent/guardian/responsible individual.

### **ILLNESS AT SCHOOL**

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

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

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

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

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

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

### **SPORTS PHYSICALS**

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

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

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

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

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

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

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

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

### **LIMITED ACTIVITIES**

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

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

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

### **PEST MANAGEMENT**

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

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

## PICTURES

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

## BOOKS, FEES, MATERIALS

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

Students are required to pay for lost books as follows:

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

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

Only locks issued through the high school office are to be used on your locker. Lost padlocks will result in a \$7.50 replacement fee. **The school is not responsible for items taken from lockers that have not been locked.**

## COMPULSORY ATTENDANCE LAW

The official age at which a student can drop out of school has been increased from age 16 to 17. Students who leave school before the age of 17 will be considered as truant. **Students who miss 5% or more attendance days will be reported to the ROE #12 Truancy Officer.**

## STUDENT ABSENCES

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

### ORDER OF OPERATIONS FOR STUDENT ABSENCES

1. Any student who is absent from school should have a parent call the morning of the absence and state the reason for the absence. (The school reserves the right to call the home of any student whose parents do not call the school prior to 9:30 a.m. on the day of absence)
2. When a student returns to school they must present to the office a written excuse signed by the parent/guardian. (Late Notices Will Not Be Accepted)
3. If a student misses five days or more consecutive days of school due to illness, a doctor's note will be required for the absence to be considered excused.
4. If a student is absent a total of five days or more in any given quarter, a doctor's note will be required for all additional absences.

## POLICY ON ABSENCES

Any student who is absent from school should have a parent call 586-2712 the morning of the absence and state the reason for the absence. Upon their return all students must present to the office a written excuse signed by a parent/guardian. **LATE NOTES WILL NOT BE ACCEPTED.**

### Excused:

1. Absence caused by illness of student.
2. Absence caused by serious illness in student's immediate family.
3. Absence caused by death in student's immediate family.
4. Absence caused by marriage in student's immediate family.

5. Absence caused by church holiday.
6. Absence caused by official school business.
7. Absence approved by principal.

**All work may be made up with credit. It is the responsibility of the student to determine from the teacher a due date for each assignment missed.**

### **Prearranged Absences:**

1. Prearranged trips and vacations taken with their parents. One week advance notification and approval by all instructors and the principal is required for an excused absence.  
Each individual instructor will decide if work is to be made up before students leave or immediately upon their return.
2. A maximum of 5 days may be taken each year.
3. Make-up will be provided for students who have missed 3 days or more.

### **College Visitation:**

No more than 3 seniors may be gone for a college day at the same time. A total of three excused absences may be allowed for a senior to visit three different colleges or for armed services examinations. However, the student must make arrangements 3 days in advance with the counselor and principal. These days will not be excused during the last 10 days of the fourth quarter.

### **Make Up Work:**

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

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

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

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

<b>No school = No practice = No Game</b>
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### **EARLY DISMISSAL**

If parents desire a pupil to be dismissed from a portion of the day's program, the pupil should present to the office, in advance, a written request from the parent for such a check-out privilege. An Early Dismissal Slip will be issued to the pupil. This is to be given to the teacher in charge at the time of the pupil's leaving. The student is still to report to the office to sign out before leaving. The time missed will be excused or unexcused according to policy on absences.

### **FINAL EXAMS AND SEMESTER GRADES**

Final Exams will be given at the end of the first and second semesters of the school year. All classes will take cumulative final examinations. **Some classes such as Physical Education, Art or Music may have a performance component as part of the final exam.**



**During final exams, students are expected to attend all classes.**

Students who are absent from school on the day of their final exam may be required to take an exam, which is different from the one taken by students that were present on the day of the final. An unexcused absence during final exams will result in a “0” on the final exam and no opportunity to make-up the exam.

It is the student’s responsibility to see their teacher(s) to arrange the time for any make-up exams. Failure to take the final exam for a given class will result in a failing semester grade for that class, regardless of the previously earned quarter grades.

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

- Quarter 1 or 3 grade – 2/5ths of the semester grade
- Quarter 2 or 4 grade – 2/5ths of the semester grade
- Semester 1 or 2 final exam grade – 1/5th of the semester grade

**WEIGHTED GRADING**

“Weighting” a grade means adding on grade point to the grade of a student who has earned at least a C in a weighted class. Grades of A, B, and C earned in a weighted class will therefore earn an extra grade point. (An A in a weighted class will yield 5 grades points, a B in a weighted class will yield 4 points, and a C in a weighted class will yield 3 points.)

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

- Computer Apps III & IV
- Calculus
- Botany and Genetics
- Chemistry II
- Biology III

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

**Weighted Grade Policy**

Any courses taken at LTC could potentially satisfy a PHS graduation requirement. A student can take a Composition I class at LTC for one semester instead of taking English III for the entire year at PHS.	2018 - 2019 A student may take any course at LTC as an elective for credit. Students must satisfy PHS graduation requirements on campus. In extenuating circumstances the board has a right to waive this requirement. This will only be considered when a student has had circumstances beyond their control and will not be able to graduate with their class. This will be decided on a case by case basis.

**DETERMINATION OF VALEDICTORIAN(S) AND WEIGHTED GRADE POINT AVERAGES**

**THIS IS BASED ON THE 7TH SEMESTER TRANSCRIPT**

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

## PRIVACY RIGHTS

A copy of the student and family privacy rights can be obtained in the office

## APPEAL PROCESS

The district chain of command for complaints / appeals starts at the lowest level possible.

*Teacher ---- Principal (Dean of Student) ---- Superintendent ---- Board of Education*

## Graduation Requirements

Graduation Date	Math	Writing	Language Arts	Science	Social Science	Electives
2016 thru current academic year	3 years; 1 must be Algebra I and 1 year must have Geometry content	2 years; 1 must be an English course and 1 must be provided as a part of any course offered	4 years; no content specified	2 years; no content specified	2 years; must include 1 year of US history or a combination of US History and American Government	1 year; includes art, music, foreign language, or vocational education

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

### The following specific units are required:

English	4 credits
Writing	2 credits
Math	3 credits (including Algebra I and a course with Geometry content)
Science	2 credits
Health Education	1/2 credit
Resource Management	1/2 credit (or Intro. to Business 1 credit)
Geography	1/2 credit
US History	1 credit
Constitutional History	1/2 credit (includes state required Constitution Test)
Physical Education	4 units, 3 1/2 units for early graduation option
Electives	12 credits

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

### EARLY GRADUATION

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

In addition to the above the State Board of Education has implemented the following minimum entrance requirements for admission to a state college or university beginning in 1992.

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

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

### A SAMPLE OF A POSSIBLE COLLEGE PREP PROGRAM

#### FRESHMAN:

English 1  
Algebra 1 or Geometry  
Biology 1  
Health/ Geography  
Keyboarding/Study Skills  
Drivers Education/PE  
Electives - 2

#### SOPHOMORE:

English 2  
Algebra 2, or Geometry  
Biology 2, or Chemistry 1  
Constitutional History/Computer Applications  
PE  
Electives - 3

#### JUNIOR:

English 3  
Algebra 2, Geometry, or Pre Calculus  
Biology 2, Biology 3, Chemistry 1, Chemistry 2, or Physics  
U.S. History  
Resources Management/ ½ elective  
Information Processing I  
PE  
Foreign Language  
Elective - ½

#### SENIOR:

English 4  
Pre Calculus, Calculus, or Statistics  
Biology 3, Chemistry 1, Chemistry 2, or Physics  
Social Studies Elective  
Information Processing II

PE  
Foreign Language  
Electives – 1

### PLAN TO COMPLETE ALL STATE/LOCAL GENERAL EDUCATION REQUIREMENTS

FRESHMAN: English 1  
Math  
Science  
Health/Geography  
Drivers Education/PE  
Keyboarding/Study Skills  
Electives – 2

SOPHOMORE: English 2  
Math  
Science  
Computer Applications/ Constitutional History  
PE  
Electives – 3

JUNIOR English 3  
Math  
U.S. History  
Resources Management—1 semester  
PE  
Electives – 3 ½

SENIOR: English  
PE  
Electives –6

### PLAN FOR STUDENTS ENTERING VOCATIONAL—TECHNICAL CAREERS

FRESHMAN: English 1  
Math  
Science  
Health/Geography  
Drivers Education/PE  
Keyboarding/Study Skills  
Electives – 2

SOPHOMORE: English 2  
Math  
Science  
Computer Applications/Constitutional History  
PE  
Electives – 3

JUNIOR: English 3  
Math  
U.S. History  
Resources Management- 1 semester  
PE

Vocational Education class  
Electives – 1 ½

**SENIOR:** English 4  
PE  
Vocational Education Class  
Electives – 4

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

## **COURSES OFFERED AT PHS**

### **ACADEMIC COURSES**

Ms. Rich can provide updated curriculum guides upon request

### **SOCIAL STUDIES**

U.S. History (1865 to Present)	Current Events (1 or 2 semesters)
World History (1 or 2 semesters)	Constitutional History * (1 semester)
20 <sup>th</sup> Century American History (1 or 2 semesters)	World Geography (1 semester)
Global Studies	Civics (1 or 2 semesters)
	Ancient Civilizations(1 or 2 semesters)

### **MATHEMATICS**

Algebra Concepts	Algebra 1 *
Algebra 2 *	Informal Geometry*
Geometry *	Pre-Calculus *
Calculus * (at LTC)	Statistics * (1 semester)
R.T.I. Math	Problem Solving

### **ENGLISH**

English 1	English 2*
English 3*	English 4*
Journalism (1 or 2 semesters)	Reading Strategies 1-4*
Communications	

### **FOREIGN LANGUAGE**

Spanish 1	Spanish 2 *
Spanish 3 *	Spanish 4 *

### **SCIENCE**

Physical Science  
Biology 1-4  
Botany/Genetics  
Chemistry 1-2\*  
Physics \*

### **FINE ARTS**

Band  
Art - I, II

## DRIVERS, HEALTH AND PHYSICAL EDUCATION

Physical Education

Health Education (1 semester)

Drivers Education (1 semester)

\* Course has prerequisite

## VOCATIONAL EDUCATION COURSES

### BUSINESS

Computer Applications 1 - 4

Introduction to Business

Business and Everyday Law

Web Page Design and Maintenance

Business Correspondence

Accounting 1 - 2

Principles of Marketing

Business Economics/Human Resource Management

Business Math

Youth Apprenticeship

## FAMILY AND CONSUMER SCIENCE

Orientation to Home Economics

Foods & Nutrition\*(1 semester)

Culinary Arts and Nutrition

Adult Living

Resource Management

### Twin Rivers - Junior and Senior

Child and Day Care Services 1 (2 periods)

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

## INDUSTRIAL TECHNOLOGY- Junior and Senior

### Robinson High School

#### Twin Rivers (must qualify)

Building Trades 1 (2 periods)

Building Trades 2\* (2 periods)

Auto Mechanics 1 (2 periods)

Auto Mechanics 2\* (2 periods)

Telecommunications (2 periods)

Welding I (2 periods)

Welding 2 (2 periods)

## HEALTH OCCUPATIONS- Junior and Senior

### Twin Rivers (must qualify)

Health Occupations 1(2 periods)

Health Occupations 2 \*(2 periods) \*Course has prerequisite

## OTHER COURSES

### **(\*) Courses required for all students**

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

Classes will be offered to meet the special needs of students with active IEP's as needed.

## **Credit Recovery**

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

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

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

### **GRADING SYSTEM**

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

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

Each student is given a letter grade A, B, C, D, F, or P for the quality of his or her work as it compares with the work of other students. This mark is also studied in relation to the student's abilities, efforts, and other pertinent factors that might merit individual consideration. Pluses and minuses may be used in conjunction with letter grades.

Letters of commendation are sent to parents by individual instructors when the teacher feels that a student has done an outstanding academic performance in a subject which should be brought to the attention of the parent. These letters are sent out during the middle of the grading period.

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

**At the principal's discretion, students may be removed from drivers' education if failing PE or 2 or more classes.**

## PARENT - TEACHER CONFERENCES

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

## INTERNET POLICY

The students of Palestine High School have the opportunity to a wealth of knowledge on the Internet. Students and parents/guardians must have on file with the high school office a completed "Internet Consent Waiver Form that has been read and signed by the student and the parent/guardian. Failure to have this form on file will result in these Internet privileges being revoked. **The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.**

## ADDING OR DROPPING COURSES

Students may drop or add courses during the first three days of a new semester. Changes after the first week may not be allowed. If a course is dropped after the first week of the semester, the drop cannot cause the student to have more than one study hall and the drop will cause the student to be ineligible for participation in athletic activities, cheerleading, and scholastic bowl for a period of two weeks from the beginning of competition.

## HONOR ROLL AND CLASS STANDING

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

### Regular

A=	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	.67
F	0
P	Student working to capacity

### Special Education

(Self-contained only)

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

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

Averages for honor rolls will be computed on the above numerical grade equivalents. For high honors a student must have a 3.63 point average or higher. Students eligible for the honor roll will have an average of at least 3.17 and less than 3.63. Achievement honors will have an average of 2.9 and less than 3.16. Honor averages will be computed on all courses except physical education, driver education, band and chorus. However, a student must have a passing grade in each of their other courses. A student must carry 6 academic hours as a freshman, sophomore, junior, and senior unless the student is in Vocational System classes where some allowances may be made.

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

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

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

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

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



## INCOMPLETES

### **Incomplete Work:**

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

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

When a student is excused from a class to participate in a field trip, program, sports events, etc., work that is due during the absence must be handed in per teacher request. He or she is responsible for assignments and work missed as if no absence had occurred.

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

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

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

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

**Students may withdraw or enter a class at the change of semester only with permission of the principal, counselor, and teacher.**

## SCHOLARSHIPS

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

## STUDENT INFORMATION

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

## STUDENT SENATE

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

## CLASS OFFICERS

1. Elections for class officers will be held in the fall.
2. Candidates for class office and student senate must have a GPA of 2.0 or better.
3. In order to become a candidate for a class officer, a student must personally pick up a petition from their class sponsor.
4. The top portion of the petition will be filled out in the presence of the sponsor and signed by the sponsor.
5. The class sponsor will be responsible for determining if the student qualifies for the office.
6. In order for a student to be considered for election, they must get 15 signatures on their petition. All signatures must be by members of their class and all signatures must be legible.
7. Petitions, in order to be valid, must be turned in by the announced deadline.
8. If at any time an officers= GPA falls below 2.0 (C), if the officer fails to fulfill the duties of the office or if the office becomes vacant for any other reason there will be a special election to replace/fill the vacancy.
9. If there is no applicant for a particular office, the class shall convene and students will be nominated from the floor and a secret ballot election will be held to determine a winner. The nominated student must have the required GPA to be elected.

## CLASS AND CLUB MEETINGS

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

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

## PROM COURT AND HOMECOMING CANDIDATES

Students who wish to be selected for either prom court or homecoming activities may not participate if they have been suspended in the current school year and must be passing at least 5 classes in the current semester. The senior class will determine by a majority vote if the Homecoming King and Queen may also be selected as the Prom King and Queen. This will be determined in the fall.

## CLASS FUNDING

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

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

## ACTIVITIES

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

## CLUBS

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

### Description

**Family and Consumer Science Club** is open to any student enrolled in or has previously taken one semester of a home economics class.

**Drama Club** is open to any student. The club sponsors a performance every year. The club also has projects and activities during holidays.

**National Honor Society** is a national organization formed to honor those students who exemplify the following characteristics: scholarship, leadership, service, and character.

**FBLA** - Future Business Leaders of America

**History Club** - Open to juniors and seniors with a Minimum GPA of 3.0

### **CLASS JEWELRY**

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

### **LIBRARY**

All books to be taken out of the library are to be checked out by a librarian. Reference books are to be used in the reference section. Overdue books will be paid for at the rate of 5 cents per school day. Books that are lost or misplaced will be paid fate sufficient to replace the book.

### **STUDENT CARS**

**Driving on school property is a privilege not a right**

Students who drive to school will be asked to register their vehicle by filling out a form which will be supplied by the office at registration.

**The driving a car on school property is a privilege, not a right!**

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

No student, whether he is a driver or not, is to be in a motor vehicle, whether it is moving or stopped, between **7:50 a.m.** and 3:05 p.m. without permission from the office. **Excessive absences, tardiness, or disciplinary problems may cause driving privileges to be revoked.**

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

### **BUSES**

The unit has several buses to transport students to and from school. Those riding on buses are subject to the jurisdiction of the driver. The principal or superintendent may exclude anyone from riding a bus for misconduct. (See specific attachment concerning bus behaviors and expectations)

### **LOST AND FOUND**

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

### **LUNCH**

Students may take advantage of our regular hot lunch served each day in the lunchroom at a minimal cost. If you carry your own lunch, you may eat in the lunchroom at the tables or in the courtyard. Papers and wrappers are to be deposited in the containers provided.

Weekly lunch tickets will be sold in the office before school and at lunch time. Lunch tickets must be signed in ink and can only be used by the person whose name is on the ticket.

If a student forgets their lunch and does not have the money to purchase a lunch, a credit ticket can be issued in the office. These credits must be repaid the week granted. No additional credit will be given until credits are paid.

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

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

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

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

### **GYMNASIUM**

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

### **THE PIONEER**

Each year the Pioneer Staff publishes the school annual. All classes are responsible for the financing and publication of the book.

Senior Class will contribute \$400, Junior Class \$300, Sophomore Class \$300, and the freshmen will contribute \$200.

### **Student Conduct**

**Students** in our schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school and will show consideration for fellow students. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations. All students should recognize the consequences of their conduct. The use of, possession of, or influence of drugs, tobacco products and alcohol is strictly prohibited at school or any school activities. Dress, language and manners should always reflect favorably on the student. These guidelines also apply to riding on the school bus. Acts of vandalism will be dealt with swiftly and students and parents will be responsible for all damages. Book bags will not be allowed in the classrooms. Students will be allowed to carry book bags to school and from school, at all other times, and the book bags should be placed in the students' lockers.

### **CLASS CONDUCT**

Students who receive three Disciplinary Referrals in the same class in a semester can be removed from the class. Students who are permanently removed from a class will receive a failing grade in that class for the semester and will not receive credit toward graduation from that class. Any student receiving three Disciplinary Referrals from study hall will receive 3 days out-of-school suspension. Any further Disciplinary Referrals will result in further disciplinary action at the discretion of the Principal.

### **DRESS GUIDELINES**

Board policy states that students shall dress and groom themselves in an appropriate manner. At all times, their dress and grooming shall reflect good taste. The student's individual appearance is mainly the responsibility of the student and parents. Each student must be clothed from the shoulders to approximately mid-thigh. Articles of clothing with rips, tears, cuts, or holes that are too revealing will not be allowed. Halter tops, tube tops, midriff blouses or cut t-shirts, see through or provocative clothes are not acceptable attire. In addition, clothes or patches on clothing which advertise alcoholic beverages, tobacco products, or have obscene references are not appropriate dress. Students may not wear hats or gloves while in the building, unless directed to do so by a faculty member for safety reasons. Health and safety standards will be maintained at all times for protection of the students. Feet must be protectively covered. Clothing and footwear must not be such that it creates a safety hazard or will damage furniture or floors. All students must maintain a state of general cleanliness. If there is any question as to the appropriateness of the student's wearing apparel, the teacher may make a referral to the building Dean of Students.

## STUDENT DISCIPLINE

### The school administration is authorized to discipline students for disobedience or misconduct, including, but not limited to:

Using, possessing, distributing, purchasing, or selling tobacco materials

Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol or drugs in their possession.

Using, possessing, distributing, purchasing, or selling:

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

Any anabolic steroid not administered under a physician's care and supervision.

Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.

Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- f. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon is in violation of the weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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. Unless otherwise banned under this policy or by the Building Dean of Students, all electronic devices **must be kept off and out of sight** during the regular school day unless it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Inappropriate display of affection.
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 District 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, and wrongfully obtaining test copies or scores.
10. Engaging in any kind of aggressive behavior that does physical harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity that: (a) poses a threat or danger to the safety of staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

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

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

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

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

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

## **Weapons**

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

## **Required Notices**

A school staff member shall immediately notify the Building Dean in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Dean or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

## **Delegation of Authority**

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

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

## MISCONDUCT POINT SYSTEM

In addition to points, students may receive detentions and / or suspensions for ANY violation at the discretion of the principal or principal designee.

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

Points and penalties will be issued based upon the nature and seriousness of the incident as determined by the principal. Points will be maintained and updated by the principal.

#### **Detention**

1 point - given for any detention by a teacher and/or principal

#### **Failure to serve a detention**

3 points - time of detention will be extended for each detention that is missed.

#### **Truancy**

1 point for each period truant - Unexcused absence for each period absent and/or time made up after school.

#### **Parking violations**

1-5 points

#### **Snowballing, horseplay, pranks, or other minor misconduct**

5 points

#### **Inappropriate display of affection**

5 points

#### **Tardies**

1-5 points \*Note, tardiness is cumulative per semester

#### **Indecent or offensive language, gestures, literature, or clothing**

5 points

#### **Disruption in a classroom or hallway, the cafeteria or any school premises or at a school-related event**

5 points

#### **Disrespect to any school personnel**

5-10 points

#### **Hazing, harassing, intimidating or threatening other students**

5-10 points

#### **Insubordination (failure to follow the directions of school personnel)**

5-10 points

**Being in a group where tobacco is being used (on school grounds or at a school sponsored activity) 10 points**

#### **Reckless driving or speeding in the parking lot**

10 - 15 points \*Note, student may lose parking and driving privileges on school property

#### **Cheating or plagiarism**

10-15 points \*Note, zero grade given for school work involved

#### **Forgery of notes, possession of school forms, etc.**

10-15 points

#### **Fighting, physical abuse, assault or violence toward other students**

10-20 points

**Defacing, vandalizing or destroying school or personal property**

5-25 points

\*Note, restitution will be paid

**Theft or possession of school or personal property, extortion**

5-25 points

\*Note, restitution will be paid

**Verbal or physical threats toward any school personnel**

15-30 points

**Possession, use or sale of tobacco at school or at a school sponsored/related event**

20 points

\*Note, all tobacco or related paraphernalia in student possession will be confiscated

**Endangering the health and safety of other persons**

20-60 points

**Possession or use of a weapon**

20-60 points

\*Note, suspension and/or recommendation for expulsion

**Creating a false fire alarm**

30 points

**Possession, use, or sale of alcohol and/or drugs or look alikes on school premises or at related events.**

60 points

\*As described in handbook - suspension (up to 10 days)

**Arson**

60 points \*Recommendation for expulsion

**Other misconduct**

Points and penalties based upon the nature and seriousness of the incident as determined by the principal. Points will be maintained and updated by the principal.

**Accumulation of points may result in the following:**

30 points	1-2 day suspension
40 points	2-3 day suspension
50 points	5-10 day suspension
Over 50 points	10 day suspension and/or expulsion

**SHOWING OF AFFECTION**

Students are expected to restrain themselves from showing affection toward others while attending school and / or school activities. This includes, but is not limited to, kissing, hugging, sitting on laps, etc. Violation of this rule will result in a conference with the principal. Continued disregard of this rule may result in detentions and / or suspensions.

**DETENTION**

Unless excused by the Dean of Students, failure to serve the detention will cause the student to be assigned two detentions. If the student fails to serve one of the reassigned detentions without being excused by the principal, he/she will be assigned a Saturday School. Saturday School will begin at 8:00 am and dismiss at 11:00 am. Students given detention must report the day on which the detention has been assigned. Students who have regular jobs



after school are given no special consideration; their school conduct should be such as not to jeopardize their jobs.

Detention will not be held when buses leave early because of bad weather, but will be made up later.

All detentions are a minimum of 30 minutes in length.

### **SUSPENSION AND EXPULSION**

Authorization is given to the Unit Superintendent and/or Principals and Dean of students of the High School and Grade School to suspend pupils guilty of disobedience or misconduct not to exceed ten school days, and no action shall lie against them for such expulsions or suspension in accordance with Section 10-22.6 of the School Code of Illinois; note rules section for specific examples. School authorities will follow State regulations concerning due process.

The High School uses two types of suspension.

The **first** is in-school suspension where students are required to make up homework but will be given credit for this homework and it is considered an excused absence. The suspension will be from 7:50 a.m. to 3:10 p.m.

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

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

**While under out-of-school suspension or expulsion students shall not be permitted at school activities or on the school campus. No exceptions**

### **TARDINESS**

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

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

**TWO TARDIES DURING ANY SEMESTER FOR ANY ONE CLASS WILL RESULT IN THAT TEACHER NOTIFYING THE DEAN AND THE ASSIGNMENT BY THE TEACHER TO THE STUDENT OF ONE DETENTION.**

### **CONTRABANDS**

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

### **LOCKERS**

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

### **P.E. LOCKERS**

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

**Lockers remain the property of the school and may be searched at any time with reasonable cause.**

## **STUDENT RIGHTS**

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

## **STUDENT RECORDS**

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

- 1.** The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of releases of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
- 2.** The student temporary record consists of all information not required to be in the student permanent record including family background information, tests scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record, and disciplinary information. The temporary record is reviewed every four years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.
- 3.** Parents have the right to:
  - a.** Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents a page. However, no parent or student may be denied a copy of school student records because of an inability to pay such costs.
  - b.** Challenge the contents of the records, except grades, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed in the attendance center in which the student is enrolled will be scheduled.
  - c.** Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.
  - d.** Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.
- 4.** Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without subpoena or in connection with an emergency where the records are needed by the law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of release of records because of court order or subpoena. All other releases of information require the informed, written consent of the parent or eligible student.
- 5.** The following is designated as public information and shall be released to the general public, unless the parent(s) request that any or all such information not be released: Student's name and address, grade level, birth date and place, parent's name and address, information on participation in school sponsored activities and athletics, the student's major field of study and period of attendance in the school.
- 6.** No person or agency having access to the temporary record through the provisions of the Illinois School Student Records Act may force a parent or student to release from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
- 7.** Parents must be notified annually of their rights under law, as well as applicable district policies and procedures. Copies of the laws, rules and regulations and local policies on student records are available from the records custodian of each school and the superintendent of the district.

## **FIELD TRIP CRITERIA**

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

## **ATHLETIC CODE**

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

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

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

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

### **Classroom Requirements for Participation**

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

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

### **Training and Participation Rules**

1. The student athlete shall not use tobacco products in any form.
2. The student athlete shall not possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverages, any non-prescribed or illegal drugs, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
3. The student athlete shall not attend an illegal party. An illegal party shall be defined as a party where alcohol, drugs, cigarettes or other illegal substances are present and available for minor's use.
4. Athletes, as representatives of the Palestine School District, are expected to maintain high standards of sportsmanship at all times. Arguing with officials, insubordination to a coach, taunting players or fans of other teams, swearing, or deliberately violating rules of the game are examples of poor sportsmanship. Blatant violations of good sportsmanship are not allowed. Coaches/sponsors are encouraged to establish rules regarding inappropriate behavior and displays of poor sportsmanship. Coaches/sponsors are expected to discipline the violators accordingly. A continued lack of good sportsmanship or displays of inappropriate behavior will ultimately result in dismissal from the team or activity.
5. A student-athlete convicted of a criminal offense (not including common traffic violations) will be subject to suspension from athletics for the remainder of the school year.

6. The head coach of each sport (subject to the approval of the Principal) shall have the authority to specify additional rules relating to health, safety, conduct, attitude, language and the like and may discipline student athletes for violation of those rules including a possible suspension(s) from a contest(s) for serious offenses. Written copies of specific rules will be given to athletes and made available to parents by the coach at the beginning of each season.

**Penalties for Rule or Policy Infraction**

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

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

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

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

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

- First Offense: One-fourth of season
- Second Offense: One-half of season
- Third Offense: One-year suspension
- Fourth Offense: Suspension for remainder of high school career

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

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

- First Offense: One-half of season
- Second Offense: One-year suspension
- Third Offense: Suspension for remainder of high school career

Example:

	Level 1 Offense 1	Level 1 Offense 2	Level 1 Offense 3	Level 1 Offense 4	Level 2 Offense 1	Level 2 Offense 2	Level 2 Offense 3
Baseball (35)	8	18	One Calendar	Remainder of	18	One Calendar	Remainder of
Basketball (21)	5	11	Year from	High School	11	Year from	High School
Cheer-Ftbl (9)	2	5	Date of	Career	5	Date of	Career
Cheer-Bkb (21)	5	11	Infraction		11	Infraction	
Football (9)	2	5			5		

Golf (18)	4	9	9
Softball (35)	8	18	18
Tennis (18)	4	9	9
Track (18)	4	9	9
Volleyball (21)	5	11	11

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

### **Determining Suspension Period**

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

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

#### **Crossover Suspension Examples**

##### **Example 1**

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

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

##### **Example 2**

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

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

### **Voluntary Admission**

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

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

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

### **Other Guidelines**

1. Parent participation is encouraged for all athletes. This participation can take the form of ticket taking, working concessions, or performing other duties as requested (related to their student's athletic contests).
2. An athlete is financially responsible for all equipment checked out to him or her. Any such equipment or uniform that is damaged or lost will result in the student paying for the replacement cost of said equipment.
3. Practice and game schedules will be prepared for student athletes. Schedules will include the beginning and completion time of practices. Coaches are expected to have completed practice at the designated time.
4. All School District rules and regulations apply to student athletes while they are participating in a school sponsored activity or while they are a member of any school team. This includes: Disciplinary procedures take precedence over participation in athletics – students who are suspended or serving an in-school detention may not participate or attend extracurricular/co-curricular activities. Students are required to serve detentions when assigned.

The attendance policies set forth in this handbook also apply to athletics. Unexcused absence will result in exclusion (as per policy) from an extracurricular/co-curricular activity or practice on the day of the unexcused absence. Determination of whether an absence from school is excused or unexcused is made by the Principal.

Bus rules and guidelines for parental pick-up of students also pertain to athletics. Students who are suspended from riding the bus due to infractions of bus rules will not be allowed to participate in extracurricular/co-curricular activities which require travel during the

suspension.

5. Students in Palestine High School are encouraged to participate in the wide variety of activities sponsored by the School District. At the same time they have a responsibility to each of the activities in which they choose to participate. Coaches and sponsors will work together to minimize conflicts. To help alleviate unavoidable conflicts the following applies:

- Academic responsibilities and instructional field trips will take priority over all other activities. Student athletes will not be penalized for attendance in an academic program.
- Interscholastic contests (games) and public performances (concerts, plays, etc.) will take precedence over practice sessions or meetings.
- Regularly scheduled monthly (once a month) meetings of organizations will take precedence over practice sessions.

6. Every student athlete must have on file in the Principal's Office or the Athletic Director's office a current physical examination form signed by a physician and proof of insurance coverage (or a signed insurance waiver) before being allowed to practice or participate in an extracurricular/co-curricular activity.

7. Athletes may participate in two sports (activities) or a sport and cheerleading activities whose seasons overlap or coincide, with permission from both coaches/sponsors. The coaches along with the athletic director will work out a reasonable compromise on shared time for games and practices for all of these shared sports or cheerleading activities.

8. As a general rule, no school functions/games, including practices will be held if school is closed for inclement weather. Exceptions may be made at the discretion of the administration.

9. No required athletic team or extracurricular/co-curricular activity practices may be held on the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, and no practices are to be held on Sunday as well.

10. Students will not be allowed to drive to or from games or activities when the school provides transportation to these events. All players, participants and other students involved with the team will be expected to ride the bus to the event and back. However, their parent/guardian, or the parent/guardian adult designee may pick them up after the game. The parent/guardian or the parent/guardian designee wishing to take their child home after the game must sign a sheet provided by the coach/ sponsor indicating their intentions to take the student home.

11. Student athletes that are excused from participating by a doctor's note (because of injury or illness) must also have a doctor's note indicating when they may return to full participation. This applies to both games and practices.

12. In activities in which Palestine co-ops with another school, every effort has been made to align the two school's extracurricular/co-curricular policies. If there are any differences between the schools policies, the host school's rules or policies will take precedence.