

# PALESTINE HIGH SCHOOL

HOME OF THE PIONEERS



# STUDENT HANDBOOK 2023-2024

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## **PIONEER FIGHTING SONG**

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

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

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

## **PALESTINE HIGH SCHOOL VALUES**

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

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

## **PALESTINE HIGH SCHOOL BELIEFS**

Palestine High School Believes that we:

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

## PHS Bell Schedule

<b>Daily 3:15 Dismissal</b>	<b>11:30 Dismissal</b>	<b>2:00 Dismissal</b>
1st Period - 7:58 - 8:49	1st Period - 7:55 - 8:46	1st Period - 7:58 - 8:40
2nd Period - 8:52 - 9:43	2nd Period - 8:49 - 9:40	2nd Period - 8:43 - 9:25
3rd Period - 9:46 - 10:37	3rd Period - 9:43 - 10:34	3rd Period - 9:28 - 10:10
4th Period - 10:40 - 11:31	4th Period - 10:37 - 11:30	4th Period - 10:13 - 10:55
WIN - 11:31 - 11:58		5th Period - 10:58 - 11:40
Lunch - 11:58 - 12:33		
5th Period - 12:36 - 1:27		
6th Period - 1:30 - 2:21		
7th Period - 2:24 - 3:15		

### FINAL SCHEDULE

A final schedule will be shared with all students, staff, and guardians via Teacherease.  
A physical copy will also be shared 3 weeks in advance.

### 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.

### PRIVACY RIGHTS

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

### GRIEVANCE PROCEDURE

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

**1. Filing a Complaint**

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

**2. Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the

Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainants will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of 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 **7:35 a.m.** or after **3:30 p.m.** except when supervised by school personnel. On days of early dismissal students may not be in the building unsupervised after the buses leave. The school grounds are closed to the public after 8:30 p.m. except during school activities.

## **SCHOOL CLOSINGS**

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

## **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.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who

fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

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

### **EMERGENCY INFORMATION FORMS**

During registration each student is issued an Emergency Information form. It is required that a parent/legal guardian signs this form and returns it to the School Secretary by **September 15, 2023**. This information provides direction in dealing with student emergencies. Parents are requested to assume the responsibility of providing the most current information at all times. In case of ***injury or illness*** a student will not be released from school without prior contact with a parent/guardian/responsible individual.

### **ILLNESS AT SCHOOL**

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

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

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

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

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

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

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

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

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

## **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.

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

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

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

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

## **PEST MANAGEMENT**

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

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

## **PICTURES**

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

## **MILITARY RECRUITING RIGHT TO REQUEST**

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

## **PARENT - TEACHER CONFERENCES**

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

## **BOOKS, FEES, MATERIALS**

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

Students are required to pay for lost books as follows:

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

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

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

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

Newly issued Chromebook.....	Call Tech company for replacement fee
Used from previous year Chromebook.....	1/2 of newly issued Chromebook fee
Chromebook Case.....	\$25
Chromebook Charger.....	\$20



# **Attendance**

## **COMPULSORY ATTENDANCE LAW**

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

## **STUDENT ABSENCES**

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.

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

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

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

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

## **Student Absences:**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the 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.

Students 15 minutes late or more are considered absent in the gradebook.

## **Permission to Leave School**

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

## **Excused Absences**

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

A. M. All absences will count toward the total of SIX (6) verifiable days except:

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

All absences after the SIX (6), verified by the parent/guardian will be considered unexcused and the student will receive a zero for all work missed.

After SIX (6) parent verifiable absences during a semester the student will be notified at school. After the limit of SIX (6) absences has been reached during a semester, the principal or assistant principal may call a conference with the parents and student, and at this conference the student may be placed on one of the following options:

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

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

## **Prearranged Absences:**

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.

## **Medical or dental Appointments**

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

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

3. A student leaving school for such appointments must sign out and receive permission at the office prior to leaving school. Upon their return to school, the student must report to the office for a slip.
4. Upon their return to school, the student must report to the office, present their appointment card or documentation, and get a slip from the secretary.

### **College Visitation/Military ASVAB Testing:**

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

Students will be allowed one day during their senior year to take the ASVAB test. This must be pre-arranged in the office (at least 24 hours in advance).

### **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.

### **LTC / Twin Rivers / Off campus courses Absent Policies**

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

### **TARDINESS**

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

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

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

## **Saturday School**

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

## **EARLY DISMISSAL**

If parents desire a pupil to be dismissed from a portion of the school day, the pupil should present to the office, in advance, a written request from the parent for such check-out privileges. 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 pupils 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.

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

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

## **Field Trip Criteria**

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

## **Final Exams and Semester Grades**

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

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

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

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

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

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

## **Final Exam Policy**

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

### Grades:

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

### Attendance:

- Any student who has 6 or more absences in a class per semester must take the final exam in that class.

### Tardies:

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

### Behavior:

- Any student who has 3 or more policy violations will take the final exam in that class.

### Advanced Placement:

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

### Optional:

- Students who are exempt from finals may choose to take any or all finals without penalty.

# **Palestine High School**



## **Academics & Extracurriculars**

## Weighted Grading

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

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

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

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

## Weighted Grade Policy

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

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

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

## Graduation Requirements

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

**The following specific units are required:**

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

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

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

\*\*Seniors must complete their FAFSA

## Credit Requirements

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



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

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

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

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

**SENIOR:** English  
PE  
Electives – 5

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## COURSES OFFERED AT PHS

### ACADEMIC COURSES

\*Course has prerequisite

#### SOCIAL STUDIES

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

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

#### MATHEMATICS

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

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

ENGLISH

English 1  
English 3\*  
Journalism\*

English 2\*  
English 4\*  
English 4 Concepts

SCIENCE

Physical Science  
Biology 1  
Biology 3 \*  
Botany/Genetics  
Chemistry 2 \*

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

FINE ARTS

Band  
Art 1  
Art 3

Art 2  
Art 4

DRIVERS, HEALTH AND PHYSICAL EDUCATION

Physical Education  
Health Education (1 sem via Apex) Drivers Education (1 sem)

*\*Driver's Education is offered once in the Fall and Spring. Students normally take this course as a freshman. Students attempt to drive...(ASK TRAVIS)*

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

CTE - BUSINESS

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

Consumer Education\* (1 sem)  
Marketing

CTE - FAMILY AND CONSUMER SCIENCE

Nutrition and Culinary Arts 1  
Home Economics

Nutrition and Culinary Art 2

FOREIGN LANGUAGE

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

Spanish 2 \*

Off Campus Courses

(must qualify and courses are subject to change)

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

Robinson High School

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

Twin Rivers - LTC

Health Occupations  
CEO

Robinson High School

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

Lincoln Trail College

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

Hustonville

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

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

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

**ADDING OR DROPPING COURSES**

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

**GRADING SYSTEM**

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

<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 are used in conjunction with letter grades.

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

## Report Card and Mid-Term Percentages

100 - A+  
99 - 92 A  
91- 90 A

89 - 88 B+  
87 - 82 B  
81 - 80 B-

79 - 78 C+  
77 - 72 C  
71 - 70 C-

69 - 68 D+  
67 - 62 D  
61 - 60 D-  
59 and Below = F

## HONOR ROLL AND CLASS STANDING

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

### Regular

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

### Special Education

(Self-contained only)

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

P = Pass - Student working to capacity

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

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

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

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

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

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

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

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

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

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

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

## EARLY GRADUATION

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

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

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

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

## SCHOLARSHIPS

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

## INCOMPLETES

### **Incomplete Work:**

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

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

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

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

Credit cannot be given twice for the same course. A student who fails to complete an assignment

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

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

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

### **Credit Recovery**

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

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

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

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

### **Summer School**

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

## **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.

## **APPEAL PROCESS**

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

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## **Extracurriculars**

### **STUDENT SENATE**

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

### **CLASS OFFICERS/STUDENT SENATE PRESIDENT**

1. Elections for class officers will be held in the fall.
2. Candidates for class office and student senate must have a GPA of 2.5 or better.
3. In order to become a candidate for a class officer, a student must personally pick up a petition from their class sponsor.
4. The top portion of the petition will be filled out in the presence of the sponsor and signed by the sponsor.
5. A new student cannot run for class president, vice president, or student senate president their first year at PHS in order to meet the GPA requirement.
6. The class sponsor will be responsible for determining if the student qualifies for the office.
7. In order for a student to be considered for election, they must get 2/3rds of the class signatures on their petition. All signatures must be by members of their class and all signatures must be legible.
8. Petitions, in order to be valid, must be turned in by the announced deadline.
9. The class officer or student senate representative position may be revoked if:
  - a. Their GPA falls below a 2.5
  - b. The student has 6 absences in a semester
  - c. The student has 5 incomplete or zero on assignments in the semester for any class
10. Either a special election or past election results will be used to fill in the vacant position
11. If there is no applicant for a particular office, the class shall convene and students will be nominated from the floor and a secret ballot election will be held to determine a winner. The nominated student must have the required GPA to be elected.
12. When elected to the student senate or a class officer, to set those students as class leaders, there will be a professionalism dress requirement one day a week. This will be set at the first meeting.

## **CLASS AND CLUB MEETINGS**

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

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

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

## **HOMECOMING AND PROM COURT CANDIDATES**

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

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

## **CLASS FUNDING**

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

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

## **ACTIVITIES**

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

## **CLUBS**

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

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



## **CLASS JEWELRY**

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

## **LIBRARY**

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

## **STUDENT CARS**

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

Students 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.

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

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

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

## **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.

## **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.

## **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.

## LUNCH

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

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 Principal.

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

## 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.**

## CLASS CONDUCT

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

## BULLYING INFORMATION

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

## Complaint Managers

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

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

## Suicide Awareness & Prevention

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

## Support Services

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

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

**Special Education:** Children whose learning problems require a more intensive instructional program are provided with the services of S.E.S.E. (South Eastern Special Education), a cooperative of area school districts. S.E.S.E. provides specialized classrooms and services for all

eligible C.U.S.D. #3 students. Specialized services include classrooms for the visually, hearing, mentally impaired, multiply impaired, or emotionally disturbed. A referral to S.E.S.E. is made by the parent or the school. No child is ever placed in a local education support service or S.E.S.E. instructional program without parental knowledge and permission.

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

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

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

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

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

# **Palestine High School**



## **Student Conduct & Policies**

## **STUDENT CONDUCT**

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

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

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

## **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. The way a student dresses reflects their attitude toward school and class work. Any type of dress or apparel which is disruptive or unhealthful will not be tolerated. All students must maintain a state of general cleanliness. Students may be asked to change or sent home to change/shower in order to achieve the general cleanliness.

Long or thick coats will not be allowed in the classroom areas for safety concerns and can be asked by an adult to check the pockets of the coats or remove the coat upon entrance to the facility or at any time it is worn while on school grounds. Overly baggy hoodies will not be allowed for safety reasons. 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. An estimate for short length usually refers to using your arms down your side and the shorts no shorter than finger length but this is a rough guide. Students may not wear hats or gloves while in the building, unless directed to do so by a faculty member for safety and professional reasons.

In addition, clothes or patches on clothing which advertise alcoholic beverages, tobacco products, or have obscene references are not appropriate dress. Health and safety standards will be maintained at all times for the protection of the students. Clothing and footwear must not be such that it creates a safety hazard or will damage furniture or floors.

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

## **INTERNET POLICY**

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

## **ELECTRONIC DEVICE POLICY**

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

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

- They are allowed to be used before school, during lunch, and after school.
- Personal Electronic devices are not to be used in areas of the school campus that are designated as "Red Zones" unless given permission by the classroom teacher for their classroom.
  - Red Zones include all classrooms, hallways, library, cafeteria, restrooms, and locker rooms.
- Personal Electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to:
  - cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of documents, tests, or people.

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

The Chromebooks meet all needs of students for the use of technology for instructional purposes, and PHS has enough Chromebooks for every student. However, school personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of the classroom.

If a student is found to be in violation of this policy, the personal electronic device will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, etc., confiscated by school personnel as a result of a first violation will be returned to the student at the end of that day by the principal. Personal electronic devices confiscated as a result of further violations will not be returned to the student. A parent or guardian will be required to collect the device for the student, and it will not be surrendered until the next day.

## **ACADEMIC INTEGRITY**

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

### **Artificial Intelligence**

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

1. Acceptable Use: AI may be used in the classroom and for educational purposes, as long as it is used in a responsible and ethical manner.
2. Plagiarism: Students must not use AI to plagiarize the work of others, and any use of AI to generate written work must be properly cited and attributed.
3. Responsibility: Students and staff are responsible for their use of AI and any consequences that may result from its use.

4. Monitoring: The school administration reserves the right to monitor the use of AI in the classroom and take appropriate action if the policy is violated.
5. Updates: This policy may be updated as needed to reflect changes in technology and best practices.
6. Consequences: The consequence of using AI without consent or approval may result in a failing score, grade, or other discipline.

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

## **STUDENT DISCIPLINE**

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

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

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

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

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

## **MISCONDUCT SYSTEM**

- **Detention/Disciplinary Referral**
- **Failure to serve a detention**
- **Tardies** - \*Note, tardiness is cumulative per semester
 

	2 unexcused tardies = 1 detention. Repeated tardiness may refer to tutoring, in-school suspension, or Saturday School
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- **Truancy** - Unexcused absence for each period absent and/or time made up after school.
 

	Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
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- **Parking violations (reckless driving or speeding)**

	Detentions or loss of privileges on school property
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- **Horseplay, pranks, or other minor misconduct**

	Detention (1-4)
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- **Inappropriate display of affection**

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

- **Possession or use of a weapon** - Note, suspension and/or recommendation for expulsion      Suspension (1-10) and/or recommendation for expulsion
- **Creating a false fire alarm**      Penalties based upon the nature and seriousness of the incident as determined by the principal.
- **Arson** - Recommendation for expulsion
- **Other misconduct**

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

### **Tobacco and other substances**

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

Students will be disciplined with tobacco and other illegal instances but not limited 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.
  - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

### **Weapons**

A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the

Board may modify the Superintendent's determination, on a case-by-case basis. A means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) look-alikes of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

### **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.

### **Required Notices**

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

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

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

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

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

### **Delegation of Authority**

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

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

### **DETENTION**

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

Unless excused by the Principal, failure to serve the detention will cause the student to be assigned two detentions. If the student fails to serve one of the reassigned detentions without being

excused by the principal, he/she will be assigned a Saturday School. Saturday School will begin at 8:00 am and dismiss at 11:00 am.

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

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

### **SUSPENSION AND EXPULSION**

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

The High School uses two types of suspension:

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

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

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

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

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

### **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.

## **PRIVACY RIGHTS**

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

## **STUDENT RECORDS**

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

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

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

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

# **Palestine High School**



## **Athletic Information**

## Contact Information

Athletic Director: Travis Blank  
travis.blank@palestine-pioneers.net

## SPORTS PHYSICALS

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

### Opportunities

<b>OPH Wildcats</b>	<b>Pal-Hut Pioneers / Hut-Pal Tigers</b>	<b>Palestine Pioneers</b>
<b>Fall</b> <ul style="list-style-type: none"><li>• Cross Country</li><li>• Football</li><li>• Football Cheer</li><li>• Golf</li></ul>	<b>Fall</b> <ul style="list-style-type: none"><li>• Volleyball</li></ul> <b>Winter</b> <ul style="list-style-type: none"><li>• Scholastic Bowl</li></ul> <b>Spring</b> <ul style="list-style-type: none"><li>• Bass Fishing</li><li>• Softball</li></ul>	<b>Fall</b> <ul style="list-style-type: none"><li>• Marching Band</li></ul> <b>Spring</b> <ul style="list-style-type: none"><li>• Trap Shooting</li></ul>
<b>Winter</b> <ul style="list-style-type: none"><li>• Girls Basketball</li><li>• Boys Basketball</li><li>• Basketball Cheer</li><li>• Wrestling</li></ul>		
<b>Spring</b> <ul style="list-style-type: none"><li>• Baseball</li><li>• Boys Track and Field</li><li>• Girls Track and Field</li></ul>		Soccer Club is offered at Robinson

## ATHLETIC CODE

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

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

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

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

## **Athletic and School Attendance Policy**

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

## **Practice Bus**

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

## **Sign out at competition events**

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

## **Classroom Requirements for Participation**

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

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

## **Training and Participation Rules**

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



the violators accordingly. A continued lack of good sportsmanship or displays of inappropriate behavior will ultimately result in dismissal from the team or activity.

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

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

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

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

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

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

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

First Offense: One-fourth of season

Second Offense: One-half of season

Third Offense: One-year suspension

Fourth Offense: Suspension for remainder of high school career

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

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

**Level Two Offenses**

First Offense: One-half of season

Second Offense: One-year suspension

Third Offense: Suspension for remainder of high school career

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

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

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

**Determining Suspension Period**

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

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

**Crossover Suspension Examples**

Example 1

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

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

## **Crossover Suspension Examples**

### Example 2

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

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

## **Voluntary Admission**

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

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

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

## **Other Guidelines**

1. Parent participation is encouraged for all athletes. This participation can take the form of ticket taking, working concessions, or performing other duties as requested (related to their student's athletic contests).
2. Athletic Directors, Principal's, and Superintendents do not discuss playing time with parents. They can help set up a coach-parent meeting. Since they are not at all practices, it is not fair for administration to make the judgment on playing time.
3. An athlete is financially responsible for all equipment checked out to him or her. Any such equipment or uniform that is damaged or lost will result in the student paying for the replacement cost of said equipment.
4. Practice and game schedules will be prepared for student-athletes. Schedules will include the beginning and completion time of practices. Coaches are expected to have completed practice at the designated time.
5. All School District rules and regulations apply to student-athletes while they are participating in a school sponsored activity or while they are a member of any school team. This includes: Disciplinary procedures take precedence over participation in athletics – students who are suspended or serving an in-school detention may not participate or attend extracurricular/co-curricular activities. Students are required to serve detentions when assigned.
6. The attendance policies set forth in this handbook also apply to athletics. Unexcused absences will result in exclusion (as per policy) from an extracurricular/co-curricular activity or practice on the day of the unexcused absence. Determination of whether an absence from school is excused or unexcused is made by the Principal.
7. Bus rules and guidelines for parental pick-up of students also pertain to athletics. Students who are suspended from riding the bus due to infractions of bus rules will not be allowed to participate in extracurricular/co-curricular activities which require travel during the suspension.
8. Students in Palestine High School are encouraged to participate in the wide variety of

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

- Academic responsibilities and instructional field trips will take priority over all other activities. Student-athletes will not be penalized for attendance in an academic program.
  - Interscholastic contests (games) and public performances (concerts, plays, etc.) will take precedence over practice sessions or meetings.
  - Regularly scheduled monthly (once a month) meetings of organizations will take precedence over practice sessions.
9. Every student athlete must have on file in the Principal's Office or the Athletic Director's office a current **physical examination and athletic fee** form signed by a physician and proof of insurance coverage (or a signed insurance waiver) **before being allowed to practice or participate in an extracurricular/co-curricular activity.**
  10. Athletes may participate in two sports (activities) or a sport and cheerleading activities whose seasons overlap or coincide, with permission from both coaches/sponsors. The coaches along with the athletic director will work out a reasonable compromise on shared time for games and practices for all of these shared sports or cheerleading activities.
  11. **As a general rule, no school functions/games, including practices will be held if school is closed for inclement weather. Exceptions may be made at the discretion of the administration.**
  12. No required athletic team or extracurricular/co-curricular activity practices may be held on the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, or Good Friday, and no practices are to be held on Sunday as well.
  13. Students will not be allowed to drive to or from games or activities when the school provides transportation to these events. All players, participants, and other students involved with the team will be expected to ride the bus to the event and back. However, their parent/guardian, or the parent/guardian adult designee may pick them up after the game. The parent/guardian or the parent/guardian designee wishing to take their child home after the game must sign a sheet provided by the coach/ sponsor indicating their intentions to take the student home.
  14. Student athletes that are excused from participating by a doctor's note (because of injury or illness) must also have a doctor's note indicating when they may return to full participation. This applies to both games and practices.
  15. In activities in which Palestine co-ops with another school, every effort has been made to align the two school's extracurricular/co-curricular policies. If there are any differences between the schools policies, the host school's rules or policies will take precedence.