

**Pittsfield High School  
201 E. Higbee Street  
Pittsfield, IL 62363**

**Parent/Guardian Handbook Acknowledgement**

Dear Parent/Guardian,

**Please complete the following form and return to the office by August 25, 2017.**

From: The Parent/Guardian of: (1). \_\_\_\_\_

(2). \_\_\_\_\_

To: Pittsfield High School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Pittsfield High School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Student Handbook Acknowledgement**

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

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

\_\_\_\_\_  
Date

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Thank you for prompt submission of this form.

Angie Greger,  
Principal

# Pittsfield High School

**Student Planner  
2017-2018**

**201 East Higbee Street  
Pittsfield, Illinois 62363**

**Phone: (217) 285-6888      Web: [www.phs.net](http://www.phs.net)**

**This Planner Belongs To:**

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

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Dear Parents and Students of Pittsfield High School,

Welcome to Pittsfield High School. The staff and I hope you have had a great summer and are looking forward to an exciting new school year. Pittsfield High School has a rich tradition of excellence in extracurricular activities and a reputation for an outstanding academic program. Working together, we can continue this tradition and reputation. We want your high school experience to be one that you will look back on proudly for years to come.

Please read this handbook thoroughly. This handbook contains school rules and policies that are designed to create a safe learning environment. To further ensure your success at PHS, you will need to be aware of the policies concerning class prerequisites, graduation requirements, etc., that are all included in this handbook. **Let's have a fantastic school year in 2017-2018.**

With Saukee Pride,  
Angie Greger  
Principal

## INTRODUCTION

This student handbook has been prepared for both students and their parents/guardians in an effort to better acquaint them with their high school and its educational programs. If used wisely, it will serve as an excellent guide, and should be used by students in their classes throughout the year. Students should familiarize themselves with the school rules and regulations contained herein, though this information is not intended to be all-inclusive. As in any good democratic society, a few rules, regulations, and policies are necessary for the common good. Good citizens abide by the laws enacted by their elected and appointed representatives. The faculty and student body trusts that each student will abide by their school code set up by the school. In addition to good citizenship, school spirit and service are tremendous assets to a great school.

## BOARD OF EDUCATION MEMBERS

President – Mike Gerard; Secretary – Brian Daniel  
Tara Bradshaw, Alan Brokaw, Phillip Hoover, Richard Myers & Paul Petty  
Paula Hawley, Superintendent  
Mark Amann, Assistant Superintendent

## FACULTY AND SCHOOL PERSONNEL

ANGIE GREGER – PHS Principal  
ABEL, SUSAN – Spanish, Spanish Club, Student Council Co-Sponsor  
BACON, SCOTT - Driver's Education  
BANGERT, JUSTIN – Band, Jazz Band, Music Appreciation  
BOREN, SPENCER – Social Studies  
BOWEN, LANI – English, Freshman Class Sponsor  
BRADSHAW, CARRIE– Speech Language Therapist  
BUCHANAN, DEBBIE – Special Education Aide  
CAWTHON, JORDAN – Freshmen Boys Basketball Coach  
CAWTHON, RACHEL – Cheerleading Sponsor  
DANIEL, BECKY – Special Education – Math Emphasis  
DAVIDSMEYER, MALLORY – Art, Art Club Sponsor, Student Council Co- Sponsor  
ENGLISH, KATHRYN - Math  
FELDPAUSCH, JAMES – Chorus, Swing Choir, Head Golf Coach  
FESLER, TONY – PHS Assistant Principal, PACE Principal  
FILBERT, NOUE – English, Speech Team  
GERARD, KIM –Science, Sophomore Class Co-Sponsor  
GERECKE, BRIANNE – Math, Scholastic Bowl Sponsor, Math Team Sponsor, WYSE Sponsor, Junior Class Co-Sponsor  
GLENN, JODY – Hot Lunch Staff  
HEAFNER, KRISTI – Head Softball Coach  
HEAVNER, JODY – Agriculture, FFA Sponsor  
HEFFINGTON, MARK – Social Studies, Senior Class Sponsor  
HOOVER, KATHY –Library Media Aide  
HOWLAND, SHERRI – Guidance Secretary  
HUBBARD, TAMMY – Hot Lunch Staff  
JENNINGS, TERRY – Special Education Aide

LEAHY, LISA – Special Education – English Emphasis  
LENNON, PAUL – Industrial Technology  
MENDENAHLL, CHRISTIE – Drama Sponsor  
MEFFORD, ANITA – School Social Worker  
PHILLIPS, KINDRA – Science, Sophomore Class Co-Sponsor  
PLATTNER, TODD – Alternative School Teacher, Junior Varsity Boys Basketball Coach  
REESE, KAREN – Main Office Secretary  
RICHARDS, HEATHER – Saukette Sponsor  
ROBBINS, PATTY –Special Education Aide  
RUSH, LISA – Main Office Secretary  
RYLANDER, STEVE – Special Education  
SANDERSON, TIFFANY – Physical Education, Assistant Golf Coach  
SCHULTZ, JOHN – Business, Head Baseball Coach  
SECRIST, DUSTIN – Assistant Football Coach  
SHIELDS, PEG – Alternative School Aide  
SIMONSON, CURT – Head Football Coach  
SINGLER, ADAM – Math, Cross Country, Track  
SMITH, MIKE –Chemistry, Technology Coordinator  
STENDBACK, DEBBIE –Family and Consumer Science  
STILL, MARK – Auto Mechanics  
SYRCLE, VALERIE – Head of PHS Hot Lunch Staff  
TOMHAVE, BRAD – Physical Education, Health, Athletic Director, Head Basketball Coach  
WARD, STEVE – Custodian  
WASELL, CALLIE - English, Junior Class Co-Sponsor  
WATTS, CLAYTON - Custodian  
WESTBROOK, MICHELLE – Guidance Counselor, National Honor Society Sponsor  
WILLARD, MARLA- Track Coach

**TO VISIT STAFF WEBSITES: GO TO PHS.NET AND CLICK ON THE “STAFF” TAB AT THE TOP OF THE PHS HOME PAGE. YOU CAN THEN CLICK ON THE NAME OF THE P.H.S. STAFF MEMBER TO SEE THEIR SITE.**

**TO E-MAIL P.H.S. STAFF: GO TO PHS.NET AND CLICK ON THE “STAFF” TAB AT THE TOP OF THE PHS HOME PAGE. YOU CAN THEN CLICK ON THE WORD “EMAIL” TO CONTACT THE TEACHER OR EMAIL VIA TEACHEREASE.**

### **SCHOOL SONG**

*Wave the flag for dear old Pittsfield  
Red and black our colors grand  
Ever shall our team be victors  
Known throughout the land  
RAH! RAH! RAH!  
With our captain brave to lead us  
Without a fear we'll stand  
Wave again that dear old banner  
For our heroes every man!*

## Awards

### **Citizenship Awards**

Each year the student body selects one boy and one girl from the entire student body for the Leadership award and one boy and one girl for the Personality award. No student may receive the Leadership award or Personality award more than once during his/her freshman, sophomore, and junior years. Any senior is eligible for the awards.

### **Senior Class Awards**

Each year the faculty selects two outstanding boys and girls for citizenship awards. The D.A.R and S.A.R. awards are presented to the two students with the highest number of votes. The boy and girls with the second highest vote totals are the recipients of the Danforth Foundation Awards.

There are awards for the students ranking highest in scholastic standing for their four years of schoolwork. The honor students are to be **the top three percent** of the senior class. They will be selected upon class rank at the end of the 3<sup>rd</sup> quarter senior year. The minimum number of honor students for any one year will be three. Any student transferred from an accredited high school to our high school at the beginning of the school year, who is carrying a full course load, may be considered for this honor.

## Visitors

### **Visitor Policy**

All visitors, including parents and siblings, are required to enter through the front doors utilizing the security buzzer system. Prior to entering the building, visitors must identify themselves and inform the office personnel of their reason for being at the school. Upon admission, visitors must proceed immediately to the main office.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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.

## School Volunteers

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

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

### **Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administrator.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio (WBBA) or television stations (WGEM, KHQA) to be advised of school closings or early dismissals. The School Reach system will also notify you by phone. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

**Important:** Any changes to phone numbers need to be called in to the Pittsfield High School to update the Teacherease records. Failure to do so will prevent you from receiving alerts/messages.

### **Video & Audio Monitoring Systems**

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

Due to privacy issues, only administrative staff will be allowed to view/listen to video and/or audio recordings.

### **Accommodating Individuals with Disabilities**

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

### **Students with Food Allergies and/or Other Medical Concerns**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 285-6888.

### **Attendance**

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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 17 or older and employed and enrolled in a graduation incentive program.

As a student's absences begin to climb, the procedure for dealing with these absences is:

1. Notices to parents of students ages 6-17 when absences reach 4+ unexcused, 7+ excused/unexcused, or 9+ unexcused/excused combination.
2. Notice to Regional Office of Education Abolish Chronic Truancy when absences reach 6+unexcused. Contact with parents.
3. Second Notice to ROE ACT when absences reach 12+ unexcused. Contact with parents.
4. Third Notice to ROE ACT when absences reach 18+ unexcused. Contact with parents.
5. Notice to States Attorney when absences reach 19+unexcused. (High numbers of excused absences are dealt with and reported on an individual basis.) Contact with parents.

Absences are considered for the past 180 days and frequently involve 2 school years. **Truant Alternative Offering:** A Truant Alternative Program is available to students of Pike and Adams County. The Regional Superintendent of Schools, through a state grant, administers this program.

### **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 reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school requires documentation explaining the reason for the student's absence.

Procedures for returning to school after an absence:

- a. A parent or guardian **MUST** call our office on the day of the absence.
- b. Upon returning to school, the student must have a written excuse from his/her parent guardian to return to school. The written excuse should list specifically the days and the reason for the absence.
- c. **NO MATTER THE CIRCUMSTANCE, A STUDENT MUST REPORT TO THE OFFICE AFTER AN ABSENCE OF ANY LENGTH BEFORE REPORTING TO CLASS.**
- d. Students who have an excused absence may pick up assignments before or after school or during homeroom.
- e. If there is no call or note, the absence is **UNEXCUSED** and missed work **CANNOT** be made up.

**PITTSFIELD HIGH SCHOOL WILL NOT GRANT AN EXCUSED ABSENCE TO ANY STUDENT AFTER THAT STUDENT'S 7<sup>TH</sup> ACCUMULATED DAY OF ABSENCE, UNLESS A DOCTOR'S NOTE ACCOMPANIES THE STUDENT WHEN HE/SHE RETURNS TO SCHOOL.**

### **Unexcused Absence**

Unexcused Absences are viewed as the following: shopping trips, baby sitting, working, weather, vacation extensions, helping at home, etc. The above may be viewed as important to you but directly impacts the educational process and will not be tolerated.

An unexcused absence will result in a **ZERO** for all work missed. Teachers will share work with students that was missed in order for the student to be prepared for later tests.

### **Pre-Arranged Absence**

A pre-arranged absence may be given, if absence is unavoidable. Such absences **MUST** be pre-arranged with the administration and forms completed and signed by all teachers whose classes



will be missed. The forms are available in the office and must be completed prior to the absence. Teachers may require missed work to be completed prior to the absence. This is at the teacher's discretion.

**IF YOU ARE TARDY:** If you are late getting to school in the morning, you must come to the office for a tardy slip. If you are late for class, you are subject to detention. You are tardy if you are not in your seat when the tardy bell rings. The minutes between periods should allow you plenty of time to get to your class and be in your seat. If you are not in your seat when the bell rings, you will be marked tardy and may be assigned a detention. If you are detained by a teacher, get a pass from your teacher to take to the next class with you.

**FAILURE TO SERVE A DETENTION** will result in the student being assigned a Saturday detention. Failure to serve an assigned Saturday detention can result in the withholding of various privileges.

**LEAVING SCHOOL:** A note from a parent/guardian is required before a student will be permitted to sign out for any reason. An appointment card from the doctor, etc., is not considered a note from a parent. No one shall leave the school grounds during school hours without permission from the administration, except when groups are taken or sent by a teacher to do school work. You may go home during your lunch period if you can get back in time for your next class – you are responsible for being back on time. Excuses such as failure to get the car started, flat tires, traffic mishaps, etc. will not be excused. **BEFORE** you leave for such things as dentist or doctor appointments, obtain permission from the office and sign out.

Students who are not in their assigned class, or who leave school without signing out, will be assigned a Saturday detention, or be suspended from school. This includes students who leave at lunch time.

Oversleeping is considered truancy and is subject to appropriate disciplinary procedures.

Students who arrive at school after 10 a.m. will not be allowed to participate in extra-curricular activities for that day unless they have a doctor's excuse, dentist's excuse, or other permission as granted by the principal. Students may not practice nor perform. They may be required to attend practice or the extra-curricular event by the coach or moderator, but may not participate.

Tardies are considered to be anytime a student is late to school either in the morning or returning from lunch. In addition, students are tardy if they are not in their assigned class prior to the bell.

**Students will receive lunch detentions for up to three tardies; a fourth tardy will result in an hour after school detention; fifth and subsequent tardies will result in a Saturday detention being assigned. Accumulated tardies will be erased at the semester and a new tardy count will begin. TARDIES WILL IMPACT PERFECT ATTENDANCE.**

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. For example, a student misses an "A" day and returns the very next day which is a "B" day the student **IS REQUIRED** to go to his/her teachers and pick up assignments from the previous day.

The assignments will be due the very next day which would be an “A” day. Students who are unexcused from school will not be allowed to make up missed work.

### **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

### **Exemption from Physical Education Requirement**

A student in grades 9-12 may request to the building principal to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer’s Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

### **Credit for Alternative Courses and Programs, and Course Substitutions**

#### **Correspondence Courses**

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

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 1 unit of high school credit may be counted toward the requirements for a student’s high school graduation.

#### **Distance Learning Courses, Including Virtual or Online Courses**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student’s high school;

3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. East Alternative School students may take distance learning courses as appropriate for their IOEP. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

### **Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal.

International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

### **College Courses**

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

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 semester hours be counted toward the requirements for a student's high school graduation. Three (3) semester hours count as 1 unit of high school credit.

### **Dual Credit Courses**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

### **Substitutions for Courses**

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

### **High School Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.

2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Taking the SAT.

### Students Entering the 9th Grade in the 2008-2009 School Year & Beyond

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and civics and American government.
6. One year chosen from (A) music, (B) art, (C) foreign language, (which shall be deemed to include American Sign Language), or (D) vocational education.

The above requirements do not to apply students with disabilities whose course of study is determined by an Individualized Education Program.

## BLOCK-8

Beginning with the 1994-95 school year, Pittsfield High School instituted BLOCK-8 scheduling. All students must take eight classes, and are expected to have 8 credits per year. **Students must earn 29 credits to graduate.** There are no study halls at Pittsfield High School.

### 2016-17 COURSE CATALOG

<b><u>Agriculture Area</u></b>	<b><u>Yrs.</u></b>		Clothing & Textiles	2,3,4	1
Intr. to Ag. Ind.	1,2,3	1	Child Dev/Child Cr	2,3,4	1
Agr. Science	2,3,4	1	Foods & Nutrition	2,3,4	1
BSAA	3,4	1	Parenting	2,3,4	1
PSAA	2,3,4	1	Tailoring I & II	3,4	1
Agr. Bus. Mgt.	4	1	Ethnic Cooking	2,3,4	½
			Creative Arts	2,3,4	½
<b><u>Industrial Arts Area</u></b>			Adult Living	2,3,4	½
Ind. Tech.	1,2,3,4	1	Living Environment	2,3,4	½
CAD I, CAD II	2,3,4	1			
Woods II	2,3,4	½	<b><u>Business Area</u></b>		
Woods III/Woods IV	3,4	1	Keyboarding	1,2,3,4	½
Arch. Drafting	2, 3,4	1	Info. Processing 1A	1,2,3,4	½
Building & Trades	3,4	1	Info. Processing 1B	1,2,3,4	½
			Desktop Publish	2,3,4	½
<b><u>Family &amp; Consumer Sciences</u></b>			Digital Photo & Des.	2,3,4	½
Intro to FCS	1,2,3,4	1	Office Tech	3,4	½
			Web Design I	2,3,4	½

Web Design II	2,3,4	½
Multimedia Design	2,3,4	½
Video Projects	4	½
Yearbook	3,4	1
Accounting	3,4	1
Cons. Ed.	4	½
Web Master(teacher appr.)		1

**Social Studies Area**

Personal Relation.	1,2,3,4	½
Am. History	3	1
Am. Gov't	4	½
World History	1,2,3,4	1
World Geog.	1,2,3,4	1
Illinois History	1,2,3,4	½
Current Events	1,2,3,4	½
20 <sup>th</sup> Century His.	2,3,4	1

**Mechanics Area**      **Yrs.**

Auto Mech. I	3,4	2
Auto Mech. II	4	2
Small Engines.....	2,3,4.....	1/2
Adv. Engines	3,4	1
Night Auto	3,4	1

**English Area**

English I	1	1
English II	2	1
English III	3	1
English IV	4	1
*Coll. Eng. for Srs.	4	1
Journalism	1,2,3,4	½
Speech	1,2,3,4	½
Creative Writing	1,2,3,4	½
Drama	1,2,3,4	½
Novels	1,2,3,4	½

**Mathematics Area**

Fund. Alg.	1	1
Geometry 1A	2,3,4	1
Algebra I	1,2,3,4	1
Geometry	1,2,3,4	1
Consumer Math	3,4	½
Algebra II A	3,4	1
Algebra II	2,3,4	1
*Coll. Algebra	3,4	½
*Trig.	3,4	½
*Calculus	4	1
Stats & Prob.	2,3,4	½
Adv. Alg. Topics	2,3,4	½
Transition Math	1,2,3,4.....	1

**Science Area**

Health	1	½
Environ. Science	1,2	1
Earth Science	1,2	1

Biology I	1,2	1
Adv. Biology	3,4	1
Basic Chemistry	2,3,4	1
Basic Physics	2,3,4	1
*Chemistry	2,3,4	1
*Physics	3,4	1
A & P I	2,3,4	1
*A & P II	3,4	1
Intro. Health Occ.	2,3	1
CNA	3,4	2
Adv. Health	1, 2,3,4	½

**Foreign Language**

Spanish I	1,2,3,4	1
Spanish II	2,3,4	1
Spanish III	3,4	1
*Spanish IV	4	1

**Music Area**      **Yrs.**

Band	1,2,3,4	1
Chorus	1,2,3,4	1
Music Apprec	1,2,3,4	½

**Art Area**

Basic Art	1,2,3	1
Multi-Cult. Art	2,3,4	½
Modern Art	2,3,4	½
Art of Present	2,3,4	½
2 Dimens. Design	2,3,4	½
Portfolio Design	3,4	½
Drawing/Painting	2,3,4	½

<b>P.E. - Co-ed</b>	1,2,3,4	1
<b>Dr. Ed.</b>		0

\*Weighted Classes. Weighted classes give extra grade point value to A's, B's, or C's.

\*\*Offered alternating years.

### **Graduation Requirements**

Twenty-nine credits are required for graduation. Seniors MUST have earned the necessary amount of credits before they will be allowed to participate in the graduation ceremony.

Mathematics 3 credits (Including Geometry)\* (Students are enrolled in math all four years)  
English 4 credits (Including Writing Content)  
Science 2 credits  
Health (Fr. Year) ½ credit  
American History & Civics (Jr. Year) 1 credit  
American Government (Sr. Year) ½ credit  
Additional Social Studies ½ credit  
Consumer Education (Sr. Year) ½ credit  
Physical Education 4 credits

\*Any double blocked math course will count as 1 math credit and 1 elective.

### **Grading Scale**

A= 93-100; B= 85-92; C=77-84; D= 70-76; F=Below 70

### **Classification Status**

Students must have accumulated the following credits to earn that class status:

Sophomore	6 Credits
Junior	13 Credits
Senior	20 Credits

Classification will be determined at the beginning of the year and will not be changed until the start of the next school year.

### **Book Rental and Fees**

Students may rent textbooks for use during the year. The rental cost is determined by the Board of Education. It is agreed that books must be returned in good condition. Extra charges shall be made at the end of the year for any damage to a book. Additional fees may be assessed by the Board of Education.

Forms are sent home at the beginning of the school year for families to complete to determine if you qualify for fee waivers.

### **Free and Reduced Lunches**

Free and reduced lunches are available to qualified students. Applications will be distributed at the beginning of the school year to all students the first day of school and when new students enroll.

**School Food Services**

The school lunch is the foundation of the food service program and provides at least one third of the child’s daily nutritional requirements for good health, established by the U.S. Department of Agriculture. Pikeland Unit #10 maintains 3 kitchens in order to provide a lunch in every school to each student.

Pikeland Unit #10 does participate in the National School Lunch and School Breakfast Programs. Parents of students who cannot afford to purchase breakfast or lunch may be eligible to eat free or at a reduced rate. Please request an application form in your student’s building office.

Student meals are to be paid in advance or on the day of purchase. Advance payments may be sent in an envelope to your child’s school with your child’s name on the envelope. Payments will also be accepted daily by the cashier at each school. If you have children in two or more buildings and want to make one payment each month, please specify how much money goes to each child’s account when you send the payment. Regular charging of student meals is not allowed. Ala carte services are available in our junior high for grades 5th-8th and in our high school on cash basis only. Students cannot charge ala carte items.

In the event that your child acquires a lunch bill with the district, you will be sent a bill at the end of the month. Payments are due by the 10th of the following month. If a payment is not received by the 10th of the following month, your child will be served an alternative meal until the bill is paid. Free and reduced price meal forms are always available in each school office if you feel your child might qualify. Free and reduced meal forms can be filled out anytime during the year if your financial status changes. Students may bring lunch from home and purchase milk for \$.30.

School food service helps contribute to the education of the child in three ways: (1) physical well being; (2) mental receptivity; and (3) knowledge of food and application of good eating habits. If you have any questions about the school food services, please contact Susan Collins at 285-9462.

**School Breakfast and Lunch Fees**

Breakfast		Lunch	
Reduced	\$0.30	Reduced	\$0.40
PHS	\$1.25	PHS	\$2.35
Adult	\$1.25	Adult	\$2.50
Extra Milk	\$0.35		

**Bus Transportation**

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

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

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

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in the bus doors, railings or aisles.
2. Arrive on the time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver to bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions, regarding school transportation issues, contact Mr. Mark Amann at 217-285-2147.

### **Parking**

Students may park their vehicles in the designated lot west of the gymnasium and annex. Vehicles must be parked within boundary lines, and must be driven under the speed limit of 5 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside of designated parking spots may be disciplined. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

School staff, personnel, and others designated by administration are allowed to park in front of the building and behind the building. These two lots MAY NOT be used by students at any time. Students who park their cars in these areas may be disciplined at the discretion of administration.

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

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

Vehicles MAY NOT be parked or located in the bus lanes or near the fuel tanks at ANY TIME. Bus lanes are along the side of the auditorium. Students may be disciplined for parking in these areas. Students are not to back in along the sidewalk areas as the truck hitch is a safety hazard.

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

**ALL STUDENTS are required to purchase a parking tag to park on school property. Students who fail to purchase a parking tag and park on school property are subject to having their vehicle towed at the owner's expense.**

Student drivers are to observe state and city traffic laws to and from school, during school hours, and any school represented trips. Students will not be allowed to drive vehicles between classes. Students who are observed driving recklessly on school grounds are subject to disciplinary actions. Such actions may include temporary or permanent loss of driving privileges to PHS. Students may not park on Higbee, South Monroe, or South Madison streets during school hours

without the permission of the school administration.

### **Immunizations and Health Examinations**

Required Health Examinations and Immunizations:

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the exclusion date will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the compliance date, the student must present, by the compliance date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection.
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

### **Student Medication**

The Pikeland Unit 10 School Board adopted the following policy for administering medicines to students at school. PLEASE NOTE: All prescription medicine, which must be taken during school hours, is to be delivered the office at Pittsfield High School.

If a student needs to take prescription medication during the school day, the parent(s)/guardian(s) must obtain a Student Medical Authorization Form from the office. The form must be filled out and signed by the! parent/guardian and the physician, then returned to our office. Medication is to be in a current, labeled, dated, prescription bottle. It is kept secure in the office, dispensed by

school personnel, and logged. The student must take the medication in the presence of school personnel. Special written permission by a physician is needed in the office if a student is to carry an inhaler. The office does not keep aspirin, Tylenol, or other over the counter medications on hand for students. The parent/guardian will need to bring those to the office and administer those at the time the student needs them.

**The school will not administer over the counter medication to students (example: allergy medicine, Tylenol, cough syrup, etc., unless prescribed by a doctor).**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

If a student needs to take medication during the school day, the parent(s)/guardian(s) must obtain an authorization form from the office. The form must be filled out and signed by the prescribing physician and the parent/guardian, then returned to our office. For non-prescription medication, the parent/guardian must complete and sign the form.

All medications are kept in a secure place in the school office. Prescription medications must be in a container from the pharmacy – labeled with the student's name, the prescribing physician's name, the route of administration, the time of administration, and the expiration date. Non-prescription medication should be in the manufacturer's original container with the ingredients listed and the student's name affixed to the container.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. This policy is included in the student handbook for parent(s) and student(s) information.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's

doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Guidance & Counseling**

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

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

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. More information and a copy of the school district policy can be found on the district website or obtained from the school office.

### **H.E.L.P.S.**

#### **(Helping Every Learner Progress Successfully)**

HELPS is a committee of trained staff put in place to assist those students at risk in the areas of behavior, attendance, health, and academics. A student can be referred to this program by a parent, teacher, or another student. Referral forms are located throughout the building classrooms, as well as in the main office. Each referral will be taken seriously, and the information will be kept confidential. Once referred, the committee reviews the information and a plan is developed to address the student's needs. In some cases, it is necessary for the student to be referred to an outside agency to meet his or her needs. If you have any questions about HELPS, please call (217) 285-6888 and ask to speak to the HELPS team leader.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Rules and Regulations**

#### **School Code**

The School Code is presented to help smooth the way of life in the area where students, teachers, and parents meet – that we do the right thing at the right time and in the right way.

## **STUDENTS ARE TO BE CONSCIOUS OF DEVELOPING GOOD CHARACTER.**

1. We honor and respect our teachers and others who are responsible for our guidance.
2. We are honest; we do our own work.
3. We are punctual and meet every obligation promptly.
4. We never use profanity.
5. We attend school regularly.

## **STUDENTS RESPECT PROPERTY.**

1. We do not destroy or damage school or personal property.
2. We do not steal; we keep our lockers locked.
3. We may have food/drink ONLY in the cafeteria and by the benches in weightroom hallway.
4. We do not allow food and drink in student lockers or beyond the Cafeteria.
5. We are conscious of the overall appearance of our school.

### **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. Classes begin at 8:25 a.m. and students are dismissed at 3:25 p.m. each day. The following rules shall apply and failure to abide by the rules may result in discipline:

- Hats and/or bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students are not allowed to bring purses, bags or backpacks into classrooms. This includes during homeroom at the end of the day.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

### **School Dress Code / Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational practice of the school. Parents and students are equally responsible for the appearance of the student. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, please help your student adhere to these guidelines.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Shoes must be worn at all times.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with substantial holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Appropriate is viewed as not shorter than fingertip length when arms are extended by the side. Tops and bottoms must overlap at all times.
- Students must wear shirts that have sleeves or cover the entire shoulder and are not low cut in the front. Tank (regardless of shoulder width), halter, off the shoulder, backless top; or tops with spaghetti straps ARE NOT permitted.
- Appropriate footwear must be worn at all times.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- **IF THERE IS ANY DOUBT ABOUT DRESS AND APPEARANCE, THE BUILDING PRINCIPAL WILL MAKE THE FINAL DECISION.**

In case of extremes, students will be asked by the principal to go home to change clothing or to change into an appropriate shirt provided by the administration. Time missed will be unexcused.

**The principal will have the final say in any incident, as these issues are under the principal's discretion.**

#### Piercings

Visible body piercing jewelry is not to be worn, other than of the ears, during the school day or while participating in school activities. Examples: tongue, nose, eyebrow, etc. piercing jewelry will not be allowed. Students will be asked to remove the piercing during school hours or be sent home. Time missed from school for this reason is unexcused.

When it comes to visible body piercings the following discipline has been put into place:

- 1<sup>st</sup> Offense- Student will receive a warning and must remove piercing.
- 2<sup>nd</sup> Offense – student will receive a one hour after school detention and must remove piercing.
- 3<sup>rd</sup> Offense – Student will receive a Saturday detention and must remove piercing.
- Further offenses can result in the withholding of various privileges.

## Student Behavior

Copies of all school student behavior policies may be requested in the school office or the district office.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana or hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including 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, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis, or controlled substances into the body, and (b) grow, process, store or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular phone, smart phone, device that links to a smart phone such as an Apple Watch® video recording device, personal digital assistant (PDA), or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) supervising teacher grants permission; (b) use of the device is provided in a student’s lunch period outside of the building; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Disciplinary actions for not following silencing cell phone and following policy are as follows:

1<sup>st</sup> Offense – Student’s phone will be taken and given back to the student at the end of the day.

2<sup>nd</sup> Offense- Student’s phone will be taken and parent must pick it up.

3<sup>rd</sup> Offense – Student’s phone will be taken and parent must pick it up and student will earn a Saturday detention. **If at any time a student refuses to turn over his/her phone to a staff member, it will result in disciplinary action.**

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

*First Cheating Offense During A School Year:*

1. The student will be given a zero for the assignment and a conference with the offending(s) will be held.
2. The office will be notified.
3. Parents of the student will be notified of the offense.
4. Students may receive a detention or suspension.



5. A list of students who have been caught cheating will be compiled.
6. Teachers refer student to his/her counselors.

*Second Cheating Offense During a School Year:*

1. Students will be sent to the office for the following discipline measures:
  - a. The student is immediately ineligible for any outside activity, office, or award for 18 weeks (one semester), following the offense.
2. The discipline (including detention/suspension) for a second/subsequent offense is automatic.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student, or encouraging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or any other school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved with a gang or engaging in gang like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property.
21. Fighting is never tolerated. Fighting will be interpreted as the exchange of mutual contact, such as pushing, shoving, and hitting with or without injury.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that is accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

**For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a student’s locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.**

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

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

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

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges. (i.e. open campus, extra-curricular participation to name a few)

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be face disciplinary action:

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes"

of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Detention Policy**

Students are given detentions for the following reasons: tardiness, failure to turn in assignments on time, unauthorized absenteeism, and misbehavior. Detention time serves as a reminder that a rule has been broken and hopefully the process will not be repeated. Detention is a time when homework is to be done so bring study material. If you show up without study material, you will be sent to your locker to get study material. Your makeup time will start when you return and occupy your assigned seat.

#### **Lunch Detention Rules:**

1. Students assigned a lunch detention are to be dismissed 3 minutes before the bell to get their lunch and report to the detention room. Students are required to bring reading material.
2. Students who fail to serve a lunch detention will be assigned a Saturday Detention.

#### **After-School Detention Rules:**

1. Students should report to study hall promptly. Detention starts at 3:30 and ends at 4:30.
2. Students should have school materials with them and are expected to be busy.
3. No talking. Students should be seated as far apart from one another as possible.
5. No sleeping. If a student sleeps, the unsatisfactory column should be checked on the detention roster. This will result in a Saturday detention.
6. If any of the above rules are violated, the students should be dismissed from the detention room. The “not satisfactorily completed” column should be checked with the reason recorded in the “comments” column.

#### **Saturday Detention Rules:**

8:30 a.m.- 12:00 p.m. If a student is assigned Saturday detention, that student is responsible for following these rules:

1. Students must report no later than 8:30 a.m. to detention. If late, students will be assigned another Saturday detention.
2. Only school work or reading library books are acceptable activities during Saturday detention.
3. No gum, candy, or food allowed. No sleeping at any time.
4. Students are NOT allowed to read magazines or draw aimlessly. Reading or school work only.
5. No talking – a student who wishes to communicate with the teacher in charge will raise his or her hand.
6. A supervised break will take place sometime mid-morning at the teacher's discretion – no longer than 10 or 15 minutes.
7. REMINDER: NO SMOKING on school property at any time.

Any violations of the detention rules shall be reported to the principal on the following Monday morning. The principal may assign additional detention time, including Saturday detention, for violation of rules. A student who misses Saturday detention is automatically suspended from school for five school days; by act of the Pikeland Board of Education 8/21/91. Suspension for missing a Saturday detention will be treated as an unexcused absence.

### **Suspension**

Any student who is flagrantly disobedient, insubordinate, or who gives evidence of severe emotional disturbance may be suspended for a period not to exceed ten (10) days on authorization of the school principal. Such suspensions must be reported immediately to the superintendent and the parents, with reasons fully stated. Parents shall have the right to appeal such suspension in keeping with the provisions of the Illinois School Code.

1. Students may be suspended by the principal from any or all extra-curricular activities for indefinite periods of time if gross misconduct is established. Students eligible for transportation may be suspended from using such transportation by the principal. Such suspension must be immediately reported to the superintendent and the parents. Such suspensions must also comply with all due process rights of students.
2. A student will be suspended for five school days from riding all buses, including extracurricular vehicles, if he/she receives two bus disciplinary citations during a single school year. Parents will receive written notification with each citation. Each disciplinary citation beyond two, in a given single school year, will result in an additional five school day bus riding suspension. Extenuating circumstances, as determined by the administration, may void the aforementioned student bus suspension guidelines. However, if the offense is severe enough, a student may have his/her bus riding privileges revoked upon receipt of his/her first disciplinary citation.

### **Expulsion**

A student may be expelled from school or school transportation services only by the Board of Education, on recommendation of the superintendent, for reasons of gross disobedience or misconduct, based on good and sufficient evidence and in keeping with provisions of the Illinois School Code 10-22.6. Such action must be recorded in the official minutes of the Board of Education.

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

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

### **Cooperation with Law Enforcement Officers**

School officials will cooperate with law enforcement officers who come to the school premises for purposes of questioning or taking into custody of students who are enrolled in the district. This relationship must be governed by procedures, laws and judicial decisions designed to protect the legal rights of each student. When law enforcement authorities seek to interview a student, the administration will attempt to contact the student’s parent or guardian before allowing the law enforcement agent to interview the student. There may be extenuating circumstances that may exist that dictate a parental or guardian contact not be made.

### **Search and Seizure**

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

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

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

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

### **Bullying, Intimidation & (Sexual) Harassment**

Bullying, teen dating violence, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or (sexual) harassment.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been bullied should contact the high school administration.

### **Lunch & Cafeteria Rules**

#### **Lunch Rules**

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on time.

#### **Cafeteria Rules**

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria staff and show proper respect toward all cafeteria personnel.

### **Locker Policy**

1. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned. ***For security purposes, lockers are to be kept closed and locked at all times when the "owner" is not present at the locker.***
2. Only the following items may be kept in the locker:
  - a. Clothing necessary for the student for the day and clean gym clothes.

- b. Hygiene items. Medications may not be kept in the locker.
- c. School-related books and supplies.

***Note: Food or Drink items are NOT to be kept in the locker.***

3. Under no circumstance shall any item, the possession of which is illegal in this state for the locker's assignee, be kept.
4. Failure to keep your locker locked may result in an assigned detention. No lock other than a school-supplied lock may be used. Other locking devices will be removed.
5. The student assigned to the locker is also responsible for the lock. If it is lost or damaged, you will be required to pay its replacement cost.
6. Lockers are subject to random search at any time by the administration.
7. There is to be absolutely no writing on or in any lockers.
8. All locker problems (malfunctions) should be reported to the office immediately.
9. Students will be assessed a charge for any damaged or vandalized locker.
10. Only School-Approved or School-Sponsored decorations are allowed on the exterior of lockers.

### **Media Center**

The media center is composed of multiple areas: a large group room containing books and computers; a work room area containing a copier, laminator, binder, and other small pieces of equipment; storage areas; and an office area.

1. Most book and non-book materials may be checked out for two weeks. Materials can be renewed once allowing the student to have a book a total of one month.
2. A limited number of magazines are purchased for student use. Current magazines are not to leave the media center without permission from media personnel.
3. One daily and two weekly newspapers are purchased. Magazines and newspapers are not to be clipped.
4. Reference materials such as encyclopedias, dictionaries, and atlases do not circulate but must be used in the media center.
5. Returned materials are to be placed in the return slot at the checkout station.
6. A student is expected to pay for materials that have been lost or damaged. Students who fail to return materials on time will be assessed a late fee.
7. Food and drink are not to be used in the M.C. at any time.
8. The circulation computer is to be used by media staff only. It is off limits to students.
9. A quiet atmosphere must be maintained in the M.C. during school hours to allow all the opportunity to work in an educational setting.
10. Students and faculty are encouraged to suggest book, magazine, and other titles for future purchases. Media personnel will research these titles using professional selection tools to make sure they are appropriate for young adult reading and viewing.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.



All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

### **.Internet Acceptable Use**

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

**Social Media** – School officials may request or require that a student or his/her parent/guardian provide a password or other related account information to gain access to a student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

#### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

The school does not mass distribute commercial flyers/brochures to students. Information of this type will be kept in the office. Information will be included in the announcements noting the availability of these items.

#### **Attendance at School Dances**

Pittsfield High School students are encouraged to attend dances held at PHS. Guests from other schools may be invited. A dance permission form must be obtained in the office and be completed. If the student is in high school then that guest's administrator must sign off on the form. Absolutely no junior high school students are allowed to attend high school dances.

In addition, out-of-school guests must be under the age of 21. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

### **Exemption From Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

### **Student Records**

School student records are confidential and information from them will not be released other than as provided by law. Pittsfield High School requires a court order to identify a parent who is not allowed to see his/her child at school at times when other parents have the right. Also, a court order is needed for denial of access to records or one's child by the non-custodial parent. The school will need a notarized copy of the divorce decree or other form of court order to keep with the student's records.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: student name, student grade level, academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; name for newspaper picture. In addition, to the above, the following information can be released to school associated groups. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

### **Notice of Destruction of Temporary Records**

Pikeland Community Unit School District #10 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for five (5) years. Parents of students and students that graduate or leave this school are hereby notified that if they wish a copy of any "temporary" information before it is deleted/destroyed, they must make that request to the Board of Education Office within five (5) years of graduation or departure from school. Temporary records will be destroyed five (5) years following graduation or departure from school.

### **Requests from Military or Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name

to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State Law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy.

### **Integrated Pest Management Policy**

Pikeland Community School Unit District #10 has an Integrated Pest Management Policy. As required by Illinois law you are being notified that periodically pesticides are used as a last resort to control pests. If you wish to be placed on a registry to be notified prior to spraying pesticide, please notify in writing the Board of Education Office, 512 South Madison Street, Pittsfield, Illinois 62363. In addition, a file of hazardous or toxic substances is maintained at each school of the district for the substances used at that school.

### **Mandated Reporters**

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

### **Sex Offender Notification Law**

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

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

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

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

A violation of this law is a Class 4 felony.

Exceptions must be approved by the building administrator in advance.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### **Notification to the Public Concerning Asbestos Within the School District**

The following information is provided accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district and in the district and at the district office.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building (s). The District will continue its efforts to maintain all remaining asbestos containing materials in an intact state and undamaged condition.

School maintenance and custodial personnel have received the required asbestos awareness training.

### **Student Grievance Policy**

A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons. More detailed information is available in the offices of the superintendent and building principal. Time limits refer to days when school is in session.

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Pittsfield High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pikeland Unit #10 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pittsfield High School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Pittsfield High School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Pittsfield High School has designated the following information as directory information:

- Student's name and grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's Armed forces.

### **Qualification of Educators**

You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided Title I services by teacher aides/paraprofessionals and, if so, their qualifications.

Please direct requests to the Pikeland Board Office, 512 S. Madison St., Pittsfield, Illinois 62363. You will receive a response to your request for information within 10 days.

### **Medicaid Reimbursement Consent**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy, diagnostic services, social work, health services, and transportation, etc. provided to a child are partially reimbursable.

Unless a parent or guardian objects in writing, Pikeland Community Unit #10 will claim Medicaid reimbursement for services provided. These claims will have no impact on the ability to receive Medicaid funding either now or anytime in the future. If there is no objection to this release of information related to Medicaid claims for the child, the parent/guard does nothing.

### *FOUR RIVERS SPECIAL EDUCATION DISTRICT*

Consistent with requirements in 34 CFR 300.503(dc) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process claims;
3. That health related services pursuant to in Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at not cost to the parent or guardian.

#### Discipline of Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

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

#### Organizations

##### **Student Council**

Throughout the year, Student Council sponsors and participates in many activities and serves as a bridge between students, the administration, and the community with emphasis on communication, responsibility, and leadership.

To be selected, an individual must fill out an application, which will be subject to the review of the advisors and give a speech. Student Council representatives will be assigned to a homeroom for the school year.

It is vital for all members to assume the responsibilities of this organization seriously. These responsibilities include attending all weekly meetings, assisting with PCS Dances, Homecoming

Week, the annual Food and Toy Drive, soda machine duty, and other activities deemed important by the organization.

Three (3) unexcused absences from the meeting or other mandatory events will result in being removed from Student Council. We need all members to do their part to enjoy the successful and fulfilling experiences offered through this organization.

### **Homecoming**

Student Council sponsors Homecoming. Activities include the crowning of the queen and her court and the bonfire, the pep rally on the courthouse square, the Homecoming game, and the Homecoming dance on Saturday evening. The Homecoming queen and her court reign during all Homecoming festivities. The court shall consist of the following: last year's Prom queen who is an honorary attendant, two girls from the freshman, sophomore, and junior classes, and not less than six senior girls. No girl may be an attendant more than once during her freshman, sophomore, and junior years. Any senior girl is eligible to be an attendant. Homecoming activities are for the alumni and the present student body. Non-PHS Student Dance Guests must be HS age up to age 20, and be approved in advance with the administration using the registration form.

### **Band**

Participation in band is open to any student who plays a band instrument.

The purposes of band are (1) to develop the performance skills of its members through the participation in its various performing groups and, (2) to increase the musical understanding and enjoyment of each member through acquaintance with a wide variety of musical styles and forms.

Each member is expected to participate in all the performance activities of the band that may include: concerts, parades, festivals, and home football and basketball games. In addition to Concert and Marching Bands, qualified students may participate in Jazz Band and in State Contests for soloists and ensembles.

Band members receive regular grades and one credit for each year of participation.

### **Class Officers**

Four class officers are elected for each class: president, vice-president, secretary, and treasurer. Either boys or girls may fill the offices. To be elected, a candidate must circulate a petition and must deliver a speech before his/her class. No officer can succeed himself/herself.

In case an officer resigns or there is an open office, the president will appoint, with the consent of the other officers, sponsor, and their class Student Council representatives, an eligible student for the balance of the year.

If the president resigns, the vice-president will take over his/her duties and the office of vice-president shall be left vacant.

### **Junior-Senior Prom**

The Junior-Senior Prom is sponsored by the juniors to honor the seniors. The junior class elects the Prom King and Queen and their court, consisting of six junior boys and six junior girls.

A girl may not be a queen at more than one formal affair a year, and the Prom queen may not be Homecoming queen the following year, but is made an honorary attendant the following year.



## **National Honor Society**

The object of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. A five-member Faculty Council (which does not include the advisers), selected by the Principal, will review the qualifications of each student who is scholastically eligible and has submitted a data sheet. The committee will ultimately decide whether a candidate meets the qualifications for membership.

Each teacher has the responsibility to assist in the nomination process. Teacher input should take into consideration contact with nominees in other areas besides just academics. Input should consider contact in the classroom, school activities, school corridors, lunchroom, community projects, school clubs, or any other community service activity.

### **Character**

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern and respect for others
- Observes instructions and rules, is punctual, and is faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment
- Shows respect for the law and authority. (Character is not based on mere personality or on minor incidences, unless they are repeated so as to indicate a definite pattern of behavior. We must always be conscious of adolescent growth and development)

### **Leadership**

The student who exercises leadership:

- Is resourceful in proposing new problems, applying new principles and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain loyal school attitude

### **Service**

The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, youth groups, volunteers services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers and students

The selection of members to the society is based on the recommendation of the faculty council, with input from the faculty and information provided on the data sheet.

Candidates eligible for selection must have spent one semester in our high school and are a member of the junior or senior class. They shall be above average in each of the cardinal principles of the society: scholarship, character, leadership, and service. To be considered a candidate for selection, the student must meet the following scholastic requirements:

Juniors and seniors must have an accumulative grade point average of 4.75 to be considered for NHS. Once inducted, all members are required to maintain a 4.5 GPA during each nine weeks grading period. If a member does not maintain the standard of character on which the selection was based, membership may be terminated upon the majority recommendation of the Faculty Council. Such cases could include flagrant violation of school rules or the law.

NHS holds a fall and a spring induction of new members, is responsible for fall follies at the Homecoming assembly, and participates in various service projects. All members must complete 8 hours of community service each quarter. The signed log sheet is due no later than 3:30 p.m. on the last day of the quarter with the exception of 4<sup>th</sup> quarter when hours are due one week before the quarter ends. Any student who misses the deadline will be put on probation. A second infraction during high school will result in lost of membership.

### **Spanish Club**

The club meets throughout the year. Dues are paid annually. The objective is to acquaint students with the culture and civilization of Spain and Spanish-speaking people.

Requirements: Members must be the active, immediate students of the Spanish classes or have completed two years and have permission of the sponsor.

Rules for members:

1. Members should attend a majority of the meetings.
2. Be willing to share and cooperate in all club projects.
3. Accept responsibility when called upon to participate in any club function or activity.
4. Abide by Parliamentary Procedure and orderly conduct.
5. Pay all dues promptly.
6. Students must maintain a C average or above.
7. Be able to use the essentials of minimum Spanish conversation and comprehend reading and written Spanish.

### **Swing Choir**

A student must be enrolled in the full year of chorus in order to audition for Swing Choir. Everyone must try out each year. Being a member one year does not guarantee a position in the group. Students must pay for their outfits.

Members must schedule work around our practices. If a student accumulates 2 unexcused practice absences or 1 unexcused performance absence, they will be dropped from the group. Absolutely no smoking or drinking is allowed. This group is showcased throughout the community and must set a high example for PHS students.

### **Hall Monitors**

The Hall Monitors are students rendering their services to their school. The duties are to deliver messages, keep papers picked up in the halls, and to assist teachers, secretaries, and students whenever needed. They also welcome visitors and show them around the building. To be a hall monitor a student must be in good academic standing.

### **F.F.A.**

FFA is a national organization of high school students studying agricultural education in our public schools. It is an educational, non-profit, non-political organization of nearly 425,000 volunteer members. The foundation upon which it is built includes leadership and character development, sportsmanship, cooperation, community service, thrift, scholarship, improved agriculture, organized recreation, citizenship and patriotism.

Each student of agricultural education, who wishes to join the FFA chapter, may do so by meeting the qualifications of the Green Hand Degree. Later he/she may become a Chapter, State or American FFA Degree holder, in that order. Every degree he/she attains signifies greater personal achievements.

The strength of the organization lies in local FFA chapters. There, student officers and members are developing into agricultural leaders of tomorrow under the guidance of their chapter adviser, the teacher of agricultural education.

### **Rotary Interact**

Mission – To provide students with an opportunity to experience community service.

### **Art Club**

Art Club is an active organization with an average of 45 members. Art Club hosts the PHS Art Show in May and helps with the Spaghetti Supper Art Show in March. Members visit art museums and take trips. The Art Club has traveled to St. Louis, Chicago, and New Orleans. Art Club has various moneymaking projects throughout the year.

### **Speech Contest Work**

Speech Contest work is open to ALL students interested in gaining experience in speaking before groups of people. Students are permitted to enter any TWO of the following speech fields: radio speaking, impromptu speaking, extempore speaking, special occasion speaking, humorous interpretation, dramatic interpretation, humorous duet acting, dramatic duet acting, original comedy, oratory, oratorical declamation, verse reading, prose reading, and readers' theatre. Interested students can present one act plays. Speech contest work enables a student to develop

his/her speaking talents, and in case of original work, his/her writing skills. A point system, which will enable students to earn a school letter, has been established. Points will be given according to the amount of preparation and participation in each event.

### **Mock Trial Team**

Mock Trial Team competes in the annual Illinois State Bar Association/University of Illinois Trial Team Competition. All students interested in gaining knowledge and expertise in the law are encouraged to join the team. The team organizes in September, begins to meet in late October and meets regularly after the Mock Trial “problem” is released in November. The team competes every year in Bloomington, Illinois on or about President’s Day in order to qualify for State competition which is held every March at the University of Illinois Urbana-Champaign. Mock Trial team members obtain an understanding of how the Illinois court system operates and develop thinking, speaking, writing, interpersonal and analytical skills. Along the way, they will meet many talented students, educators and practitioners of the law.

## **EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY**

### **Importance Of Citizenship Training**

Our various clubs and organizations offer opportunity for each of you to round out your high school education, which certainly should consist of more than just attending classes. If you have an interest, talk to sponsors or to someone who has already been in a particular organization. These people can give you an idea of what will be done during the year. Maintaining good school spirit and good citizenship requires busy and happy students. Your school enjoys a proud reputation. Let’s all work hard to make this school year one that will make our community and us even prouder.

Students representing Pittsfield High School should conduct themselves in such a manner as to bring credit to the school. If they do not wish to accept this responsibility, it is suggested they do not ask to represent the school. If a student purposely breaks the rules of good citizenship, he/she may be dropped from his/her position.

The purpose of extracurricular activities and organizations is to provide each student the opportunity to follow individual interests outside the classroom. In addition to providing recreation and relaxation, activities help to develop the traits of leadership, cooperation, sportsmanship, initiative, and scholarship – all of which help to make each student a well-rounded individual. Every student is encouraged to participate in at least one activity. However, students must remember that membership in an organization demands time and effort; if students are not willing to work and take an active part they are asked not to join.

When a student is joining an organization or running for some position, he/she should keep the following in mind:

1. All students participating in any extracurricular activity, athletic or non-athletic, including any elected office, cheerleaders and Saukettes, as well as any other club or school-sponsored activity, excluding club membership, must maintain in addition to the IHSA eligibility requirements a minimum of a passing D grade (accumulative) in every subject.

- a. Coaches/moderators will check students' grades on Friday of each school week, except the first two full weeks of a new semester.
- b. A student's eligibility, ineligibility, or probation period, will be from Monday through Sunday. Each Monday begins a new eligibility period. The grade shall be cumulative for the semester and is defined as the grade that the student would receive if he were to transfer to another school on that date. (IHSA)
- c. A student who has an F on the grade check shall have one week to bring this grade up to passing and will have retained passing grades in all other subjects. A student may not have two consecutive weeks of probation under any circumstance.
- d. The printed information obtained from a grade check will be arranged as follows:

1 – INELIGIBLE STUDENTS – (these students are ineligible from the Monday following the grade check through the following Sunday). Students repeatedly failing classes may be asked by the administration to attend a tutorial homeroom. Ineligible students are required to remain in homeroom. The exception would be to work with the instructor of the course they have the failing grade.

2 – ONE WEEK PROBATIONARY STUDENTS

3 – AT RISK STUDENTS – (students who are not in immediate danger of ineligibility, but have at least one D and should be counseled.)

- 2. Band and chorus members are expected to participate in those outside performances required by their instructor. However, these students must be scholastically eligible to do so. Ineligibility to participate in an outside performance will not penalize their classroom grade.
- 3. These requirements are the minimum standards. These requirements do not supersede the setting of any higher academic standards by members and their sponsors of any club, organization or school-sponsored activity.
- 4. Students ineligible in more than one course will not be allowed to try out for cheerleading, Saukettes, or run for Student Council or class officer.
- 5. Students running for a position (Student Council, class officer, etc.) may campaign. Students doing so must follow these rules:
  - a. Each candidate is limited to one poster for each homeroom in his/her class.
  - b. The size of the posters is limited to 24 inches by 30 inches.
  - c. No slanderous material may be written on the posters.
  - d. No writing of campaign slogans on school property is allowed.
  - e. Campaigning is limited to the week immediately preceding elections.
  - f. Write-in votes are prohibited.
- 6. No officer (this includes class officers and officers of organizations) may succeed himself/herself.

Any student who wishes to be a member of any extracurricular organization at Pittsfield High School must follow all training rules and follow all school rules in order to participate. Extracurricular activities are a privilege, and you must realize that both your academic standing and your behavior must be excellent if you wish to represent PHS.

## **Athletics**

Athletics always play an important part of the life of every school, especially at our school, which offers the highest caliber of competition in interscholastic athletics. We are proud of our squads, not only because of their athletic ability, but also because of their high standards of sportsmanship. We expect only the highest quality of sportsmanship to be shown by the students supporting these teams as well. Unsportsmanlike conduct can never be justified no matter what the situation may be. Every student has a responsibility and an obligation to offer his/her services to the school in any area where his/her services would aid the school in competition with other schools, not only in athletics, but also in all areas. Participation in extra-curricular activities is a privilege, not a right.

Once you become a member of an athletic team, you are required to stay academically eligible.

### **Athletic Training & Extra-Curricular Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and Saukettes. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes, cheerleaders, and Saukettes.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **IHSA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA and this Athletic Code, the most stringent rule will be enforced.

### **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use. controlled

substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### **Absence from School on Day of Activity**

An athlete who is absent from school after 10:00 a.m. on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made: 1) for a medical absence pre-arranged with the athletic director or principal or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. In some situations there may be a need for a parent/guard to provide transportation to an athletic event. In each of these situations the parent/guardian must pre-arrange with the athletic director or administrator. A coach or administrator may establish procedures in which athletes may be signed out by parents/guardians after the athletic event. The parent or guardian appears and accepts custody of the athlete and follows appropriate sign-out procedures. Oral requests shall not be honored and oral permissions shall not be valid.

Any athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### **Behavioral Conduct**

Misconduct by athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or

- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law. (See Student Discipline, prohibited student conduct in handbook)

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### **Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia,

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "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.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

### **Tobacco, Drugs, and Alcohol**



- 1a. First Offense for Tobacco Use or Possession (In any form)– Suspension for one week or 10% of contests (whichever is greater). Suspension begins with the first scheduled contest after the offense.
- 1b. First Offense for Alcohol/Drugs– Use or Possession - Suspension from activity for 2 weeks or 20% of contests (whichever is greater). Suspension begins with the first scheduled contest after offense.
2. Second Offense: Tobacco/Drugs/Alcohol Use or possession- Suspension from participation for the remainder of that activity’s season.
3. Third Offense: Tobacco/Drugs/Alcohol – Use or possession - Suspension for all extra curricular activities for 365 days.

The suspension may carry over into the athlete’s next sport. An athlete must complete the activity’s season for the suspension to count.

### **Process for Issuing Penalties**

Students who are alleged to have violated this Code of Conduct shall meet with the School’s Athletic/Activity Director to explain the incident and/or “tell his or her side of the story” prior to any penalty or consequence being applied. Students who seek to challenge a consequence administered under this Code may seek a review of the Athletic Director’s determination and consequence by filing a written or oral request for review and submitting the request to the Athletic/Activity Director within five calendar days of determination of the consequence. The request for review shall be heard by the Building Principal. The review process shall be informal and allow for a meeting between the student and the Building Principal to offer an explanation, tell his or her side of the story and/or determine that the Code was not violated. The decision of the Building Principal is final.

### **Committing a Felony**

1. Suspension from participation for remainder of that activity’s season.
2. Suspension from all extra curricular activities for 365 days.

Administrators or coaches must witness, have an admission, or have absolute proof of the above listed major offenses before the punishments are enforced.

If a violation takes place in the summer or in the off-season, the penalty would be applied to the next activity in which the student participates. If a season ends during the course of a suspension, the remaining time would be served at the start of the athlete’s next competitive season. Students may also be removed from an extra-curricular activity for conduct unbecoming of an athlete.

### **IHSA STEROID POLICY**

Beginning 2008-09, the Illinois High School Association will begin random testing for the use of performance enhancing drugs by student-athletes. All student-athletes must sign a form giving their consent to submit to random testing. Students who test positive for performance-enhancing drugs would be ineligible for 365 days from the date the test results were reported to the student and the school. The student may then apply for reinstatement of athletic eligibility after 90 calendar days, following the successful completion of an approved educational program and a negative test for performance-enhancing drugs. Any team penalties would be determined by the

IHSA Executive Director on a case-by-case basis under the provisions of Article 1.460 of the IHSA Constitution.

**Student Athlete Concussion and Head Injuries**

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

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

