

## INTRODUCTION

This book has been prepared for students and parents so that they may become better acquainted with Pleasant Hill High School and its educational program. The Board of Education has underwritten the original cost.

Your school was built at great cost to the taxpayers of this community. Respect the facilities given you by your parents and neighbors. In any democratic society, a few rules, regulations and policies are necessary. Good citizens abide by the laws enacted by their elected and appointed representatives. Be a good citizen and abide by the school code and regulations that were originally set up by your Student Council and Board of Education.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change.

### WELCOME BACK, WOLVES!

*On behalf of the faculty and staff, we would like to welcome you to the 2024-2025 school year. We hope you had a great summer break and are ready for a successful year. To make the best of the upcoming year, we encourage you to work hard, have fun, and join an extra-curricular activity.*

*From time to time, you may have questions about academics or school procedures. Many of your questions can be answered by reading the material found in this book. If a question arises that can't be answered by the student handbook, feel free to contact us. Once again, welcome back and good luck this year! GO WOLVES!*

Kylee Orr, Superintendent  
Ryan Lowe, Elementary/Junior High School Principal  
Ron Edwards, Dean of Students

**Vision Statement** – A safe and supportive school environment where students will graduate college, career, and community ready.

**Mission Statement** – Work with families and the community to provide the skills and knowledge necessary for success in a rapidly changing world.

### **Our Values** -

- Strong relationships with students, families, and the community.
- Respect in oneself and others.
- Pride in the school and district.

**School Colors:** Blue and Gold

**School Mascot:** Wolves

<b>SCHOOL SONG:</b>	<b>BELL SCHEDULE</b>
Cheer Cheer for old PH High Shake down the echoes cheering her name Send some royal cheer on high Shake down the thunder from the sky What though the odds be great or small Old PH High will win over all While our loyal sons are marching onward to victory	<b>A DAY</b> 1A 8:10-9:34 2A 9:37-11:01 Advisory 11:04-11:21 <b>LUNCH 11:21-11:51</b> 3A 11:54-1:18 4A 1:21-2:45

## GENERAL SCHOOL INFORMATION

This handbook is a summary of the school’s rules and expectations and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection in the Superintendent’s office (Building D) at the Elementary School and in the Dean of Student’s office at the High School. The School Board governs the school district and is elected by the community. Current school board members are:

Christal Crowder	President	Mike Peebles	Member
Steve Hammitt	Vice-President	Traci Buchanan	Member
Tracey Harrison	Secretary	Braden Damon	Member
Shawn Carpenter	Treasurer		

The School Board has hired the following administrative staff to operate the school:

Kylee Orr	Superintendent, PK-8 Principal
Ryan Lowe	High School Principal
Ron Edwards	Dean of Students, Athletic Director
Beth Arnold	Special Education Coordinator

### High School Faculty and Staff:

Beth Arnold – Special Education	Christy Riddle – FACS/Business Education
Ron Edwards – Art/Construction Trades	Jeff Shireman – Agriculture
Mike Giles – Social Studies	Jenna Simonsen – Math
Bruce Johnson – Band	Kayla Baker – English
Emily Lowe, Agriculture	Trent Webb – Vocal Music
Grant Peebles– Physical Education, Driver’s Education	Carrie Wilson – Special Education
Karson Pepper – Special Education	

### Elementary Faculty & Staff:

<b>Preschool:</b> Stacy Borrowman, Teacher	<b>Kindergarten:</b> Daloris Picone, Shelley Spann
<b>1<sup>st</sup> Grade:</b> Alexis Klocke, Delaney McEwen	<b>2<sup>nd</sup> Grade:</b> Brenlee Black, Jenna Peebles
<b>3<sup>rd</sup> Grade:</b> Tracy Hatfield, Andy Webb	<b>4<sup>th</sup> Grade:</b> Missy Baalman
<b>5<sup>th</sup> Grade:</b> Dana Collard	<b>Paraprofessionals:</b>
<b>6<sup>th</sup> – 8<sup>th</sup> Grades:</b>	Karla Abney
Janessa Damon – Science & Health, Shannon Davis – Math,	Charla Adams
Chelsea Ewing – English Language Arts	Donna Arnold
<b>Special Education:</b>	Kimberly Cobb
Leslie Carsey, Normandy Pepper	Alli Clowers
Nancy Pruett, Christine Schumann	Tara Dolbear
<b>Title I:</b> Heather Evans – Coordinator and Teacher	Deb Gouran
Leslie Bower - Teacher	Melissa Hansen
<b>Music:</b>	Brittany Isabell
Bruce Johnson – Kindergarten – 3 <sup>rd</sup> Grade Music	Kassye Lemons
Trent Webb – 4 <sup>th</sup> & 5 <sup>th</sup> Grade Music	Jenny Peebles
<b>Physical Education:</b>	Pamela Roach
Chloe Orr – Kindergarten through 7 <sup>th</sup> Grade	Teresa Robinson
Grant Peebles – 8 <sup>th</sup> Grade	Kristin Turner
	Paula Turner
	Lisa Walston

**District Support Staff:**

Ashley Borrowman - Speech and Language Pathologist  
Anita Mefford – Social Worker  
Kelly Kenady, Stephanie Whitlock–District/Elementary Secretaries  
Dana Lanter – High School Secretary  
Lisa Hobbs – School Resource Officer

Tara Hubbard – School Nurse  
Shanna Ewers – Guidance Counselor  
Gena Hoaglin – Bookkeeper & Executive Assistant to Administration  
Janeen Edwards – Payroll Clerk

**Bus Drivers:**

Karen Anderson  
Becky Graham  
Cindy Yokem  
Angie Watts

**Custodial Staff:**

Zach Cantwell  
Chris Ontis

**Maintenace Staff:**

Bob Hendy  
Mike Hausmann

**Food Service:**

Tammy Taylor  
Cathy Gunterman  
Carol Hill  
Trish Kirkland

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## **School Operations During a Pandemic or Other Health Emergency**

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A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.



## **PART I – GENERAL INFORMATION**

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### *ACCELERATED PLACEMENT*

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to the following: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

### *ASBESTOS*

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notice has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the schools. Copies of inspection reports and management plans are available for inspection during normal office hours in the office of the Superintendent. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building. The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

### *ACCOMODATING 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.

### *CHEATING*

Doing one's own work is important to the educational process. If a student is caught cheating and/or plagiarizing, the following protocols will be followed:

#### For First Offenses:

1. The student will be given a zero for the assignment.
2. There will be a conference with the student.
3. Parents of the student will be notified of the offense.
4. The principal or designated school official will be notified of the offense.

#### For Second Offenses:

1. Students will be sent to the office for the following discipline measures:
  - a. At the discretion of the principal and the teacher involved, the student may be suspended from class for two days.

#### For Third Offenses:

1. The student is immediately ineligible for any academic award in the year of the offense.

## ***USE OF ARTIFICIAL INTELLIGENCE***

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## ***EDUCATION OF CHILDREN WITH DISABILITIES***

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Beth Arnold, Special Education and 504 Coordinator  
Pleasant Hill High School  
(217) 734-2311

## **PUNS (Prioritization of Urgency of Need for Services)**

Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

For further information, please contact:

Beth Arnold, Special Education and 504 Coordinator  
Pleasant Hill High School  
(217) 734-2311

### *EDUCATIONAL FEES*

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Unemployment
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an

alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### *EMERGENCY PREPAREDNESS*

Safety drills will occur at times established by the school board. Students are required to be quiet and comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement drill, and 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.

### *EMERGENCY SCHOOL CLOSINGS*

School closings for any reason will be announced as quickly as possible. If bad weather or other emergency occurs during the day, please listen to any local radio or television stations, check our website and Facebook for possible early dismissal information. We will also use the all-call system in the event of an emergency school closing. Any student or parent/guardian who needs to be put on the all-call list, please contact your building's secretary.

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.

### *ENGLISH LEARNERS*

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Superintendent Kylee Orr.

### *EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL 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, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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 Superintendent Kylee Orr.

## *GUN FREE SCHOOL ACT*

Students possessing firearms on school property or being responsible for the availability or access to firearms on school property may be expelled from school for one year.

## *HOMELESS CHILD'S RIGHT TO EDUCATION*

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Food bank and meal programs:

Pleasant Hill Christian Church

Pleasant Hill Baptist Church

Housing:

Two Rivers Regional Council, 120 S. Madison St., Pittsfield, IL 62363 Phone: 217-285-5424

Website: <http://trrcopo.org/>

Pike County Housing Authority, 838 Mason St., Barry, IL 62312 Phone 217-470-0707

Website: [pikehousing.com](http://pikehousing.com)

Local service organizations:

Pike County Unmet Needs, 225 N. Memorial, Pittsfield, IL 62363 Phone: 217-285-4129

Other support:

Pike County General Assistance, 121 E. Washington, Pittsfield, IL 62363 Phone 217-285-2726

## *INVITATIONS AND GIFTS*

Party invitations and/or gifts for classmates should not be brought to school to be distributed. Additionally, any flowers or gifts that are dropped off at the office will not be allowed to be picked up until after school; they will not be allowed in the classroom.

## *LOCKERS*

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. Students are responsible for all items kept in the locker assigned to them. The school cannot assume responsibility for lost or stolen books and/or personal items. All locker malfunctions should be reported to the office immediately. Students should be advised that lockers may be searched by school officials at any time, with or without the students' knowledge or consent.

## *LOST AND FOUND*

A lost and found is located outside of the main office at the elementary and high 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.

## *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 are partially reimbursable. Unless you object in writing, Pleasant Hill CUSD #3 will claim Medicaid reimbursements for services provided. Be assured that this will have no impact on your ability to receive Medicaid funding. You are required to do nothing unless you object to this release of information.

## *PARENTS' RIGHTS TO QUALIFICATIONS OF EDUCATORS*

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of any teacher instructing their child including, at a minimum, whether:

1. The teacher has met state certification requirements.
2. The teacher is teaching under emergency or provisional status.
3. 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.
4. The child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

## *PESTICIDE APPLICATION NOTICE*

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Ryan Lowe at 734-2311.

## *SCHOOL VISITATION RIGHTS*

The School Visitation Rights Act permits employed parents / guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

## *SCHOOL WELLNESS*

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the School Wellness Policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, School Administrators, and community. The complete School Wellness Policy can be found on our website.

## *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 (aka school resource officer).

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

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

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

### Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### *SEX EDUCATION INSTRUCTION*

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

## *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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## *SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW*

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/>.

## *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. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## *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.

## *STANDARDIZED TESTING*

Students and parents/guardians should be aware that the State and District require certain grade levels to take standardized tests in the spring and/or fall.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate materials
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax on testing day.

## *STUDENT PRIVACY PROTECTIONS*

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may:

- (1) inspect the survey or evaluation upon, and within a reasonable time of, their request
- (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### Selling or Marketing Students' Personal Information Is Prohibited-

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## *STUDENT RECORDS*

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated. The permanent record *shall* include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record *may* include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The temporary record *may* include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. A copy of the full Act can be found in the Principal's office at the elementary school and the Dean's office at the high school. FERPA includes the following:

**1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the

written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

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

## *VISITORS*

All visitors, including parents and siblings visiting the school during school hours are required to buzz in at the main door, identify themselves, and inform the office personnel of the reason for their visit prior to entering the building through the main door.

Visitors are expected to proceed to the office in a quiet and orderly manner and sign in and out in the office with their time of arrival, departure, and classroom(s) visited.

Visitors are expected to abide by all school rules while on school property. Visitors who fail to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

## **PART II – ATTENDANCE POLICY & PROCEDURES**

Illinois state law requires that whoever has custody or control of any child between six 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 lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### *ATTENDANCE POLICY FOR PLEASANT HILL CUSD #3*

There are two types of absences: excused and unexcused. Excused absences include illness (including mental or behavioral health of the student), observance of a religious holiday or event, 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 mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student in a timely manner.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at (217) 734-2311 before 9:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### *LEAVING SCHOOL DURING THE DAY*

A student who becomes ill during the day must report to the office for treatment or early dismissal. Students sent home by the nurse always sign out in the office.

When returning from an appointment in the middle of the day, students must report to the office to sign back into school before reporting to class. Any student who leaves school during the day without prior parental permission or school permission will be considered absent from the class or classes missed. Upon return to campus, students need to meet with the Principal or Dean of Students.

### *TRUANCY*

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Valid causes include those causes for excused absences. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Referral to the Pike County Truancy Board
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

### *HOME AND HOSPITAL INSTRUCTION*

A student who is absent from school for an extended period of time, or who has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact Kylee Orr at the high school and Ryan Lowe at the junior high school.

### *TARDIES*

Attendance is vital to student success; therefore, students must be on time for classes. A student who is late to school in the morning or at lunch must report to the office to sign in.

Students late to classes will be marked tardy in TeacherEase by their teacher. Students may be marked tardy if they are not in their seat by the time the bell rings, so if a student is detained by a teacher in a previous class, he or she should get a note from that teacher explaining his or her tardiness in order to be excused.

Three unexcused tardies equals one unexcused absence for truancy reporting. A student who is repeatedly tardy may be considered truant on the basis of tardies. Students who are repeatedly tardy for classes may be assigned to detention at the discretion of the Principal, Dean of Students, or designated school official.

## **PART III – HEALTH SERVICES/NURSE'S OFFICE**

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### *PLEASANT HILL CUSD #3 SICK DAY GUIDELINES*

**Should I keep my child home or send him/her to school?**

Keeping your child home is advised if he or she is having illness symptoms that would prevent him or her from participating in school. For additional information, please contact the school nurse.

You should keep your child home from school if your child:

- Has a fever of 100 degrees or higher
- Has been vomiting
- Has had diarrhea
- Has very red, irritated eyes with drainage, crusting or pain
- Has a rash of unknown origin that has not yet been evaluated by a medical provider
- Has a severe sore throat
- Has a constant or productive cough that may be accompanied by headache and body aches

### **24-Hour Rule**

Students must be fever free, vomiting, and diarrhea free for **24 hours** prior to returning to school. The school may send students home for the above symptoms.

### **Illness Prevention**

- Hand washing prevents the spread of disease and illness. Wash hands frequently using soap and water, especially before eating, after using the bathroom and after handling pets.
- Keep your child's immunizations up to date.
- Make sure your child has routine well-child exams.
- Flu vaccinations are recommended for everyone from children age 6 months through adult.

### **Teach your child to do the following when ill:**

- Cough and sneeze into their elbow.
- Wash hands often with soap and water, especially after coughing or sneezing.
- Avoid touching their eyes, nose and mouth as that can spread germs.
- Stay home until recovered to prevent exposure to others.

### **How can I help my child feel better?**

- Encourage plenty of rest
- Encourage increased fluids like water, soup, juice and ice.
- Limit TV watching

Returning to school too soon may delay recovery from illness and may potentially expose others.

Please consult with a health care provider or your school nurse for more information.

### ***IMMUNIZATION, HEALTH, EYE, & DENTAL EXAMINATIONS***

All students are required to present appropriate proof of a health examination (Sports Physical not accepted) and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade
2. Entering the sixth and ninth grades
3. Enrolling in an Illinois school for the first time, regardless of the student's grade

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed"



or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, 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

### *Eye Examination*

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### *Dental Examination*

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## *HEALTH SERVICES & MEDICATION*

Any student who has medication prescribed by a physician, which needs to be taken during school hours, must follow the policy of the school district. Prior to medication being administered to any student in Pleasant Hill Schools, an Authorization for Administration of Medication Form must be completed and returned to the nurse. This form must be completed in detail to comply with Illinois Office of Education and Illinois Department of Public Health guidelines. Forms are available in the office at the elementary and the high school. Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician including the name of the medication and the dosage. If there is a change in a student's dosage, a new authorization is required. Parents must notify the nurse when medication is discontinued. Nonprescription medication must come in the original container along with the completed authorization form indicating the amount and frequency of medication to be given. Nonprescription medication will not be given at school without an Authorization for Administration of Medication Form signed by the physician and parent.

Medication will be dispensed only by the school nurse or authorized school personnel. Students are not to carry medication or keep it in a locker for themselves or other students. Immediately upon arriving at school, the student must check the medication in with the nurse. Except in extreme situations, it is the student's responsibility to go to the office to take medication.

Any student who is injured on school premises should report to the office immediately to be seen by the nurse. Any student requesting permission to leave the school because of illness should report to the office to be seen by the nurse.

## *STUDENT SELF-ADMINISTRATION OF MEDICATION*

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must 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 injector, asthma medication, and/or a medication required under a qualifying plan.

### *Administration of Medical Cannabis*

In accordance with the Compassionate Use of Medical Cannabis Program (Ashley's Law), qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### *Undesignated Medications*

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### *Emergency Aid to Students*

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## *ALLERGY AWARENESS*

### **Prevention of Anaphylaxis**

Pleasant Hill CUSD #3 promotes a safe and inclusive "ALLERGY AWARE" environment for all students. While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal. The following guidelines are practiced in Pleasant Hill Schools:

1. Parents should fill out proper paperwork for their child with allergies and return to the School Nurse.

2. Teachers should communicate with parents of students with food allergies or dietary restrictions, prior to parties and events with food to discuss safety concerns and review safe food choices before finalizing plans and sending out notifications.
3. If food is consumed in the classroom, the teacher will develop a plan to minimize the risk of allergen exposure and for cleaning surfaces after consuming food.
4. Proper hand washing by students and staff should be encouraged and reinforced before and after meals. Hand sanitizer kills germs but does not eliminate allergens
5. If an animal (class pet) is present in the classroom, special attention must be paid to the ingredients in their food since many animal feeds contain allergens.

## *HEAD LICE*

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **PART IV – INTERNET & TECHNOLOGY**

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### *ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS*

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

#### Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location
3. District-owned and District-issued computers, laptops, tablets, or similar devices.

#### Acceptable Use

Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

#### Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

#### Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law.
- b. Using the electronic networks to engage in conduct prohibited by board policy.
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware.
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives).
- e. Downloading of copyrighted material for other than personal use.
- f. Using the electronic networks for private financial or commercial gain.
- g. Wastefully using resources, such as file space.
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means.
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video.
- j. Using another user's account or password.
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator.
- l. Posting or sending material authored or created by another without his/her consent.
- m. Posting or sending anonymous messages.
- n. Creating or forwarding chain letters, spam, or other unsolicited messages.
- o. Using the electronic networks for commercial or private advertising.
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material.
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks 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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

#### No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be 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 District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

## Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

## 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 malware, such as viruses and spyware.

## Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

## Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file

attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the District's email system constitutes consent to these regulations.

### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

## 1:1 TECHNOLOGY PROGRAM

### GOAL

The goal of the 1:1 technology program at Pleasant Hill CUSD #3 is to create a learning environment that is consistent with advances in technology and facility resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

### OWNERSHIP

Pleasant Hill CUSD #3 retains ownership of the device. If requested by administration, students may be required to turn in their Chromebook for maintenance or inspection. Any student who transfers, withdraws, or is expelled from school will be required to return his/her Chromebook. The Chromebook must be in good working order when returned. If the Chromebook is not returned in working order, the parent/guardian will be held responsible for payment in full.

### INTENTIONALLY DAMAGED DEVICES AND ACCESSORIES

The student and parent/guardian are responsible for the Chromebook or any of its accessories that are lost or intentionally damaged. If the Chromebook can be fixed in house, without the district incurring the expense of replacement parts, no fine will be assessed to the student. However, should the device require new parts, the parent/guardian will be responsible to pay for the new parts.

ITEM	COST
Complete Chromebook replacement	\$300.00
Screen	\$50.00
AC Adapter and power cord	\$25.00
Additional Replacement Costs will be determined as needed.	

### INVENTORY CONTROL TAGS

All Chromebooks and chargers are labeled with a District tag. Tags may not be modified or tampered with in any way while the student is enrolled in the Pleasant Hill School District.

### DISTRIBUTION OF CHROMEBOOKS

Chromebooks will be distributed during select dates during the first two weeks of school. Parents and students must sign and return a Chromebook agreement BEFORE a Chromebook will be issued to their child.

## *USING YOUR CHROMEBOOK*

The Chromebook is intended for use at school every day. Students should charge the device with the school-issued charger each evening. In addition to teacher expectations of Chromebook use, students may be asked to access school messages, announcements, calendars, handbook, and grades using their Chromebook. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

## *MANAGING YOUR FILES AND SAVING YOUR WORK*

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access.

## *NO EXPECTATION OF PRIVACY*

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## *SOCIAL NETWORK RIGHT TO PRIVACY*

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

## *BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM*

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the *Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement*. Your student must also sign the *Internet Acceptable Use* agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

## **PART V – DISCIPLINE & SUPERVISION**

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It is the mission of Pleasant Hill CUSD #3 to provide a safe learning environment where students will feel accepted and supported; therefore, any act, comment, remark or statement by a student either verbal, nonverbal or written, which threatens the safety of any other person may subject that student to disciplinary action up to

and including expulsion. This may include all such acts, comments, statements or remarks. Lack of intent (e.g., “It was a joke”) shall not be a defense to disciplinary action.

### ***RIGHTS AND RESPONSIBILITIES***

All student behavior and conduct in the Pleasant Hill Schools is based on respect and consideration for the rights of others. Education is a right extended to those who use it properly. This right can be withheld due to an act of gross disobedience. The Board of Education has the authority to expel a student for up to two calendar years from the date of the offense. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship.

### ***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
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
5. During periods of remote learning.

### ***DUE PROCESS***

The constitutional rights for individuals assure the protection of due process of law. Therefore, a system of constitutionally and legally sound procedures will be developed with regard to the administration of discipline in the Pleasant Hill Community Unit Schools.

### ***ACTS OF MISCONDUCT***

Acts of misconduct by a student that impede orderly classroom procedures or interferes with the orderly operation of the school and the buses will require corrective action by school personnel. Corrective action may include but is not limited to detentions, in-school suspension, out of school suspension, and parent/guardian conference. The administration has the right to change or alter punishment handed out due to the wide variety of circumstances.

### ***BEHAVIOR ACTIONS***

The following behavior actions are considered to be an act of misconduct and subject to discipline includes but is not limited to the following:

- a. Leaving the School Without Permission
- b. Abusive Language
- c. Tardiness
- d. Truancy
- e. Forged Notes or Excuses
- f. Disrespect
- g. Insubordination
- h. Fighting
- i. Vandalism
- j. Profanity



## **ALCOHOL AND OTHER DRUGS**

- 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.
- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - 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.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - 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.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Any student who is determined, after an investigation, to be under the influence or in possession of alcohol or other drugs will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. The student may also be recommended for arrest. Parents of students who have engaged in the above behavior will be notified.

## **BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

### **HARASSMENT**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity ; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

## **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

### Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

**Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

**Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

**Nondiscrimination Coordinator:**

Beth Arnold  
 \_\_\_\_\_  
 Name  
 Pleasant Hill High School  
 \_\_\_\_\_  
 Address  
 501 E. Quincy Street, Pleasant Hill, IL 62366  
 217-734-2311  
 \_\_\_\_\_  
 Telephone

**Complaint Managers:**

Ryan Lowe  
Name  
Pleasant Hill High School  
Address  
501 E. Quincy Street, Pleasant Hill, IL 62366  
217-734-2311  
Telephone

Kylee Orr  
Name  
Pleasant Hill Elementary  
Address  
319 E. Mosier Street, Pleasant Hill, IL 62366  
217-734-2311  
Telephone

**SEXUAL HARASSMENT**

Sexual harassment is prohibited. The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

**FAITH’S LAW NOTIFICATIONS**

School districts are required to include in their student handbook the District’s Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the Superintendent’s office.

**SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children’s advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school’s office.

**Harassment & Teen Dating Violence Prohibited**

**Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment Prohibited**

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

## Teen Dating Violence Prohibited

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

For more information about this issue, please see the Centers for Disease Control and Prevention’s educational materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

## Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student’s same gender.

### **Nondiscrimination Coordinator:**

Beth Arnold

Name

Pleasant Hill High School

Address

501 E. Quincy Street, Pleasant Hill, IL 62366

217-734-2311

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### **Complaint Managers:**

Ryan Lowe

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Telephone

Kylee Orr

Name

Pleasant Hill Elementary

Address

319 E. Mosier Street, Pleasant Hill, IL 62366

217-734-2311

Telephone

## *TRANSPORTATION*

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents are responsible for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus—and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are brought to the attention of the principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in correcting the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, parents of the children involved become responsible for seeing that their children get to and from school safely.

### *BUS CONDUCT*

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

5. Violating any school rule or school district policy.
6. Willful injury or threat of injury to a bus driver or to another rider.
7. Willful and/or repeated defacement of the bus.
8. Repeated use of profanity.
9. Repeated willful disobedience of a directive from a bus driver or other supervisor.
10. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Regulations for acceptable student conduct are in the interest of student safety. The school bus is considered an extension of the classroom and students are expected to maintain the same standards of behavior as are appropriate in other school environments.

### *COMPUTER MISCONDUCT*

Any student breaking the district's electronic network policy will be subject to disciplinary action and may have their electronic network privileges revoked.

### *CELL PHONES AND OTHER ELECTRONIC SIGNALING DEVICES*

The use of electronic devices and other technology at school is a privilege. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, smart watch, tablet computer, pager, or other electronic device.

During instructional time, electronic devices must be kept turned off unless:

- A. Permission is granted by an administrator, teacher or school staff member
- B. Use of the device is provided in a student's individualized education program (IEP)
- C. It is needed in an emergency that threatens the safety of students, staff, or other individuals



Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device in locker rooms or bathrooms
2. Using the device in in-school suspension where a storage location will be provided by the supervisor
3. Cheating
4. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device.

To help protect the instructional environment, parents are also asked to relay messages via the elementary and high school offices rather than calling or text messaging their child during school hours (7:30 am — 4:30 pm).

When found in violation and asked to turn over the electronic device/cell phone, the student will comply without incident. If refusal or insubordination ensues, possible disciplinary consequences may increase accordingly.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

### *INITIATIONS AND HAZING*

There is a state law against hazing in Illinois. There will be no hazing or initiations of freshmen or any other students. Students will be punished under the provisions of 'A' and 'B' above.

### *VANDALISM*

It is a state law that parents are responsible for any acts of vandalism or damage to school property by their children. This law will be strictly enforced by the Board of Education.

### *WEAPONS PROHIBITION*

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- 1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- 2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" 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.

### *DISCIPLINARY MEASURES*

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline

before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

*RE-ENGAGEMENT OF RETURNING STUDENTS*

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

**Nondiscrimination Coordinator:**

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**Complaint Managers:**

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**PART VII – HIGH SCHOOL INFORMATION AND POLICIES**

*GENERAL BUILDING CONDUCT*

Classes begin at 8:10 a.m. and students are dismissed at 2:45 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways or classrooms 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, tasers, and knives are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

*ACADEMIC AWARDS*

Academic awards, (letters, etc.) will be awarded to those students who meet the criteria as set forth below.

- These awards will be given at the Annual All School Awards Banquet. Students should be aware of the criteria for eligibility for the award.
- To earn an academic award the student must have attained the cumulative specified grade point average for the year in school and must also have completed the required number of “New Basic” courses as defined above.

- The grade point earned is on a four-point weighted scale. The student must have earned the grade point accumulated since that student entered high school.

Grade	Minimum Core	GPA
9	3	3.6
10	6	3.5
11	9	3.4
12	12	3.3

Grade points will be computed at the following points in time for the earning of awards:

- Freshmen - one semester plus third quarter.
- Sophomores - three semesters plus third quarter.
- Juniors - five semesters plus third quarter.
- Seniors - seven semesters plus third quarter.

### *OTHER AWARDS*

**Sr. Plaques** – Given to seniors that have lettered two or more years in extracurricular activities

**DeKalb Award** - Given to the Senior FFA student who has carried on the most outstanding agriculture program during their four years of schoolwork.

**Good Sportsmanship Award** - Given to a boy and girl senior student each year that has shown the best sportsmanship throughout their high school years.

**Honor Roll** - Three categories are used: All A's, A's and B's and a B average. Lists will be posted at the end of each nine weeks grade period and each semester.

**John Philip Sousa Band Award** – Given to the most outstanding band student of the Senior Class.

**Maude Laugharn, DAR and Citizenship and Scholarship Award** - Given to a senior boy and girl who have been chosen according to set criteria as the outstanding citizens of their class. This scholarship award is given in the name of Maude Laugharn who died in 1986. The criteria for this award and scholarship are as follows:

- Students will be selected by the teachers of Pleasant Hill High School on standards established by the DAR (Daughters of the American Revolution).
- The cash award is to be used only for further education of the said winners and shall be equally divided between said boy and girl winner.
- Cash awards will be made only when recipient can show evidence of enrollment in a course of study beyond the high school level.
- Recipients will make application for such award to the Secretary of the Pleasant Hill Board of Education.

**National Choral Award** – Given to the outstanding vocal student of the Senior Class.

**Principal's Perfect Attendance Award** - Given to graduating seniors who have four years of perfect attendance.

**Scholastic Award** - Given to the two students ranking highest in scholastic standing for their four years of schoolwork. (Valedictorian and Salutatorian). This may not be able to be determined until a few days before graduation.

### *GRADES*

The following scale is used for grading:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

(I) Incomplete: Indicates that required work has not been completed. Incomplete work must be made up and grades reported to the Office by 4:00 p.m. on the third day of classes in the succeeding quarter or semester of end to the year. If not completed the grade of I becomes F.

Audit means no grade, no credit, but the course does appear on the transcript: AU – Audit

Pass means no grade, a credit, and the course does appear on the transcript. It does not figure into the GPA. This is used when a student takes a credit recovery course and appears on the transcript: P - Pass

All semester grades are determined by using the numerical value of the quarter and semester test grades.

Weighted Grades: Weighted grades have been adopted by the Pleasant Hill School Board to encourage student participation in more challenging courses and to afford students an opportunity to raise their GPA (grade point average).

Because a GPA greater than 4.0 is possible, in extremely rare instances, an “A” in an un-weighted class can actually lower a GPA. It is not the intent of weighted grades to discourage students from taking un-weighted classes or to penalize them for receiving an “A” in an un-weighted class. To this end, the following is considered a general administrative policy: If two or more graduating seniors have the same number of credits in weighted classes and their GPA in those weighted classes are: 1) greater than 4.0 2) exactly identical; and 3) if all grades in un-weighted classes are “A”s, then these students shall be declared tied in overall GPA and class rank. That GPA shall be calculated using all weighted classes and the minimum number of un-weighted classes to total the credits required to graduate.

## *CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES ACCELERATED PLACEMENT*

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Accredited home school programs.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student’s grade point average, class rank, and eligibility for athletic and extracurricular activities.

## *ACTIVITIES & ORGANIZATIONS*

**Band** - Performance Policy for Band are as follows:

Major Performances - Winter and spring concert.

Request for excused absence must be on paper. It must include parent's signature and be given three days in advance. Unexcused absence and other situations will be handled as follows:

**DOES NOT PERFORM** - Grade may be dropped up to 2 grades for that marking period at the instructor's discretion.

**Chorus** - The chorus meets each day and is open to any high school student. Students taking this course are expected to participate in the following activities: Pike County Choral Festival, Christmas and Spring Concert.

The grading policy for absences from required activities is as follows; an unexcused absence from a performance may result in the grade being lowered 2 letters for that grading period at the instructor's discretion. Two or more unexcused absences from performances may result in an F for the semester at the instructor's discretion.

**FFA** - FFA is a national organization for students planning careers in agriculture or the agricultural related industries. Officers are elected and meetings held as needed. The purposes of the FFA are to promote leadership, character, co-operation, citizenship, and the improvement of agriculture. Students take part in meetings, participate in contests, learn public speaking, and get involved in activities on the local, section, district state, and national level. A student must be enrolled in an agriculture class or have taken all the Ag classes possible to be a member of this organization.

### **National Honor Society**

The intent of this organization is to recognize students who have distinguished themselves in the classroom and who have been involved in school and community activities. Criteria for membership include scholarship, character, leadership, and service. Members are required to complete 10 service hours per academic year

**Student Council** - The purpose of this organization is to promote among students of Pleasant Hill High School knowledge and interest of good citizenship; to encourage students to accept and to discharge their responsibilities to themselves and to their school; to stimulate spirit of cooperation among the students and the faculty; and to aid in the development of loyal constructive school spirit.

### **Athletics**

All students interested in athletics are invited to participate in the various school programs. Student participation will be governed by I.H.S.A. rules and additional rules of PHHS as later listed under school rules and regulations. More information can be found in Part VIII – Extracurricular Activities portion of this handbook.

### **Cheerleaders**

Eligible candidates "try out" before a neutral panel and are selected by their total point score. IHSA rules and local rules regarding grades and eligibility for athletes will apply to cheerleaders. Cheerleaders shall attend all games and be present at the beginning of the first game of the evening. At games away from home, they must go as a group under the supervision of the cheerleader sponsor. Any exception must be cleared through the school office before the game.

Cheerleaders must at all times conduct themselves as a good citizen, possess strong school spirit and good sportsmanship qualities and represent their school with dignity, loyalty and responsibility.

## *COURSES OFFERED*

Algebra I, II  
American History  
Anatomy & Physiology\*  
Applied Biology  
Applied Computer Communications  
Band  
Biology I, II  
Calculus^  
Chemistry^  
Chorus  
\*College Algebra^ (JWCC dual credit online)  
Consumer Math  
Earth Science  
Economics  
\*Elementary Statistics^ (JWCC dual credit)  
English I<sup>Δ</sup>, II<sup>◦</sup>, III<sup>◦</sup>, IV<sup>◦^</sup>  
Creative Writing<sup>◦</sup>

English 101^, 102^ (JWCC dual credit)  
French  
Geometry  
German I, II  
\*Health  
Hospitality and Tourism  
Intro to Psychology^ (JWCC dual credit online)  
Physical Education  
Physical Science  
Physics^  
Pre-Algebra  
Pre-Calculus  
\*Resource Management  
\*Safety Ed/Driver's Ed.  
Spanish I, II, III, IV (Edgenuity)  
\*Trigonometry^ (JWCC dual credit online)  
World Geography

## VOCATIONAL COURSES

\*Accounting  
\*Adult Living  
Agri-business Mgmt.  
Agri-business Operations  
Agricultural Science  
Animal Science  
Basic Art  
\*Clothing & Textiles  
\*Computer Programming (Edgenuity)  
Construction Trades I, II  
Culinary Arts I  
Foods Science/Culinary Occ  
Health  
\* 1 Semester  
~Special Arrangement  
^Weighted Class  
◦Writing Intensive  
ΔComputer Literacy Intensive

### **Agriculture, Business, Family & Consumer Science**

\*Human Development/Parenting  
Horticulture  
Intro to Ag  
\*Intro to Business  
Intro to FACS  
\*Living Environment  
\*Marketing  
Mechanics Welding I, II  
Plant Science/Animal Science  
SAEP I, II, III, IV  
Woodworking  
Yearbook

Minimum load for academic subjects is five courses. (Any exceptions will depend on subjects taken and ability.)  
For a full list of dual-credit courses, contact the High School Guidance Counselor.

## *ADVISORY*

All students will attend an Advisory period prior to lunch each day. Class and Club meetings should be scheduled during the Advisory period. On days where no meetings are scheduled, the Advisory period will be a time to meet with teachers in regards to academic, social, or future plans.

## *GRADUATION REQUIREMENTS & CURRICULUM*

There are three sets of criteria to follow for graduation and university entrance requirements. They are the ones for graduation set by the State Board of Education and the one set locally by the Pleasant Hill Board of Education. In

addition, there is also a different set of requirements which a student must meet to enter a state university or junior college.

On page 38, you will find the requirements set by the Pleasant Hill Board of Education which are the same as the requirements set by the Illinois State Board of Education. All students are required to carry a minimum of five academic units of work and daily physical education with certain exceptions for P. E. which are mentioned elsewhere.

Freshmen, sophomores and juniors must include science, math and English in their selections; freshmen or sophomores will include safety education and driver's education. All students include career development on an individual basis with concentration on college prep or vocational fields. Seniors must complete English 4, English 101 & 102, or ACC to graduate. Juniors may also enroll in ACC.

## **HIGH SCHOOL CURRICULUM**

**Agriculture** - Agriculture is a broad-spectrum industry with a diversity of career and job opportunities. Only a small percentage of those people working in the agricultural industry are involved in agricultural production. The rest of them work in agribusiness, communications, science, government, education, processing, distribution, marketing and sales, as well as other occupations that serve the farmer or the total agricultural industry.

Based upon the above information, instructional programs have been clustered to deliver instruction that will provide students with a wide range of opportunities for entry-level employment or further education. New and emerging occupations in biotechnology, micro technology, electronic and satellite technology in agricultural mechanics, and integrated financial management will necessitate a sound foundation in agriculture at the secondary level. As these new occupational areas and others develop labor needs are demonstrated, additional program and course description will be developed.

The suggested agricultural program content and course sequences in this program are designed to provide four years of exploratory courses. They are designed to expose students to a variety of occupations and provide basic skill development to enable students to make meaningful decisions regarding further study in agricultural education occupations. The 11<sup>th</sup> and 12<sup>th</sup> grade skill development courses are designed to provide students with the opportunity to develop salable, job entry-level skills or to prepare for further skill development at the postsecondary level and beyond.

**Business Education** - The business department serves all students. Students have the opportunity to learn business concepts, computer application and consumer skills. The students use computers and technology as tools for learning and gaining knowledge of business expectations, work ethics, and career opportunities. Students also develop teamwork, communication and problem-solving skills necessary to become contributing members of the work force.

All students are required to earn ½ credit in computer applications. Students are encouraged to meet this requirement in their first two years.

**Driver's Education<sup>1</sup>, Health and Physical Education** - The Driver's Education, Health and Physical Education program serves students with a wide range of physical and academic needs and interests. The program provides opportunities for students to develop decision-making, safe-driving, physical, and recreational

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<sup>1</sup> Sophomores will be enrolled in driver's education first, followed by freshmen based on date of birth. There is a \$50 fee for this course.



skills that lead to healthy lifestyles. The students will be prepared to assume responsibility for their wellness and citizenship.

**English & Communications** - The Pleasant Hill English and Communications curriculum is designed to equip students with the basic skills to successfully enter the world of work or higher education. All students must complete English I, II and III. Before graduation, students must also earn one additional credit from this field. The credit may be either English IV or Applied Computer Communications I or any combination of the three that equals one credit. ACC are one semester classes. Students may also take both ACC and AP English IV. AP English IV is open only to fourth year students. Juniors may take ACC. Students also have the opportunity to take English 101 and 102 that will count for dual credit (high school and college).

**Family and Consumer Sciences** - Family and Consumer Sciences Education prepares all students to develop knowledge, skills, attitudes and behaviors needed for living in a diverse global society. Students will prepare for family careers by applying decision-making skills in personal and human development through real life situations. They will engage in nutrition and wellness activities through laboratory work. They will learn to use a variety of resources and technology to become effective consumers and responsible citizens. These enrichment opportunities will enhance their personal, family and career roles.

Successful completion of the Resource Management class is a requirement for a diploma. Students may fulfill this requirement by making an adequate score on a proficiency test. The test will be given each semester by the Guidance department.

Students desiring to enter a career related to commercial food service, textile design and development of marketing will find a series of classes in this department to be very helpful.

**Foreign Language** - Foreign language students will acquire language skills and concepts, which include listening, speaking, reading, writing, grammar and culture. Problem-solving and critical thinking skills are enhanced through the manipulation of grammar, translation, the acquisition of idiomatic expressions, and by comparing and contrasting languages. Spanish, French, and German are offered each year.

**Industrial Technology** - The Industrial Technology program prepares all students for careers as well as continuing education in areas such as management, engineering, and technical services. Students develop critical thinking, effective communication and team building skills for a rapidly changing technological world. Students engage in academic and technical skills in an interdisciplinary, application-based environment. Through practice and application, students incorporate values and ethics acceptable to society and the world of work.

**Mathematics** - The Pleasant Hill Mathematics curriculum has two levels. The most demanding level is designed for those very good junior high math students who may want to pursue studies requiring college mathematics. This level should also be great preparation for the ACT and SAT tests. The courses and grade levels are: Algebra I, 9; Algebra II, 10; Geometry/Advanced Math, 11; and Calculus or Consumer Math, 12. Students will be given the opportunity to earn dual credit in Trigonometry, Statistics, and College Algebra.

The level designed for most of the students will provide the opportunity for these students to learn enough mathematics to do well in required college mathematics. This level will prepare the students for the ACT and SAT tests in their junior year, but it will better prepare them for taking the test in their senior year. The courses and grade levels are: Pre-Algebra, 9; Algebra I, 10; Algebra II, 11; Geometry/Advanced Math, 12.

Because continuity is important in the study of mathematics, it is advantageous for the college-bound student to take a course in mathematics every year of high school. Any student who studies Algebra as a freshman but does not plan to study Calculus as a senior is not preparing for success in college. Eighth grade students who think

Calculus will be too difficult for them in four years should seriously consider taking “Introduction to Algebra” in ninth grade so that four years of high school math will be possible. It is highly recommended that all math students have a scientific calculator. Calculus students should have a T.I. 83 Plus.

**Music** - Through the use of vocal and instrumental solos and ensembles, students will attain skills that are necessary for success in the world of work. Students will experience and create elements of music that transcend printed words and musical notations. Through music, students realize and appreciate the artistic and multi-cultural world that powerfully contributes to the social and spiritual dynamic of our educational community.

Students are often required to perform at community functions. Consult the student handbook for the details of this policy.

**Science** - The Science Program will provide opportunities for students to acquire and communicate concepts and basic vocabulary of biological, physical, earth, and environmental sciences. Students will apply the processes, techniques, methods, equipment, and available technology.

Students will use the scientific method to develop the critical thinking and problem-solving skills required to conduct research and make responsible decisions and ethical judgments in our society and environment.

Students who want to prepare for a career in the physical or biological sciences are strongly encouraged to complete four or more credits of science including Chemistry and Physics.

**Social Studies** - The social studies program helps students to analyze how individual behavior is shaped by the past, government, groups, culture, geography and the economy, and is designed to help students understand, deal with, and direct these forces. The program focuses on the role of the individual as a community member, the responsibilities of citizenship, and cultural awareness.

All students are required to pass the Illinois and Federal Constitution exams as well as the Patriotism Exam. **Students who reach their 18<sup>th</sup> birthday during high school are encouraged to become a registered voter. Males are encouraged to register with the Selective Service.**

In addition to their general utility, many of these courses are of vocational value for persons intending to enter the legal, journalistic, public service, library, teaching professions and for those planning careers in government service.

## HIGH SCHOOL GRADUATION REQUIREMENTS

### **For students entering their freshman year in 2022-2023 and before:**

22.5 academic credits including the following course work:

4 credits in English	½ Civics
2 Social Studies, one must be U. S. History	½ Resource Management
3 Science	½ Health
3 Math	Completion of the FAFSA*

Juniors and Seniors may substitute athletics during the semester involved. Exemptions may be granted by the administration for courses needed for local graduation or to qualify for college entrance. P.E. is required of all students unless they meet these exceptions. For more information on physical education exemptions, see the guidance counselor.

### **For students entering their freshman year in 2023-2024 and after:**

26 academic credits including the following course work:

4 credits in English  
2 Social Studies, one must be U. S. History  
3 Science  
3 Math

½ Civics  
½ Resource Management  
½ Health  
Completion of the FAFSA\*

Students may substitute athletics during the semester involved. Exemptions may be granted by the administration for courses needed for local graduation or to qualify for college entrance. Some P.E. is required of all students unless they meet these exceptions. For more information on physical education exemptions, see the guidance counselor.

#### \*Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

### *EARLY GRADUATION*

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to September 1 during the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices, etc.) .

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the counselor prior to September 1 during the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

### *PARTICIPATION IN COMMENCEMENT*

It is the policy of Pleasant Hill Community Unit School District No. 3 that high school seniors who have not completed the requirements for graduation as set forth by the Board of Education and the State of Illinois by the last day of school will not be allowed to go through or participate in commencement exercises.

### *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.

## **HOME SCHOOLING**

Administration and staff will not advise families on procedures for home schooling or on preferred home-schooling curriculum.

## *HIGH SCHOOL REGULATIONS*

### **CAFETERIA & LUNCH**

Students may leave campus or proceed to the cafeteria during lunch. Students must eat lunch during the time assigned to them. Students are not to eat lunch anywhere other than the cafeteria or student lounge. The following rules shall be observed and abided by during lunch:

1. Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
2. Students leaving campus must do so immediately upon dismissal from class.
3. Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
4. 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.
5. If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
6. 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.
7. Students shall return to the school building on-time.

### **CARS**

Students are not allowed to use their cars during the school day without permission from the building principal or designated school official and parent or guardian.

Students are not to sit in cars after they arrive at school. They are not to be in the area where the cars are parked at any time other than when leaving or arriving at school. Students who must retrieve possessions from cars must report to the office to secure permission.

Students may park their vehicles in the Ag Shop Parking Lot and along the northbound lane of Highway 96 between the hours of 7:45 AM and 3:30 PM. Vehicles must be parked between the painted lines on the highway and must be driven under the speed limit of 10 miles per hour while in the parking lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The bus circle and parking along the cafeteria is designated parking for school staff. These spaces MAY NOT be used by students at any time.

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 administration, police officers, and contraband dogs. 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.

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.

## **COLLEGE DAYS**

Juniors and seniors may have two excused absences per school year to be used for a college day. These absences are *solely* for the purpose of visiting a college of their choice. Such days may not be taken on days that major tests are scheduled or during the last week of school. Any classwork missed must be made up in advance. All visits should be arranged as far ahead as possible. Forms for taking college days may be picked up in the guidance office and are to be returned to the high school secretary upon return to school.

## **DISPLAYS OF AFFECTION**

Public displays of affection are behaviors which are not appropriate for a public place and which make people uncomfortable, show poor judgment and are demeaning to the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for a public place and this includes all extra-curricular and after school events. Violators may be subject to disciplinary action.

## **DRESS**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Each student is expected to present an appearance that does not disrupt the educational environment or interfere with maintenance of a positive teaching and learning climate. Dress that is not in accordance with reasonable standards of health, safety, and decency will not be acceptable at school. Please use the following guidelines:

Students must wear the essential elements: a top, bottom, and footwear that do

7. The essential elements of dress (top, bottom, footwear) must be worn.
8. Tops and bottoms should not show private parts or undergarments.
9. Clothing and accessories **may not**
  - Be pornographic, contain threats, or promote illegal or violent conduct.
  - Contain references to or depictions of alcohol, drugs, and/or tobacco.
  - Demonstrate hate group affiliation or use hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.)
10. Hats, bandanas, and sunglasses obstruct the view of the face and are not allowed in the building EXCEPT in food/cooking labs, welding labs, and woodworking labs with teacher permission. Sunglasses may only be worn with a note from a medical professional.

## **LIBRARY**

The purpose of the library is to provide a time and place for the students to check out books and complete classroom assignments and to study among other things. Fees are assessed if a book is not returned in a timely manner in the original condition.

## **OFFICIAL SCHOOL PHOTOGRAPHER**

The official school photograph for the school yearbook and the school composite must be taken by the official photographer, resulting in a more uniform display of school graduates. This will apply to seniors only.

## **SCHEDULES & SCHEDULE CHANGES**

Student schedules are organized based on their spring registrations. Students need parental permission before changing classes from their original selection. They may drop a class after the second week of instruction and then only with the permission of their parents and after a conference with the teacher and the counselor. **Courses dropped after two weeks will be recorded as semester F's on the students' permanent record.**

## **WORK RELEASE**

To be excused from afternoon study hall for work, a student must meet the following criteria:

1. Have senior standing
2. Have no grades below "C"
3. Be enrolled in a vocational class
4. Provide the principal with a written copy of the work schedule from the employer on a periodic basis
5. Have written parental permission on file in the office

## **SEMESTER TESTS**

Semester tests are required for all students and will be taken at the end of both semesters one and two. Students will be required to take a test for each course they are enrolled in. Failure to attend or take the exam will result in a failing grade in the course. Students must stay at school for the entire school day including study halls.

## **STUDENT LOUNGE**

The student lounge is provided for students to have a place to gather before school, after school and during free bonus periods.

1. Students are expected to keep the lounge reasonably clean and to refrain from defacing walls and equipment.
2. The lounge may and will be closed any time the staff feels it is unnecessarily dirty or is a disruption to the general school atmosphere.

## *TRADITIONS*

Dance Guest Permission Form - Students inviting a guest to attend the Pleasant Hill homecoming, prom or other recreational or social function must fill out a guest permission form and return it to the office one week before the scheduled event.

### Homecoming

A tradition sponsored by the Student Council and the Senior Class. Activities include the crowning of the queen at the bonfire on Thursday evening, the Homecoming parade, and the pep rally on the football field following the parade, the Homecoming game and the Homecoming Dance following the game. The queen's court consists of an attendant from each class, the candidates for queen from the senior class, a flower girl and the crown bearer.

Homecoming is for all alumni and the present student body. The Homecoming Dance is for students enrolled in high school and alumni. Grade school students are not allowed to attend the dance.

### Junior-Senior Prom

The Junior-Senior Prom is sponsored by the juniors in honor of the seniors. It is held in the spring. Students are transported to and from the Prom by bus. No student or student guest is to drive an automobile to the Prom. The Prom is for high school students. Grade school students are not allowed to attend the Prom.

## **PART VII – JR. HIGH INFORMATION & POLICIES**

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### *ARRIVAL TIME*

Students are not to arrive at the school prior to 7:30 AM. Parents may only drop off students in the FRONT of the school. Parents may drop off students along the sidewalk but should not enter the bus circle. Vehicles MAY NOT be parked or located in the bus lanes/fire lanes at ANY TIME. The bus lane/fire lane is clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Parents are requested to report to the office if they need to take their child(ren) out of school. Students are required to sign in and sign out of the office. Students are not permitted to leave the school grounds once they have arrived. Exception: Junior High students are allowed to walk home for lunch with a signed parent permission.

### *ATHLETICS*

Students involved in middle school athletics must maintain adequate grades. Students with an F in any subject will not be allowed to participate in the following week's athletic events. Grades will be checked on Fridays. The exemption from participation will be the week following (Saturday through Friday). Ineligibility rules are as follows:

- 1st week of ineligibility - Student may practice but may not play in scheduled games.
- 2nd week of ineligibility - Student may neither practice nor play in scheduled games.
- 3rd week of ineligibility - Student is no longer a member of that particular team.

If a student wishes to play a different sport later in the school year, the student begins participation in that sport with a clean slate.

### *AWARDS*

The following three categories are used for **HONOR ROLL**:

- All A's
- A's and B's
- B Average

The following scale is used for grading to determine whether a student is eligible for the honor roll:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F Below 60

### *CAFETERIA RULES AND REGULATIONS*

1. Tables are to be kept clean by the students. Trays and silverware are to be returned to the proper place when a student is finished eating. Paper and other refuse should be placed in proper containers. Avoid excessive noise and horseplay in the cafeteria.
2. Stand quietly in line, single file.
3. Do not throw food.
4. Do not leave the cafeteria before being dismissed by the cafeteria supervisor.
5. No soda or candy allowed in the cafeteria.
6. Please - No glass containers
7. Speak softly, no loud noise!

ALL JUNIOR HIGH STUDENTS WILL BE REQUIRED TO HAVE A WRITTEN PARENTAL PERMISSION NOTE BEFORE THEY CAN LEAVE THE SCHOOL GROUNDS DURING THEIR LUNCH TIME. LEAVING CAMPUS IS A PRIVILEGE AND CAN BE REVOKED AT ANY TIME. ANY STUDENTS IN GRADES 5 AND BELOW WILL NEED TO BE SIGNED OUT BY A PARENT OR GUARDIAN.

### *DISCIPLINARY CODE*

Basis of discipline procedures: students have a right to learn, and teachers have the right to teach in an atmosphere free from disruptive behavior.

*Disruptive behavior* will not be tolerated for any reason. Students are expected to follow general rules including the following:

1. Raise hand before speaking.
2. Stay in seat unless permission is given to be out.
3. No gum, candy, soda, or food consumed in building. (*Teacher's discretion*)
4. Students will show respect for property of school and other students (no writing on or defacing of lockers, desks, books, etc.).
5. Students should be in their assigned seats before the bell rings.
6. Students are to work only on homework from the present class unless teacher gives permission otherwise.
7. No wooden or aluminum bats, or hard baseballs allowed at school.
8. Students at the elementary school are not allowed to fraternize with students from the high school or elementary during the lunch hour.
9. The following are among the things **not** permitted at Pleasant Hill: liquor, tobacco in any form including electronic cigarettes and vape products, non-prescription drugs (also look-alikes and drug paraphernalia), knives, guns, or other weapons, roller skates, and public displays of affection, stealing, or fighting. Exceptions will be determined by the staff and administration. Bringing sports equipment from home is discouraged.
10. No cursing, teasing, harassing, or derogatory remarks concerning other students or staff.
11. Cell Phones, I-pods, MP-3 players, etc.:
  - a. 1st violation - pick up the phone in the office at the end of the day
  - b. 2nd violation - phone will be held in the office, plus detention
  - c. 3rd violation - detention and parents pick up the cell phone
12. Keep electronic devices turned off during the school day and place at a designated area within classroom if requested.
13. These and other directions from teachers and staff are expected to be followed. Depending upon the seriousness of the infraction, violations of this code of conduct could be handled in the following way:

*First violation:* Student warned.

*Second violation:* Will call to inform parents of infraction.

*Third violation:* After school detention and parents informed of infraction.

*Fourth violation:* A meeting with parents, student, principal and teacher.

**The seriousness of the infraction and a continuation of disruptive behavior will be dealt with on an individual basis at the discretion of the principal. For middle school students, violations will begin at zero on the first day of each calendar month. Previous marks will be canceled.**

- Students will be required to bring needed materials to class. No one will be allowed to return to their locker or the hallway after class begins.



- Hats should be placed in lockers or in the hallways prior to the beginning of morning and afternoon classes. No hats will be worn within the school buildings. Hats will be taken from you and will not be returned until the last day of school.
- Students coming late to class must stop by the office for a tardy slip. A written excuse is required for an excused tardy slip. Three unexcused tardy slips in a month will result in a detention period.

### *DRESS*

Each student is expected to present an appearance that does not disrupt the educational environment or interfere with maintenance of a positive teaching and learning climate. Dress that is not in accordance with reasonable standards of health, safety, and decency will not be acceptable at school. Please use the following guidelines:

Students must wear the essential elements: a top, bottom, and footwear that do

11. The essential elements of dress (top, bottom, footwear) must be worn.
12. Tops and bottoms should not intentionally show private parts.
13. Clothing and accessories **may not**
  - Be pornographic, contain threats, or promote illegal or violent conduct.
  - Contain references to or depictions of alcohol, drugs, and/or tobacco.
  - Demonstrate hate group affiliation or use hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.)
14. Hats, bandanas, and sunglasses obstruct the view of the face and are not allowed in the building EXCEPT in food/cooking labs, welding labs, and woodworking labs with teacher permission. Sunglasses may only be worn with a note from a medical professional.

### *PROMOTION*

The State of Illinois does not allow social promotion. However, they do allow local districts some discretion in deferring what is considered performance worthy of promotion.

Pleasant Hill's policy has been that students must pass two-thirds of academic nine week's grades. Most of the students will receive twenty-four academic nine week's grades in a school year. If so, they must receive sixteen passing grades of all their nine week's grades to be promoted. Academic subjects are generally defined as: math, science, reading, English, literature, social studies, and spelling.

### *RETENTION*

Documented exceptions to these procedures may be made in special situations with the approval of the principal. In rare cases, no student shall normally be retained more than one year.

1. If a student is failing to make progress, the parents must be notified early so that the school and home may cooperate in helping the student achieve greater success. During the first semester, if a teacher feels as if a student could be retained, they will make parental contact by telephone.
2. Parent notification of possible recommendation to retain is to be given on or with the third quarter report card, if possible.
3. Retentions will be decided with a parent/principal/teacher conference before the end of the school year.

## **PART VIII – EXTRACURRICULAR AND ATHLETIC ACTIVITIES**

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This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### Illinois High School Association & Illinois Elementary School Association

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 Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### *Academic Eligibility*

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must meet the minimum eligibility standards as set forth by the Illinois High School Association Athletic Eligibility By-Laws 3.000.

Additionally, the Pleasant Hill Board of Education has adopted these additional requirements:

1. Students must be passing all subjects on a weekly basis to participate in contests.
  - a. This includes physical education, art, band, chorus and any other so-called non-academic subjects.
  - b. Students who are found to be ineligible for a period of two consecutive weeks will not be permitted to practice until eligibility is regained.

#### Example

- \* A student earns an "F" on Friday. He may not participate in an interscholastic contest, but he may practice.
  - \* The Student received another "F" on the second Friday. The same situation applies as before. He may not participate the next week in an interscholastic contest, but he may practice.
  - \* On the third Friday the student receives an "F". During the following week he may not participate in an interscholastic activity and he also may not practice. When he no longer is receiving "F's" the student may resume participation and practice.
2. Students with F's will be declared ineligible for a minimum of one week. If at the end of one week a student has a passing grade, he/she will regain eligibility with respect to the procedures following this section.
    - a. The eligibility list will be prepared on Friday of each week.
    - b. Ineligibility begins on Monday and continues through the following Sunday.
    - c. Students who regain eligibility will be allowed to participate after one full week of ineligibility.

- d. Students eligibility will be determined for week 10 by grades turned in the ninth week.

Eligibility for weeks 11 and 12 will be determined by the quarter grade received at the end of the nine weeks.

Eligibility after the twelfth week will be determined by the cumulative grade which the student has earned in the ensuing weeks 10, 11, and 12 following the end of the quarter. This same policy applies at the end of the first semester and at the end of the third quarter.

### *Absence from School on Day of Extracurricular or Athletic Activity*

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel to and from Extracurricular Activities**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored, and oral permissions are not valid.

### *Athletic Code of Conduct*

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior.
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes).
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form.
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia.

5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet.
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
7. Act in an unsportsmanlike manner.
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving.
9. Haze or bully other students.
10. Violate the written rules for the extracurricular or athletic activity.
11. Behave in a manner that is detrimental to the good of the group or school.
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of events, performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.

- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or s Principal's designee.

**Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

# **PARENT/GUARDIAN & STUDENT HANDBOOK ACKNOWLEDGEMENT**

Name of Student: \_\_\_\_\_

## **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

## **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

# CHROMEBOOK POLICY SIGN-OFF AND STUDENT PLEDGE



- I will take good care of the Chromebook.
- I will keep food and drinks away from the Chromebook since it may cause damage to the device.
- I will protect the Chromebook by always carrying it in a secure manner to avoid damage.
- I will use the Chromebook in ways that are appropriate for education.
- I understand the Chromebook I am using is subject to inspection at any time without notice and remains the property of Pleasant Hill CUSD #3.
- I will follow the policies outlined in the Chromebook Policy Handbook while at school.
- I will be responsible for all damage or loss caused by neglect or abuse.

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

Student Name: \_\_\_\_\_ (Please Print)

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

Parent Signature: \_\_\_\_\_