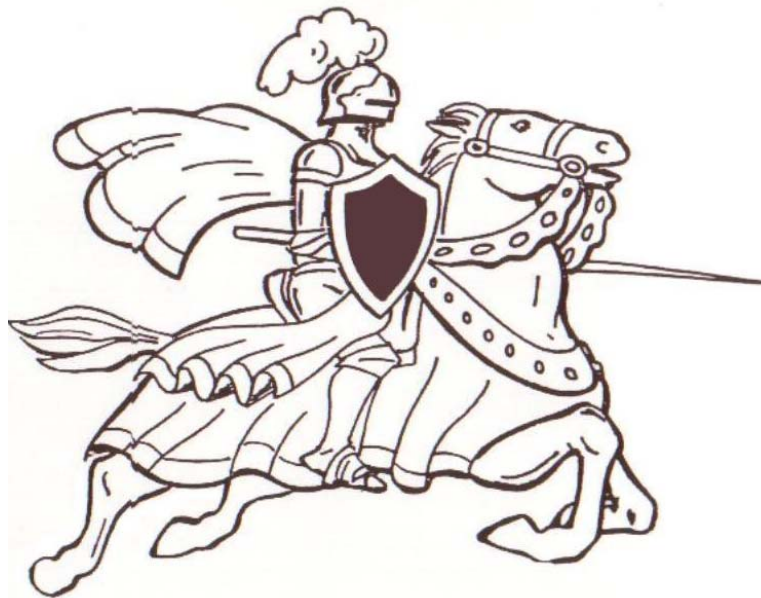


# **PRINCEVILLE HIGH SCHOOL**



**STUDENT  
HANDBOOK  
2011 - 2012**

# PRINCEVILLE HIGH SCHOOL

302 Cordis Avenue  
Princeville, IL 61559  
Phone: (309) 385-4660  
Fax: (309) 385-1110

<http://www.princeville326.org>

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Student Number \_\_\_\_\_ Locker Number \_\_\_\_\_

Homeroom teacher \_\_\_\_\_ Grade \_\_\_\_\_

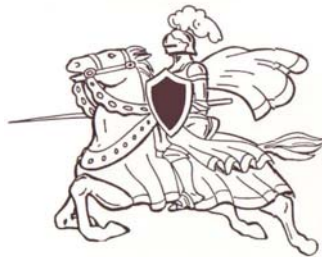
# Welcome to the Princeville High School 2011-2012 School Year!

The staff of Princeville High School is dedicated to providing the opportunities and challenges that will prepare you for your future. We encourage you to involve yourself in your academic classes as well as extracurricular activities. Take advantage of the offerings available and work to your capabilities in every endeavor.

The entire Princeville High School staff is pleased that you are here and are willing to help you achieve your goals. Please allow us to provide you with the means to reach those goals.

The parent/student handbook has been prepared to assist you and your parents understand the procedures and answer some of your questions. Read this handbook carefully; you are responsible for knowing the contents. It is not possible to cover every situation in great detail, but the handbook will give you essential information from which to start.

Part of education is learning to get along with others, and to respect the rights and privileges of all members of our community. Realize that expectations are high, but not unreasonable or unfair. As a high school student, you have unlimited potential and many opportunities to achieve your goals. Make your high school experience rewarding and enjoyable.



## TABLE OF CONTENTS

Abuse & Neglect.....	3	Gangs.....	47
Administration.....	1	Grades.....	11
Admission to PHS.....	3	Grading Scale.....	11
Asbestos Notice.....	4	Graduation Requirements .....	11
Athletic/Activity Code.....	51	Health & Medical .....	48
Attendance & Absences .....	31	Homeless Students .....	25
Automobiles & Parking .....	3	Honor Roll .....	14
Behavior Expectations.....	37	Injuries.....	14
Board of Education.....	1	Lincoln Trail Conference.....	14
Bulletin Boards .....	4	Lockers.....	14
Bully Policy .....	44	Media Center .....	15
Bus Transportation .....	35	Medical & Health .....	48
Cafeteria.....	5	National Honor Society.....	15
Class Rank .....	5	Parent Teacher Conference ..	17
Class Standing .....	5	Parental Notices .....	17
Closed Campus .....	5	Parking .....	3
Clubs & Organization.....	6	Pass/Fail Option .....	21
College Visitation Days.....	34	Philosophy.....	1
Community Service .....	6	Phones and Electronics.....	21
Controlled substances.....	46	Physical Education Waiver ...	23
Corporal Punishment.....	47	Physicals .....	48
Curriculum Objection .....	17	Pre-Arranged Absence.....	33
Daily Schedule.....	2	Records .....	50
Dances .....	6	Rescue & Fire Department ...	23
Discipline .....	36	Residence .....	24
Dress Code.....	6	Safe School Zone .....	25
Driver's Education .....	7	School Board Policies.....	49
Drugs & Paraphernalia .....	46	Semester Exams .....	25
Due Process.....	37	Special Education.....	27
Eligibility.....	7	Staff Members .....	1
Emergencies & Weather.....	8	Summer School.....	29
Expulsions .....	43	Suspensions.....	40
Faculty Information.....	2	Tardy Policy.....	29
Federal Grants.....	9	Technology Acceptable Use..	58
Fees .....	10	Truancy .....	42
Field Trips.....	10	Visitors.....	31
Foreign Exchange .....	10	Weapons .....	42
Free and Reduced Meals .....	10	Web Site Address.....	1
Fundraising.....	11	Wellness Plan.....	31

### PHS Vision

Princeville High School's vision is to ensure that each student achieves his/her

full academic and social potential, becomes a competent, contributing member of society, and displays good work ethics and moral values.

**PRINCEVILLE BOARD OF EDUCATION**

Darin Cowser (President), Ron Streitmatter (Vice President), Leslie Ptak (Secretary), Chad Gardner, Susan Hefler, Cindy Loos, Doug Streitmatter

**ADMINISTRATION**

Superintendent..... 385-2213  
 Rich Thole, High School Principal .....385-4660  
 Shaun Grant, Grade School Principal .....385-4923  
 Julie Bayless, Grade School Assistant Principal .....385-4923

**DISTRICT STAFF MEMBERS**

Kelly Elwell, District Office Secretary.....385-2213  
 Kris Warren, District Office Bookkeeper .....385-2213  
 Jay Hill, District Technology Coordinator.....385-4994  
 Ellen Cluskey, District Library Director .....385-4994

**PRINCEVILLE HIGH SCHOOL STAFF MEMBERS**

Dan Sullivan, Athletic Director .....Darlene Bultemeier, Cafeteria  
 Sara Bushman, Guidance Counselor ..... Julie Barrington, Cafeteria  
 Julie Edwards, Office Secretary ..... Connie Layer, Cafeteria  
 Michele Haste, Office Secretary ..... Val Anders, Custodian  
 Bruce Welker, Head Custodian ..... Daryll Huffman, Custodian  
 Lucy West, Head Cook .....Rudy Roger, Custodian

**CONTACT INFORMATION**

Princeville Community Unit School District #326  
 302 Cordis Avenue - Princeville, IL 61559  
 Phone (309) 385-2213 - Fax (309) 385-1823

**WEB SITE ADDRESS**

<http://www.princeville326.org>

**PRINCEVILLE HIGH SCHOOL TEACHING FACULTY**

Please call 385-4660 and the extension below to leave a voicemail message for a teacher. The classroom phones will not ring from an outside call. Please allow ample time for a return call from a teacher.

TEACHER NAME	DEPARTMENT	EXT.	ROOM
Like Bonomo	Science	1212	212

Jon Carruthers	Physical Ed. & Driver's Ed.	1124	124
Joe Chovan	Special Ed.	1322	E-22
Chris Delbridge	Music	1677	N-77
Monica Grant	Mathematics	1215	215
Mary Hirschy	Family & Consumer Science	1113	113
Mike Isaacson	Social Studies	1703	S-3
Tony Johnson	Art	1714	S-14
Barb Kratzer	Mathematics	1211	211
Jeff Kratzer	Industrial Arts	1334	E-40/S-15
Susan Mercer	Business & Technology	1209	209
Doug Nelson	Agriculture	1103	103
Bill Phelps	Science	1330	E-30
Mike Rinella	English & Communications	1108	108
Mary Scheirer	Special Ed.	1324	E-24
Tait Sennett	Mathematics	1702	208
Dan Sullivan	Social Studies	1702	S-2
Lisa Twidwell	Physical Ed., Driver's Ed., Health	1121	121
Laura Walcott	Spanish	1213	213
Erik Walles	English	1110	110

**Regular Schedule "A" and "B" Days**

1 <sup>st</sup> Hour	8:10 – 9:33
2 <sup>nd</sup> Hour	9:37 – 11:00
Lunch 1 / 3 <sup>rd</sup> Hour	11:00 – 11:30 / 11:34 – 12:57
3 <sup>rd</sup> Hour / Lunch 2	11:04 – 12:27 / 12:27 – 12:57
4 <sup>th</sup> Hour	1:01 – 2:24
Homeroom	2:28 – 3:10 (Band & Chorus meet)

**2:15 p.m. Dismissal "A" and "B" Days**

1 <sup>st</sup> Hour	8:10 – 9:20
2 <sup>nd</sup> Hour	9:24 – 10:34
Homeroom	10:38 – 11:11(Band & Chorus meet)
Lunch 1 / 3 <sup>rd</sup> Hour	11:11 – 11:41 / 11:45 – 1:00
3 <sup>rd</sup> Hour / Lunch 2	11:15 – 12:30 / 12:30 – 1:00
4 <sup>th</sup> Hour	1:04 – 2:15

**11:25 a.m. Dismissal "A" and "B" Days**

1 <sup>st</sup> Hour	8:10 – 8:56
2 <sup>nd</sup> Hour	9:00 – 9:46
3 <sup>rd</sup> Hour	9:50 – 10:36
4 <sup>th</sup> Hour	10:40 – 11:25 (No Band or Chorus)

Teachers are available for student assistance before and/or after school with advance notice. Teachers are not available for parental conferences during homeroom period. The purpose of homeroom time is to provide additional help to students, allow band and chorus classes the opportunity to meet, and conduct class meetings, organizational meetings, student assemblies, or other school

business. Students are expected to remain quiet during homeroom time, work on their assignments, study for upcoming tests and quizzes, meet with teachers, and/or attend necessary school or grade level meetings.

#### **ABUSED AND NEGLECTED CHILD REPORTING**

A district employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the superintendent or principal that a report has been made. Any employee hired after July 1, 1986, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirement of this act.

#### **ADMISSION TO PRINCEVILLE HIGH SCHOOL**

Admission is normally achieved by one of the two following methods:

- A. Following board policies.
- B. Accepting nonpublic school students, including parochial and home-schooled students, who live within the district for part-time attendance in the district's regular education program on a space-available basis. Request for part-time attendance must be submitted to the principal in writing. All requests for attendance for the following school year must be submitted before May 1.

All students must register for school each year on the dates and at the place designated by the superintendent or by mail. Students enrolling in the district for the first time must present the following information:

- A. A birth certificate or other reliable proof of identity and age. Failure to provide a copy of the student's birth certificate or other reliable proof of identity and age, within ten days, may result in the notification of local law enforcement by the principal. The principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
- B. Proof of residence, as required by board policy.
- C. Proof of disease immunization or detection and the required physical examination, as required by state law and board policy, health examinations, immunizations, and exclusion of students.

#### **AUTOMOBILES AND PARKING**

Students who wish to drive automobiles to school must register the license plate number of the car(s) they will be driving with the high school office and **pay any applicable parking fees**. All students are issued a parking permit that they will receive an update sticker for annually. They are issued this parking permit or sticker from the high school office and must show proof of insurance and a valid Illinois driver's license for each permit/sticker issued. Any student driving his/her car to school must understand that Princeville CUSD #326 will not be held responsible for any damage done to any automobile on school property, before,

during, or after school hours. All students who drive automobiles on school premises are governed by the following:

- A. Students who enter a vehicle or leave in a vehicle during the school day, without permission from the office, principal or a teacher will face disciplinary consequences.
- B. All parking will be limited to the student parking lot (east of the school) and all vehicles must be registered with the office. Vehicles must have a parking permit displayed at all times. Students are **not** permitted to park on the north side of North Street along the baseball field. Violators will face disciplinary consequences.
- C. Vehicles must be parked in an orderly fashion and may not be blocking the driving lanes or parked in the grass.
- D. Careless, reckless, or hazardous driving on school property or in the vicinity of the school will not be tolerated. Violators will face disciplinary consequences and may be subject to legal action.
- E. The Peoria County Sheriff's Department may randomly utilize the K-9 Unit to search for illegal drugs on the school premises and private vehicles on school property.
- F. Once dismissed from school, all students driving vehicles may exit the parking lot at the north end of the high school only (along the baseball field). All vehicles must stop at the stop sign and then proceed west (straight) on North Street. There is no left turn onto Cordis Avenue when buses are present. Violations will result in disciplinary consequences.

**PRINCEVILLE SCHOOL DISTRICT CANNOT BE HELD  
RESPONSIBLE FOR DAMAGE TO A VEHICLE OR ITS CONTENTS**

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTICE**

Princeville Community Unit School District #326 is in compliance with the Asbestos Hazard Emergency Response Act. To maintain any asbestos materials in safe condition, management plans for each school have been approved by the State of Illinois. On the minimum of six-month intervals, a survey is made of asbestos materials in each building to determine their condition. Every three years, the buildings are re-inspected by a person licensed by the State of Illinois for asbestos. The management plans and survey reports are available for review in the district and school offices.

**BULLETIN BOARDS**

Any student or school organization wishing to use the bulletin boards in the hallways must secure approval from the office. Permission to use classroom bulletin boards must be obtained from the teacher. All items displayed in the school must have the prior approval of the principal.

**CAFETERIA**

The Princeville High School cafeteria serves hot meals to students daily. The price per meal will be available during registration at the beginning of the year. **Students are responsible for ensuring they have a positive balance in their**

**lunch accounts.** This can be checked using the SIS K12 student or parent portal. Students are not permitted to charge lunches in the cafeteria and the following rules will be observed:

- A. Students are required to enter their assigned PIN # for completing any transaction.
- B. **Students with a balance at or below \$0.00 must make a deposit to their account before taking any additional school lunches or snacks.**
- C. Lunch will be served on a first-come, first-serve basis.
- D. Students are to walk to the cafeteria for lunch and then form a single line for lunch serving.
- E. Eating is permitted only in the cafeteria. No food or drinks are permitted beyond the cafeteria unless authorized by the principal.
- F. Students are not permitted to enter the hallway areas, gym, or locker rooms during lunch periods without permission from the lunch supervisor, a teacher, or principal.
- G. Students are to follow the posted cafeteria rules during lunch hours.

#### **CLASS RANK**

Class rank is determined at the conclusion of each semester by the students' cumulative high school career grade point average. The student with the highest grade point average is ranked first in the class. The grade point average and the number of students in the class determine the percentile rank, such as the top quarter of the class. Frequently, there are ties in the cumulative grade point average. If this happens, duplicate class ranks and adjustments to the ranking order may result.

#### **CLASS STANDING**

Class standing is determined at the beginning of each semester. A student must have 7 credits to be considered a sophomore, 14 credits to be considered a junior, and 21 credits to be considered a senior. Parents will be notified if a student fails to earn the credits required.

#### **CLOSED CAMPUS**

The campus for all students attending PHS will be closed. Once a student arrives at school in the morning and enters the school building, he/she must follow the closed campus policy until school is dismissed at the end of the day, or follow the appropriate procedures to leave during the day for appointments or because of illness. A student must eat lunch in the school cafeteria. **No food or drink is allowed outside the cafeteria during school hours unless authorized by the principal.**

#### **CLUB AND ORGANIZATION MEETINGS**

Grade level meetings, clubs, and/or organizations may meet during homeroom with the approval from the principal.

### COMMUNITY SERVICE

Community service is working as a volunteer for a cause or community concern. The service hours must be approved by the activity supervisor and the principal. **A minimum of 25% of the community service hours must be completed for Princeville CUSD for all graduating classes, including and after, the classes of 2014.** Examples of services that are not approved are: working/volunteering for a relative, baby-sitting for family or friends, or participating in an extracurricular event. Examples of approved community services are volunteering for:

- A. School organizations/events, such as PTO, Sports Boosters, After Prom, Scholastic Bowl, Blood Drive, Heart of a Prince, PHS or PGS Tutoring, Sophomore Class Concessions, etc.
- B. The local day care centers, the Lillie M. Evans Library, or the Princeville Historical Society.
- C. Heritage Days, Holiday Homecoming, or other Village sponsored events.
- D. The Princeville Little League and/or Junior Football League
- E. Special occasions in the schools.
- F. School projects outside the normal school day.

It is the student's responsibility to obtain and to fill out the community service form. These forms are available in the main office and must be signed by the supervisor, a parent, and the principal.

### DANCES

Out-of-school guests must complete and turn in the required out-of-school guest form prior to attending a scheduled dance, be a high school student and younger than 21 years of age, and pre-approved by the principal. Guests will be required to show proof of age upon entrance. Students who leave a dance early may be required to sign out and will not be allowed to return. Exceptions may be made by the principal.

### DRESS CODE

The dress code of Princeville High School allows the student and his/her guardians to select a responsible style of dress. All students should be neat and clean, and must wear shoes. Students are encouraged to bring book bags to school for organizational purposes; however, **book bags and purses are NOT allowed in the classrooms.** Book bags and purses are to be stored in the students' lockers throughout the entire school day. The principal's discretion on the dress code is final. The following dress code criteria must be followed:

- A. Dress and appearance must not be publicly indecent, disruptive to the educational process, nor constitute a threat to the safety or health of self or others.
- B. Dress and appearance must not display profane language, vulgar statements or gestures, satanic symbols, hate messages, or sexual innuendo.
- C. Dress and appearance must not consist of bare-midriff tops, short shorts, tube tops, halter tops, mesh tops without a full garment underneath, tops

- D. Dress and appearance must not promote, endorse, or advertise alcohol, drugs, tobacco products, violence, weapons, any illegal substance, gang symbols, or represent people/characters involved in illegal activities.
- E. Dress and appearance must not include coats, caps, bandannas, sun glasses, or wallet chains, with the exception of special dress days approved by the principal.
- F. The student must be fully covered from shoulders to mid-thigh whether standing or seated so that no undergarments are visible.
- G. Dress should not consist of any portion of a school athletic uniform unless authorized by the athletic director or principal.

Appropriate/Inappropriate student dress will be monitored by the staff and ultimately determined by the principal. Students in violation of the dress code will be excused from class or classes until appropriately attired. Alternative clothing may be provided if the principal deems the clothing is inappropriate. Students with severe violations of the dress code will be sent home (unexcused absence) until compliance with the dress code is evident. Repeated offenses will result in further disciplinary actions.

#### **DRIVER'S EDUCATION**

Driver's Education class will be offered to students who are at least 15 years of age by the first day of class, and have received passing grades in at least eight courses during the previous two semesters of school. Princeville High School will charge a Driver's Education fee not to exceed the maximum amount allowed by law. The class will be a semester course and will count towards honor roll, eligibility, and class rank.

#### **ELIGIBILITY**

Eligibility applies to, but is not limited to, the following athletics (including athletic team managers) and activities: AFS Club, Art Club, Academic Challenge, Band-non-graded activities, Baseball, Basketball, Cheerleading, Chorus-non-graded activities, Cross Country, Declamation, FCCLA, FFA, Football, Golf, Homecoming Dance, Homecoming Court, Math Team, Merit Program Activities, National Honor Society, Prom, Prom Court, Chess, Scholastic Bowl, School Play, Science Club, Softball, Spanish Club, Statisticians, Student Council, Track, Volleyball, and Yearbook. Class trips or Field trips, not classified as strictly educational trips, are also included.

A student may participate in an athletic event or school activity as long as the following criteria are met:

- A. **The student must be in attendance for the full day of school on the day of the event.** The only exceptions are a medical appointment, judicial appointment, or a funeral. The principal may request verification for the reason of the absence. The principal may make exceptions based on

- B. The student's grades are checked at the end of each week to determine eligibility for the following week (Monday through Sunday). The student must be passing six classes based on the student's cumulative semester grades. All courses are included in academic eligibility, including Physical Education. **If, however, the student is receiving any grade below a 60% he/she will be ineligible.**
- C. The student must also have passed six classes the previous semester in order to participate in any extra-curricular or interscholastic activity or athletic event during the current semester.

#### E-MAIL COMMUNICATION

Princeville School District encourages parents to provide their e-mail addresses at registration each year. This will be maintained in the student information database. E-mail communication facilitates open communication between home and school and is required to have access to the SIS K12 Parent Portal.

#### EMERGENCIES

Princeville High School maintains an Emergency Crisis Plan. Emergency drills including, fire, disaster, and bus drills, are held regularly so that students and staff can be adequately protected in case of an actual emergency. Disaster drills include drills to provide protection from severe windstorms, tornadoes, and earthquakes, as well as evacuation and crisis code drills. These plans are available for review by contacting the unit office.

During emergency situations and drills, students are to follow the directions of their immediate supervisor or teacher, follow the posted guidelines for emergency situations, and remain silent during the emergency. The signals for the following emergency situations are as follows:

- A. Fire Alarm – a constant ringing of the bells or alarm
- B. Tornado Alarm – a series of continuous short rings of the bells or blasts from an air horn
- C. Other emergency situations - an intercom announcement

#### Student Emergency Information

Student information sheets are to be kept in the office during the school year. These sheets must include, but are not limited to, an emergency contact name and phone number, and must be on file in the school office at all times. This information should be updated throughout the school year as needed if the emergency information should change.

#### Weather

There may be emergency conditions where it becomes necessary to cancel school for the day, to dismiss school early, or to delay the start or dismissal of school.

These emergency closings are usually weather related, but may also be caused by such situations as a malfunction of utilities. At all times, the students' safety is the major consideration.

In case of an emergency closing or delay, television and radio stations will be notified. After media is contacted, a message will be put on the school phone system. If a parent feels that weather conditions may cause a dismissal, he/she is encouraged to stay tuned to television channels 19 - 25 - 31; radio stations 1290AM, 1400AM, or 1470AM; or their corresponding websites. In addition, the School Reach notification system will be activated, sending texts, voicemails and recorded calls to District #326 parents/guardians.

#### **FEDERAL GRANT FUNDS USAGE**

No Child Left Behind (NCLB) Title I, Title II, Title IV, and Title V funds are used to improve teaching and learning in accordance with the National Education Goals, Illinois State Learning Standards, and the local School Improvement Plan. In accordance with federal guidelines and school district policy, parents, school personnel, and other interested parties are encouraged to provide input into design, planning, implementation, and financial distribution of all federal programs and federal grants. Please feel free to contact the district superintendent.

Title I programs address assuring the achievement of young students to meet appropriate learning standards. Title II programs have impacted Princeville Schools by providing class size reduction opportunities and professional development. Both Title II and Title V program funds are used to support the instructional program. The Title IV program addresses Safe and Drug Free Schools. Both drug and violence prevention instructional activities are incorporated into the educational program at Princeville Grade School and Princeville High School.

As part of No Child Left Behind, a parent/guardian has access to his/her child's achievement level. Information is provided annually at parent/teacher conferences.

#### **FEES**

School fees are established annually and parents are notified of the exact amount at registration. Parents are asked to pay the fees at enrollment or as soon as possible thereafter. Under some circumstances, low-income families may qualify for a waiver of certain school fees. Should any parents wish to apply for a waiver, they should complete a waiver request available in the school office. The principal will notify parents in writing within thirty days if the waiver request has met district guidelines for approval. The denial of a fee waiver request may be appealed to the school board by submitting the appeal in writing to the superintendent within fourteen days of the denial. If appealed, the board will reconsider the decision to deny the fee waiver request within thirty days of receipt of the written appeal and

will notify the parent/guardian in writing of its decision.

#### **FIELD TRIPS**

Students may have the opportunity to take field trips during the school year. Field trips may require a written consent of the parent prior to the trip. Students not attending field trips during the school day as part of a class will be assigned alternate work to be completed during the time not attending the field trip.

#### **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students must meet the same criteria as all students wishing to graduate from Princeville High School as specified in board policy. Foreign exchange students not meeting the graduation requirements, shall, by board of education approval, be given an honorary diploma. Upon evidence of the successful completion of the necessary credits, an earned diploma will be issued.

#### **FREE AND REDUCED MEALS**

Children from families whose gross income is at or below the federal guidelines are eligible for free or reduced price breakfast and lunch. The reduced prices will be provided to parents at registration.

Free and reduced meal application forms are given to every parent at registration along with a letter stating the federal guidelines. To apply for free or reduced price meals, households must fill out the application and return it to the school office. Applications may be submitted at any time during the school year. To discourage the possibility of misrepresentation, school officials may certify that the information furnished in the application is correct.

If a family member's unemployment status changes or if family size changes, the family should contact the school to file a new application. The information provided by the household is confidential and will be used only for purposes of determining eligibility and verifying data.

#### **FUNDRAISING**

All fundraising projects, involving high school students, must have the prior approval of the high school principal.

#### **GRADES**

Report cards are issued at the end of each nine-week grading period. The report card includes grades, attendance, and any individual nine-week comments on the student's performance. Progress reports are mailed to all students' parents/guardians after approximately four weeks of each grading period. **Grades can also be checked using the SIS K12 Parent or Student Portal at any time.**  
Semester Grades:

- A. If a student is required to take a semester exam, each nine-week grading

- B. If a student is exempt from taking a semester exam, each nine-week grading period will equal 50% of the semester grade.

#### Grading Scale

Letter grades on progress reports and report cards are based on the following scale. A 100 – 93, B 92 – 85, C 84 – 77, D 76 – 69, F 68 - 0

#### Grade Point Average

Plus or minus marks may be used on the report cards by teachers but are not used on permanent records or to determine grade point averages. Grade point averages are computed by the following scale: A=4 points, B=3 points, C=2 points, D=1 point, and F=0 points. The grade point averages are compiled and prepared from the academic semester grades, which are recorded on the students' permanent records. Any incomplete grades will result in zero points.

### **Class of 2012 & 2013**

#### **GRADUATION REQUIREMENTS (Effective 8/18/07)**

##### The following credits are required for graduation from PHS

- 4 – English Credits
- 4 – Math Credits
- 3 – Science Credits
- 3 – Social Studies Credits
- 3½ – Physical Education Credits
- 1 – Health and Driver's Education Credit
- 1 – Software Applications and Intro. to Business and Technology Credit
- 1 – Art, Spanish, Band, Chorus, or Vocational Credit
- 7½ – Elective Course Credits

##### Required English Courses

- English I or Remedial English I (1 credit each)
- English II or Remedial English II (1 credit each)
- English III or Remedial English III (1 credit each)
- English IV, Remedial IV, Contemporary Lit., or ICC English (1 credit each)

##### Required Math Courses

- Algebra I (1 credit) or Algebra I Block (2 credits)
- Geometry or Geometry A (1 credit each)
- Algebra II or Algebra IIA (1 credit each)

##### Required Social Studies Courses

- U.S. History (1 credit)
- Consumer Education (½ credit)
- Civics (½ credit)

### Required Science Courses

Physical Science or Physical Science A (1 credit each)  
Biology or Biology A (1 credit each)

### Other Required Courses

Software Applications and Introduction to Business and Tech. (½ credit each)  
Health and Driver's Education (½ credit each)  
3½ Credits of Physical Education (½ credit per semester)  
1 Credit of Art, Spanish, Band, Chorus, or Vocational Courses

### **STUDENTS MUST HAVE A MINIMUM OF 28 TOTAL CREDITS TO GRADUATE.**

#### Additional Graduation Requirements

- A. A high school diploma will not be granted by Princeville High School for those students completing a General Education Program.
- B. A student is required to complete forty (40) hours of community service during his/her high school career. All hours must be completed and documented in the office by the determined date in May of the graduation year. Since community service is a graduation requirement, a student who does not meet this requirement **will not participate in the graduation ceremony and his/her diploma will be awarded upon completion of the hours**, unless otherwise prohibited by law.

### **(Class of 2014 & 2015)**

### **GRADUATION REQUIREMENTS 8/16/10**

#### **The following credits are required for graduation from PHS**

4 – English Credits  
3 or 4 \* – Math Credits (\*depending on the courses taken)  
3 – Science Credits  
3 – Social Studies Credits  
3½ – Physical Education Credits  
1 – Health and Driver's Education Credit  
1 – Software Applications and Intro. to Business and Technology Credit  
1 – Art, Spanish, Band, Chorus, or Vocational Credit  
7½ – Elective Course Credits

### Required English Courses

English I or Remedial English I (1 credit each)  
English II or Remedial English II (1 credit each)  
English III or Remedial English III (1 credit each)  
English IV, Remedial IV, Contemporary Lit., or ICC English (1 credit each)

### Required Math Courses

Algebra I (1 credit) or Algebra I Block (2 credits)  
Geometry or Geometry A (1 credit each)  
Algebra II or Algebra IIA (1 credit each)

Note: students taking Algebra Block will need 4 math credits to graduate.

#### Required Social Studies Courses

- U.S. History (1 credit)
- Consumer Education (½ credit)
- Civics (½ credit)

#### Required Science Courses

- Physical Science, Physical Science A or Chemistry (1 credit each)
- Biology or Biology A (1 credit each)

#### Other Required Courses

- Software Applications and Introduction to Business and Tech. (½ credit each)
- Health and Driver's Education (½ credit each)
- 3½ Credits of Physical Education (½ credit per semester)
- 1 Credit of Art, Spanish, Band, Chorus, or Vocational Courses

#### STUDENTS MUST HAVE A MINIMUM OF 28 TOTAL CREDITS TO GRADUATE.

#### Additional Graduation Requirements

- A. A high school diploma will not be granted by Princeville High School for those students completing a General Education Program.
- B. A student is required to complete forty (40) hours of community service during his/her high school career. All hours must be completed and documented in the office by the determined date in May of the graduation year. Since community service is a graduation requirement, a student who does not meet this requirement **will not participate in the graduation ceremony and his/her diploma will be awarded upon completion of the hours**, unless otherwise prohibited by law.

#### HONOR ROLLS

All courses are included in determining the high honor roll and the honor roll.

- A. The **High Honor Roll** (formerly titled the "A" honor roll) includes those students who have a 3.5 GPA or above and no failing grades for the current term. Those who receive straight A's are denoted with an asterisk on the High Honors list.
- B. The **Honor Roll** (formerly titled the "B" honor roll) includes those students who have greater than or equal to a 3.0 GPA, less than a 3.5 GPA, and no failing grades for the current term.

**If a student earns a failing grade for either quarter during a semester, he/she is ineligible for the semester honor rolls.**

The honor rolls are published in the local newspapers and on the district web site at the end of each nine-week grading period and at the end of each semester.

#### INJURIES

Students and teachers must report any injury to the principal, who will see that the

student's parents are notified, and that any special needs indicated on each student's emergency file card are met. No student will be sent home without permission from that student's parent or guardian. An accident report must be filed in the high school office.

#### LINCOLN TRAIL CONFERENCE (LTC)

Princeville High School is a member of the Lincoln Trail Conference. The LTC is an organization of students from one school competing with students of other schools in athletic contests and activities. The organization promotes the integration of academics and athletics by honoring those students with high academic standing and athletic participation with an All-Academic Team at the end of the fall, winter, and spring sports seasons. Students must have a 3.5 or above GPA on a 4.0 scale in order to qualify. Please visit the Princeville High School web site for more information regarding the Lincoln Trail Conference.

#### LOCKERS

At the time of enrollment, each student is assigned a locker with a built-in combination lock. A student is to place his/her materials in the assigned locker. A locker fee will be included in each student's school fees annually. Students are not allowed to use any adhesive material to affix items to the lockers. A separate fee will be assessed to any student with locker damage. All students must use only the locker assigned by the principal. Students are also encouraged to keep their lockers locked at all times and to keep their combinations private. Bringing valuables to school is highly discouraged. Students are advised that bringing large amounts of cash or valuables to school is done at their own risk and the district is not responsible for lost or stolen items. The principal and/or superintendent have the right to search any school locker if reasonable suspicion or cause is evident. A student's school locker is the property of the school and must be used for the purpose intended. Pictures and advertisements displayed in lockers must be in good taste and not advertise alcohol, drugs, tobacco, gang activity, illegal activities, hate messages, sexual innuendo, or vulgar gestures.

Locker & School Ground Search Procedures - 105 ILCS 5/10-22.6(e) To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search

### MEDIA CENTER

To insure proper use of the media center, students are asked to keep quiet and to obtain permission from the supervisor before talking. A student is not to attend or leave the media center without a pass from a teacher. Certain library materials may be checked out by following the check-out procedures posted. A student may lose his/her privilege of using the media center if behavior is not suitable.

### NATIONAL HONOR SOCIETY ELECTION PROCEDURES

- A. Membership in the Princeville High School local chapter of the National Honor Society is an honor bestowed upon a student. A student cannot apply for membership. A student does not have a constitutional right to membership. Selection for membership is made by a faculty council and is based on four qualities: scholarship, leadership, service, and character.
- B. To be eligible for membership a candidate must be a junior or senior and must have been in attendance at Princeville High School the equivalent of one semester.
- C. A National Honor Society member who transfers to Princeville High School from another school and brings a letter from the former principal or chapter adviser in Princeville shall be accepted automatically as a member in Princeville's chapter. Transfer students must meet Princeville's standards within one semester in order to retain membership.
- D. Candidates must have a cumulative grade point average of at least 3.2 on a 4.0 scale. **Beginning with the 2013-2014 school year, all National Honor Society Inductee Candidates will need a minimum cumulative grade point average of 3.5 on a 4.0 scale.**
- E. After first semester grades are available, a letter to his/her parent or guardian will notify each junior and senior student who has the 3.2 or higher GPA average (**3.5 or higher for 2014 inductions and beyond**). Any student who wishes to be considered a candidate for membership must complete a copy of the "Student Information Form" and submit it to the adviser by the deadline. Any student who does not complete and submit this form by the deadline will not be given further consideration for membership.
- F. Completion of this form indicates the student's desire to become a member of the National Honor Society; his/her willingness to comply with the rules and regulations of the National Honor Society, including the intention to maintain the standards by which he/she was chosen for membership; and his/her intention to be present at the ceremony at which National Honor Society members are announced and inducted.

- G. Completion of the form does not guarantee selection.
- H. The faculty council will study the Student Activity Information Form submitted by each student and evaluate the student for the qualities of leadership, service and character.
- I. The faculty council will seek additional information from the Princeville High School faculty by asking each teacher to complete the "Teacher Evaluation Form" for each candidate known by that teacher. The faculty evaluations are advisory only because the full faculty does not vote to determine membership. The appointed members of the faculty council must make the actual selections.
- J. Having gathered and studied all the above information concerning each potential National Honor Society member, the faculty council will meet in private to vote on each candidate. A simple majority vote by the five-(5) member faculty council admits a candidate into the National Honor Society.
- K. No specific information as to why a candidate is not selected into the National Honor Society will be given. All decisions may be appealed to the principal. The principal has the final say in all matters in regards to the selection and dismissal processes of the Princeville Chapter of the National Honor Society.
- L. For more details, please visit the National Honor Society Web Page at the following address: [www.nhs.us/](http://www.nhs.us/)

#### **NATIONAL HONOR SOCIETY DISMISSAL REASONS**

Members of the National Honor Society are expected to be exemplary school citizens at all times and to maintain the standards by which they were chosen for membership. Each year they are expected to participate regularly in meetings (as scheduled by the adviser), in one or more service projects, and in the induction service for new National Honor Society members. Students may be removed from the National Honor Society for actions unbecoming a member. Such reasons for dismissal may include:

- A. Cumulative grade point average falling below 3.2 (**3.5 for 2014 inductions and beyond**) two semesters in succession.
- B. Unexcused failure to participate in meetings and/or service projects.
- C. Failure to cooperate with school personnel or to abide by school rules including the athletic/activity code policy.
- D. Out-of-school suspension.
- E. Conviction of a criminal offense.

#### **NATIONAL HONOR SOCIETY PROCEDURE FOR DISMISSAL**

- A. Members who fall below the standards which were the basis for their selection shall be first warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws, a member does not have to be warned.
- B. The faculty council shall determine when an individual has exceeded a reasonable number of warnings, shall review the offense, and vote to dismiss

- a member if dismissal is warranted.
- C. In all cases a member shall have the right of a hearing before the faculty council to respond to the charges and action taken. The member's parents may be present.
  - D. If a member is dismissed, written notice of the decision will be sent to both the member and his or her parents. The member must then surrender the National Honor Society insignia (pin), membership card, and membership certificate.
  - E. A PHS student who is dismissed or who resigns may never again become an Honor Society member at Princeville High School.
  - F. A member who has been dismissed by the faculty council may appeal the decision to the principal.
  - G. The National Council and the National Association of Secondary School Principals shall hear no appeals in dismissal cases.

#### **PARENT-TEACHER CONFERENCES**

During the school year, parent/teacher conferences will be held so the teachers and parents of students can meet to discuss the educational and social progress of the students. The principal encourages the parents of PHS students to attend the parent/teacher conferences and to contact the school with any questions.

#### **PARENTAL NOTICES**

Curriculum Objections - Persons with complaints about curriculum, instructional materials, and programs should complete a *Curriculum Objection Form* and use the *Uniform Grievance Procedure*. The form may also be used if a parent/guardian requests that their child be exempt from using a particular instructional material or program or from participating in school activities contrary to their religion.

Students receive mandatory instruction in several areas, including age-appropriate instruction in recognizing and avoiding sexual abuse. A parent may object in writing to the inclusion of their child in instruction on sex education, diseases, family life, or anti-bias curriculum. All objections should be addressed to the principal.

Parents are entitled to inspect all instructional materials. These include instructional materials used by their child's classroom teacher and any materials used in connection with any survey, analysis, or evaluation. No student will be required to submit to any survey, analysis or evaluation that reveals the kind of information specified in 20 U.S.C. paragraph 1232h without prior written consent of parents. Copies of school district policies and statutes which reference the above information are available in the district office for inspection during regular business hours.

Disclaimer - It is the responsibility of students and parents to become familiar with

the regulations in this handbook. All rules and regulations are consistent with the law, but are not inclusive. Any rules or regulations found to be inconsistent with the law shall be invalid. All regulations are subject to change by action of the Board of Education, and the handbook may be amended during the year without notice. The handbook is only a summary of board policies governing the school district. Board policies are available to the public in the District Office.

Divorced Parents - Copies of all correspondence and reports may be provided to the divorced parents of the child upon request as long as both parties agree. Documentation of educational rights may be required prior to sending such records if both parties do not agree to the duplicate mailing.

Highly Qualified - In accordance with the ESEA Section 1111(h)(6) Parents-Right-To-Know, the Princeville School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualification of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher includes the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

#### Medicaid / KidCare Reimbursement

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

With your consent, SEAPCO, the Special Education Association of Peoria County, and/or our district will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

#### Personal Information

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). Exceptions to this policy are:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards. Information Available to Parents Regarding Registered Sex Offenders (P.A. 94-994)

#### Pesticide Notification

Princeville School District maintains an Integrated Pest Management (IPM) Policy, which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest, effective means of pesticide. If spraying or fogging with pesticides is found necessary, a voluntary registration is available. By requesting to be included in the registry, parents are asking to be notified two days before any airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, individuals will be notified as soon as possible. Contact the Princeville District Office annually if you wish to be added to the notification registry.

#### Sex Offender Information

As a parent of a student attending school, you may have access to information regarding registered sex offenders that is available to the public. P.A. 94-994 Law intends to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website.

#### Transportation Notice to Parents/Guardians

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at the state approved rate per mile.

If you can answer yes to the following questions for the 2011-2012 school year, you may be eligible to receive reimbursement for providing such transportation.

- Will the pupil be under the age of 21 at the close of the school year?
- Is the pupil a full-time student in grades kindergarten through 12?
- Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- Did the pupil not have access to transportation to and from school provided entirely at public expense?
- Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2012, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2012. In addition, parent(s)/guardian(s) who have pupils living less than 1 1/2 miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside except parents residing within the City of Chicago. Chicago residents can receive a copy of the Application for Determination of Serious Safety Hazards from the Illinois State Board of Education, Division of Funding and Disbursement Services, 100 North First Street, Springfield, IL 62777. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2012, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information. Parents who received verification of a safety hazard during and after the 2004-2005 school year, whose children attend the same school and live at the same address do not have to reapply for safety hazard verification. Once

all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated. If you have any questions, please call or come to the school as soon as possible.

#### **PASS-FAIL OPTION**

Senior students will be allowed to take one elective class, pass/fail, with the approval of the parent, guidance counselor, and administration. The student must earn a minimum grade of 77% in order to pass the class. A pass/fail class may be changed from pass/fail status to graded status at the semester, but not from graded to pass/fail. If a student drops a pass/fail class at semester, he/she may choose the pass/fail option for a different class second semester. If a student elects to be a Teacher's Assistant, that counts as their ONE pass/fail class.

#### **PHONES & ELECTRONICS**

The phones in the office and the classrooms are for student use in emergency situations only. Forgetting something at home is not classified as an emergency, and the students may not be granted the use of the phone. Parents are requested to call the school and ask for a message to be given to their child only in the event of an emergency.

IPODS and Other Similar Digital Media – Students' IPODS are to be stored "off their persons" and "out of the classrooms" during the school day. This means the IPODS are to be stored in the students' lockers or in their on-campus vehicles if applicable. All students have been issued lockers with built-in locks for the storage of school items. Any student who has concerns about his/her locker needs to address them with the principal.

Beepers/Pagers - Beepers/Pagers are not permissible on school grounds without permission from the principal.

Cellular Phones - 105 ILCS 5/10-20.28 Cellular radio telecommunication devices  
Students' cell phones are permitted on school grounds during the school day when school is in session as long as the cellular phones are powered off (not in silence mode) for the entire duration of the school day (8:10 a.m. – 3:10 p.m.). Student cellular phones are disruptive to the educational process and could be considered a violation of other students' rights.

Students' cellular phones are to be stored "off their persons" and "out of the classrooms" during the school day. This means the phones are to be stored in the students' lockers or in their on-campus vehicles if applicable. All students have

been issued lockers with built-in locks for the storage of school items. Any student who has concerns about his/her locker needs to address them with the principal.

1. Use of cellular phones by the students is not permitted during the school day. This includes, but is not limited to, calls, text messages, voicemail, picture taking, alarm settings, calculators, and game playing. **The phone is to be powered off and kept “off their persons” and “out of the classrooms” from 8:10 a.m. – 3:10 p.m.**
2. School phones located in the classrooms or the office may be used by any student for emergency use or for other reasons deemed necessary by the principal or school personnel. Parents of students may contact their children through the office for emergency purposes. All other communication is to be done before or after school.

Students in violation of the cellular phone rules will have the following consequences assigned:

1. **1<sup>st</sup> Offense** – The phone will be confiscated by school personnel; a 30 minute detention will be assigned; and the student’s parents/guardians will be notified of the violation and will be asked to pick the phone up in the office.
2. **2<sup>nd</sup> Offense** – The phone will be confiscated by a teacher or administrator; a 30 minute detention will be assigned; the student’s parents/guardians will be notified of the violation and will be asked to pick the phone up in the office. In addition, the student will be required to turn his/her phone into the office each morning for the following 10 school days after the date of the offense (if the phone is brought to school.) After the 10<sup>th</sup> day, the student will no longer be required to turn the phone into the office. If a student does not comply with turning the phone into the office, the student will face disciplinary consequences for insubordination.
3. **3<sup>rd</sup> Offense** – The phone will be confiscated by a teacher or administrator; an “in-school suspension” will be assigned; the student’s parents/guardians will be notified of the violation and will be asked to pick the phone up in the office. If a student does not comply with turning the phone into the office, the student will face disciplinary consequences for insubordination. **The student will not be allowed to bring the phone to school for 30 days after the date of the offense.**
4. Any further offense by the student will be considered gross insubordination and will be handled according to the discipline policy.

#### **PHYSICAL EDUCATION WAIVER**

The Princeville Board of Education may allow students to be excused from physical education upon request to prepare for admission to a higher education

institution, complete the necessary graduation requirements, participate in marching band, or for special education purposes.

#### **RESCUE AND FIRE DEPARTMENT STUDENT VOLUNTEERS**

Students participating as a rescue or fire department volunteer must have the approval of the principal, and maintain certain academic and behavioral standards.

If a volunteer receives more than one *D* or any *F* grade for any progress report or report card, he/she will be unable to attend rescue calls during the school day until the next progress report or report card shows improvement. If a student remains ineligible to participate for two nine-week grading periods, the student will not be eligible to participate as a rescue volunteer during the school day, for the remainder of the school year. Also, if a volunteer earns a disciplinary suspension, he/she will be unable to attend rescue calls for a two week period. If a student earns multiple suspensions, he/she will not be eligible to attend rescue calls during the school day for the remainder of the school year. Any rescue and fire department student volunteer entering the building after a call must sign in, in the office, upon return. Student volunteers may carry rescue beepers with the approval of the principal.

#### **RESIDENCE**

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided below or in Illinois State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the district, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The district, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the district, but will be living within the district within sixty days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Non-Resident Students

Non-resident students may attend Princeville School District schools:

- A. Upon the approval of a request submitted by a student's parent(s) or guardian(s) for non-resident admission. The superintendent may approve the request subject to the following:
  1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
  2. The student will attend the school designated by the school board.
  3. The student will be accepted only if there is sufficient room.
  4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by Illinois State law.
- B. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).
- C. According an intergovernmental agreement to accept non-resident students under the No Child Left Behind Act's school choice provisions.
- D. Whenever any state or federal law or a court order mandates the acceptance of a non-resident student.

#### Homeless Children

Any homeless child shall be immediately admitted in Princeville High School, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children.

#### Challenging a Student's Residence Status

If the superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the district, for whom tuition is required to be charged, he or she, on behalf of the board, shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail with a return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10 20.12b.

#### SAFE SCHOOL ZONE

Princeville Unit District #326 property is a safe school zone.

#### SEMESTER EXAMS

- A. Semester exams will be given in all courses.

- B. Any incomplete exams that are not made up after one week, will be recorded as an *F* for the semester, unless there are extenuating circumstances approved by the principal. The grade calculations will be based on a "zero" score on the final exam.
- C. If a student misses a final exam due to an excused absence, he/she must contact the appropriate teacher or the principal to set up a time to make up that exam.
- D. If a student misses a final exam due to an unexcused absence, the final exam score will be counted as a zero.

Semester Exam Exemption Policy

**All students MUST take final exams for EVERY FIRST SEMESTER class.** Students may earn an exemption from **second semester** finals if they meet all of the following requirements:

1. A final second semester average grade of a "B 85%" or better in the class.
2. Less than or equal to 6 cumulative tardies for the current school year
3. Less than or equal to 6 cumulative absences for the current school year, not including the following:
  - a. Pre-approved field trips, athletic/activity, or college day absences.
  - b. Pre-approved funeral absences with parental contact
  - c. Pre-approved assessment absences (Explore, Plan, PSAE/ACT, etc.)
4. No "unexcused" absences for the current school year
5. No "IN-school" or "OUT-of-school" suspensions for the current school year
6. No outstanding disciplinary detention to schedule or serve with the principal
7. No Athletic/Activity code violations during the current school year until final exams begin
8. No outstanding school fines or fees by the specified date each school year
9. Must have completed the required 10 hours of annual community service and have the documentation forms turned in to the office and approved.
10. Must have completed and turned in the required "final exam exemption form", signed by the appropriate teacher and the student's parents, stating that his/her grades are accurate and sufficient, and that the student is not required to take the final exam for his/her class. The office staff must verify and approve the form prior to exemption.

Please Note:

- If a student has a final semester grade of a C, D, or F in a class, he/she will take that particular final!
- If a student has more than 6 "unapproved" absences or tardies, he/she will take all finals!
- If a student has been suspended (IN or OUT of school), he/she will take all finals!
- If a student owes a fine or fee after the specified cut-off date, he/she will take all finals!
- If a student has not served or scheduled any outstanding detentions with the office by the beginning of finals week, he/she will take all finals!
- If a student is a senior student requesting a Pass/Fail grade, he/she must

- Any final exam missed without valid cause or due to an unexcused absence, will result in a zero grade for that final exam.
- If a student is not required to take final exams by meeting all of the above criteria, he/she will not be required to attend school during the actual "exam days".

Any student who meets the above criteria may choose to take a final exam (or exams) if he/she wishes to attempt to improve his/her grade, and will be allowed to do so without penalty of hurting his/her current grade in the process. These students may attend the review session pertaining to the final exam he/she would be taking. **Exceptions may be made by the principal.**

### **SPECIAL EDUCATION SERVICES**

The Princeville Unit School District #326 has available special education services for eligible enrolled students between the ages of three and twenty-one. In order to provide these services, our district is a member of Special Education Association of Peoria County (SEAPCO). If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Screening is conducted throughout the year by our teachers to determine if any of our children are having difficulties that would require additional evaluation. If your child is having difficulty, we will talk with you and request your written consent before conducting a comprehensive case study evaluation.

The following services are available: Speech and language therapy, Psychological services, Social work services, Motor services, Consultant services, Resource and instructional classroom services, and Preschool screening

Classroom programs are offered to children who are determined to be eligible under the following classifications: Autism, Cognitive Disability, Deaf/Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness.

Most children are provided services in local school buildings or in the schools of nearby districts. There are some students with more significant needs than can be met in a public school setting. These students may attend private day programs.

As the parent of an exceptional child, you have certain rights, which are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation, notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact your local school, or the Special Education Association of Peoria County at (309) 697-0880. You are entitled to a

copy of procedural safeguards and may contact the school district to receive these.

Services for children who are deaf, hard of hearing, blind, or visually impaired are available through the Illinois School for the Deaf or the Illinois School for the Visually Impaired.

**Behavior Intervention Policy– Misconduct by students with disabilities**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within fifteen days after their adoption and/or presentation to the board or at the time an individual education plan is first implemented for a student; all parents of students with disabilities shall be informed annually of the existence of this policy and procedures.

**Suspension and Expulsion**

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

Suspension for a Cumulative Period Not to Exceed Ten (10) Days in any school year. The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed ten (10) days in any school year.

**Suspension Beyond Ten (10) Days or Expulsion**

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

(1) That the Individual Education Plan (IEP) team shall meet in a Manifestation Determination Conference as soon as possible, but within ten school days of any decision to change the placement (including suspension beyond ten cumulative days in a school year) of a student with a disability because of a violation of the code of student conduct. The purpose of the conference will be to determine: (A) If the conduct in question was caused by, or had a direct and

substantial relationship to, the student's disability; or (B) If the conduct in question was the direct result of the local education agency's failure to implement the IEP.

(2) That the student's parent(s)/guardian(s) are requested to attend the Manifestation Conference meeting and the date, time and location of the meeting.

B. Manifestation Determination - The IEP team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. In the event that a student with a disability is expelled, the district will continue to be required to provide an educational program for the student.

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

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

#### Certificate of Completion

A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

#### SUMMER SCHOOL CLASSES

Summer school classes may be used for graduation credit with prior approval of the principal and/or guidance counselor. Students are limited to one credit per summer. Correspondence courses must be approved by the principal before the courses are taken. Exceptions may be made by the principal.

#### TARDY TO CLASS OR SCHOOL

A tardy is defined as not being to a class on time. If the student is excused with a pass from a teacher for being detained, the tardy will not be recorded. If a student does not have a pass, the tardy will be recorded. If a student is tardy to school, the student must sign-in in the office and receive a pass to go to his/her class. Typical reasons for a student being tardy to school include, but are not limited to, missing

the bus, oversleeping, and car problems; all of which will be recorded. All tardies are cumulative per semester, not by class.

The first and second tardy that a student receives will warrant a warning and a chance to improve attendance behaviors. All further tardies will result in a student conference, parental notification, and the following consequences as necessary:

- A. Tardy #3: 30 minute detention
- B. Tardy #4: 30 minute detention
- C. Tardy #5: 90 minute (1½ hour) Saturday detention & parent signature
- D. Tardy #6: 30 minute detention
- E. Tardy #7: 30 minute detention
- F. Tardy #8: 180 minute (3 hour) Saturday detention & parent signature
- G. Tardy #9: 60 minute detention
- H. Tardy #10: 3 hour Saturday detention & parent signature
- I. Tardy #11: One-day out of school suspension, a parental conference with principal, and zero points for assignments due that day.
- J. Tardy #12: 3 hour Saturday detention & parental signature
- K. Tardy #13: Two-days out of school suspension and zero points for assignments due those days.
- L. Each tardy after #13 will result in two days out-of-school suspension and zero points earned for the days missed.

#### **TRANSFER STUDENTS**

Students transferring from outside the State of Illinois shall have fifteen school days to obtain the necessary records and be in compliance with the law. The parent and/or guardian must certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. (105 ILCS 5/2-3.13a)

#### **Video Surveillance**

In the interest of the safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of PHS and on district school buses. It will be understood that there is no reasonable expectation of privacy in these areas.

#### **VISION SCREENING**

##### **Examinations**

New state regulations require a comprehensive eye exam for children entering kindergarten or enrolling for the first time in public, private, or parochial schools in Illinois. Children are required to have the eye examination performed only by qualified eye doctors (optometrist/ophthalmologists). The law states "an eye examination shall, at a minimum, include a history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the

professional judgment of the doctor are necessary". The law calls for the eye exam to take place within one year prior to kindergarteners starting school in the fall and for all students who are entering school for the first time in Illinois.

#### Screening

Vision screening will be done, as mandated according to the rules and regulations of the Department of Public Health, for children in pre-school, kindergarten, second grade, fifth grade, and eighth grade, special education students, students referred by teachers and students new to the district. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child will be screened when they reach the appropriate grade levels.

#### VISITORS TO SCHOOL

**Any personal guest of a student enrolled at Princeville High School is allowed only during lunch time and must have the prior approval of the principal.** All persons visiting the high school building are required to sign the visitor's log in the high school office and obtain and visibly wear a visitor's sticker. Visitors are also expected to sign out, in the office, upon leaving. Verification of school visitation forms are available in the school office.

#### WELLNESS PLAN

The Board of Education of Princeville School District #326 is committed to providing a learning environment that supports and promotes wellness, good nutrition, an active lifestyle, and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. For more information about the District's Wellness Policy and a detailed plan, please visit the district web site.

### **ATTENDANCE**

Parents are requested to call the high school office, at 385-4660, before 8:30 a.m. to report a student's absence. If the school has not been contacted by 8:30 a.m., the office secretaries will attempt to contact a parent at home or work to verify the student's absence. If a parent/guardian does not call the school office, or cannot be reached by the school, the absence will be counted as "unexcused". The student will need to bring a note from the parent/guardian explaining the reason

for the absence to the office the day the student returns to school. If the student fails to bring a note on the day he/she returns to school, the absence will remain "unexcused". The principal will determine if the absence will be considered excused or unexcused.

#### Leaving During the School Day

- A. In the case of an illness, the student must have the approval from the principal and the parent, either by note, phone conversation, or in person, prior to leaving school, and must sign out in the office. Any student that leaves before the end of the school day, that does not follow proper procedures, will be given an unexcused absence for the classes missed and may face disciplinary actions.
- B. In case of professional appointments, a student in attendance must have a note from a parent/guardian stating the date and time of the appointment. The note must be taken to the office before school in order to obtain a pass to be excused from class. In case of last-minute emergency appointments, a parent may notify the school by phone about the appointment. The student must then pick-up a pass from the office to be excused from class. In both cases, the student must bring a signed verification of the appointment from the appointment site when he/she returns to regular classes. When a student has an appointment before school starts, arrangements should be made in the office on the preceding day.
- C. When returning to school from an appointment, the student must report to the office with the form signed by the doctor, dentist, or court officer. Students are expected to return promptly from appointments. If the verification is not returned, the absence will be unexcused.

#### Late Arrival to School

If a student is late getting to school, he/she must report to the office to explain the late arrival and to get a pass to class. The student may be considered tardy and/or absent pending the time of arrival. An absence will be excused or unexcused based on the information obtained. In all cases, when a student comes in after 8:45 a.m., the tardy will be considered an absence for the first hour class. The absence then requires a note of explanation from a parent/guardian, as stated above in order to excuse the absence.

#### Make-up Policy

- A. A student who is readmitted to school for an excused absence will have one school day for each day missed to make up school work.
- B. If the work is not completed during the time permitted, the student will receive a "0" on each assignment not completed.
- C. Assignments made before an absence, which become due during the absence, are due on the first day the student returns to that class.

- D. A student shall report to the office the day he/she return to school after an absence. Assignment sheets will be available to the students for the missed classes. It is the responsibility of the student to pick up this material from the office or check with his/her teachers if no assignment is in the office.
- E. A student is not allowed to pick up his/her own assignments the same afternoon as the day he/she is ill. Another individual may pick up the assignments between 3:30 p.m. and 4:00 p.m. and deliver them to the student.

#### Absence From School

Attending class regularly, completing assignments, and having teacher contact, are directly related to student success in school. There is no way to duplicate the classroom experience after a student has been absent. Illinois School Code (Section 26-1) states: "Whoever has custody or control of any child between the ages of seven and seventeen years shall cause such child to attend the public school in the district wherein the child resides the entire time it is in session during the regular school term". **It is the responsibility of the parent/guardian to see that his/her student is in regular attendance.** The law is specific and parents/guardians must cooperate with the school to insure that regular attendance is enforced.

#### EXCUSED ABSENCES

Students that accumulate ten sick days within a school year may be required to present a doctor's certificate to justify further absences. This certificate must state the days the student was unable to attend, not just the fact that the doctor saw him/her on those dates.

In order for a student to participate in a scheduled extra-curricular practice or game on a school day, he/she must be in attendance the complete day. The only exceptions are medical or judicial appointments, with approved documentation, and the approval of the principal. The principal may make exceptions in special circumstances.

Pre-arranged absences: (must be completed at least 5 days in advance)

- A. Students shall present the pre-arranged absence form to teachers. Teachers must write the status of the student in class and the consequences of the absence if any.
- B. Students will obtain parental signature of the form.
- C. The form will be returned to the principal's office **five days** in advance unless approved circumstances prevent this.
- D. All make-up work must be completed and handed in upon the student's return.
- E. If these procedures are not followed, the student may receive "no credit"

- F. The Principal may also deny the pre-arranged absence based on academic/attendance status.

College visitation days:

A senior is allowed two college visitation days, and a junior is allowed one college visitation day which if unused is not carried over to the senior year. College days need to be scheduled three days in advance of the visit. Visits to local colleges may be limited to a half day. Visits must be pre-arranged and verified by the guidance office and approved by the principal. The student's parents and/or guardians and the principal must sign the visitation form prior to the visits. A student should spend time with the school counselor prior to visiting any college so that the time on the visit is well spent. The form must be returned to the office with verification of the college contact person and the time of the visit, and signed by the contact person for the absence to be excused. If this procedure is not adhered to, the absence will be unexcused. Students are encouraged to visit colleges during their vacation days because most colleges are in session during many of these times. If a student is unable to arrange his/her college visit during a vacation, the procedures for a pre-arranged absence should be followed.

Religious Holidays

Any student who is absent from school due to the observance of a religious holiday will receive an excused absence with parental documentation.

**UNEXCUSED ABSENCES**

An unexcused absence is an absence from school without approval from the principal. Unexcused absences may occur with the parent/guardian consent but may still be in violation of the attendance rules. The following are some examples of unexcused absences: hair appointment, driver license exam, leaving school without permission, skipping a class, and oversleeping. A student who is absent with no parental contact must bring a note upon his/her return to school, or the absence will be unexcused. Notes or phone calls must be received within two school days for an absence to be recorded as excused. Students who are unexcused will receive a zero "0" for that day's work. In addition, the student will have a conference with the principal and/or receive disciplinary action.

Truancies

Truancies are when a student does not attend school or leaves school without permission from the parents and/or principal. Truancy is a violation of the law and will involve Saturday detentions, suspensions, zero ("0") points for grading, conference with parents, possible investigations by the Regional Superintendent of Schools, and if continued, possible police and/or court action.

The **first** truancy of less than one full day will result in one full Saturday detention (3 hours). The **first** full day truant will result in a one-day out-of-school suspension.

The **second** truancy, regardless of time, will result in one full Saturday detention and a one-day out-of-school suspension. The **third** through **fifth** truanies, regardless of time, will result in a two-day out-of-school suspension. Continued truanies will result in denial of semester credit due to excessive absences.

## **BUS TRANSPORTATION**

Bus transportation shall be provided for those students residing within the district's boundaries, and who live at least 1.5 miles from school. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless a bus supervisor is present for supervision. It is recommended that all riders, parents of riders, and teachers become familiar with the following regulations governing school bus riders. Riders should:

- A. Be on time at the designated school bus stop.
- B. Stay well off the roadway at all times while awaiting the arrival of the bus. No playing, fighting or running after another student while waiting.
- C. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus is completely stopped. When entering the bus, use the handrail and move quickly to your seat.
- D. Do not leave your seat, stand up, or kneel in your seat while the bus is in motion.
- E. Be alert to a danger signal from the driver. He/She is in complete command of the bus.
- F. In the event of a road emergency, remain in your seat until instructions are given by the driver.
- G. Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of a bus. Students should not lower or raise the windows without the permission of the bus driver.
- H. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. Students or drivers will not use profanity.
- I. No smoking is allowed on the bus by students or drivers.
- J. Be absolutely QUIET when approaching and crossing a railroad-crossing stop.
- K. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment.
- L. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
- M. No animals or pets are allowed on the bus.
- N. Water guns, water balloons, and other waste paraphernalia are NOT permitted on the bus.

- O. Keep books, packages, band instruments, athletic equipment, project material, and all other objects out of the aisles.
- P. Be courteous to fellow students and especially to the bus driver.
- Q. Help look after the safety and comfort of smaller children.
- R. Do not ask the driver to stop at places other than the regular bus stop. He is not permitted to do this, except by proper authorization from the school official.
- S. Observe safety precautions at all discharge points. Where it is necessary to cross a two lane highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross safely.
- T. The same rules and regulations for safe riding practices should be observed on co-curricular or extra-curricular activities under school sponsorship as practiced daily. Be respectful of all chaperons appointed by the school.

**Bus Discipline**

Students who are guilty of bus misconduct or who are disruptive on the bus will be subject to a range of consequences, which may include, but are not limited to:

- 1. Verbal warning by principal and parent(s) notified by mail or phone
- 2. Three day suspension from riding the bus to or from school.
- 3. Five day suspension from riding the bus to or from school.
- 4. Ten day suspension from riding the bus to or from school.
- 5. Suspension from riding the bus for the remainder of the school term.

Discipline is cumulative for the school year. The principal has the discretion to omit progressive disciplinary steps depending on the severity of the offense.

**DISCIPLINE**

- A. **DISCIPLINE PHILOSOPHY** - The Princeville School District believes that all students should have a school environment that aides and encourages the completion of their formal education. No student has the right to hinder or prevent other members of the school district from getting the maximum benefit from the educational program. The principal or superintendent may suspend and recommend expulsion of students guilty of gross disobedience or misconduct, and no action shall be taken against the administrator for such action.
- B. **STUDENT RIGHTS** – Every student has the right to an education without distraction and disturbance from others. If a disturbance occurs, the student(s) responsible for the disturbance will be afforded every opportunity

\_\_\_\_\_. Discipline will be based upon the situation, the past behaviors of the student(s), and the severity of the offense. The discipline will be in accordance with all state, local, and school guidelines. As the first step, students and parents who disagree with the principal's decision may appeal the decision to the superintendent of schools. Further appeal may be made to the school board.

C. **BEHAVIORAL EXPECTATIONS** – Every student is expected to demonstrate the following behaviors within Princeville High School, on the school district property, on the school transportation vehicles, and/or at school events.

1. Students are expected to follow all school and stated classroom rules at all times.
2. Students are expected to be respectful of others, respectful of student and school property, considerate of others' feelings, and responsible for their actions at all times.
3. Students are expected to share the responsibility of keeping the school and its facilities clean and notify the principal of any deficiencies or defective properties of the school or property.
4. Students are expected to complete all assigned tasks to the best of their abilities and turn them in as assigned by the teachers.

D. **REFERRAL PROCESS** – Teachers may handle minor violations at their discretion. Students who commit minor violations of stated classroom rules will generally receive a verbal warning so that the action may be corrected, although warnings are not guaranteed. If a student violates the handbook and a detention is assigned by a teacher, a conference with the student will be held, and the principal will be notified. Every reasonable effort will be made to schedule the detention to be served within 48 hours of the violation. If a student is removed from a classroom for more severe behavioral reasons, a discipline form will be completed by the teacher and sent to the principal. The principal will determine the consequences to be assigned based on the severity of the offense. The principal may contact parents by letter or phone. Teachers and authorized school personnel have the authority to refer a student to the principal for any violation of the handbook as long as the violation occurs on school district property, at school events, or in a school transportation vehicle.

E. **CONSEQUENCES** – Depending on the severity of the behavior or offense, and the number of discipline referrals for the student, the typical order of progression for discipline assigned will be as follows: a 30 minute detention, a 60 minute detention, an in-school suspension (or multiple days), a 90 minute Saturday detention, a 180 minute Saturday detention, an out-of-

The Princeville Board of Education authorizes the principal to determine the severity of the student's behavior and to apply or recommend the necessary consequence(s) at his discretion, always considering the best interest of the students and staff of Princeville High School.

The following consequences are explained in detail for full student and parent understanding of the language and practices used in Princeville High School. *(listed alphabetically)*

1. Athletic/Activity Suspension – A suspension from a school related athletic/activity event for a determined amount of time.
2. Apology – A written or spoken statement expressing remorse.
3. Community Service– Hours that are assigned for completion by the student that will **not** count toward the 40 hour graduation requirement. Acceptable community service will be determined by the principal with parental permission.
4. Conference - A personal meeting between the principal and/or teacher(s) with any of the following: student, parent, or guardian.
5. Counseling – A meeting with a professional counselor to discuss behavioral concerns and the importance of complying with school rules for the benefit of student(s), staff, and the Princeville School District.
6. Detention – A 30 or 60 minute block of time that a student may be required to serve as a consequence for a violation of school rules. Detentions may be scheduled at the discretion of the teacher or principal including, but not limited to, before school, lunch hour, and/or after school. For Saturday detention information, see number 13 below.
7. Expulsion - A period of time when a student is not allowed on school property, may not attend school, and may not attend any school activity. If the student is found on school district property or at a school event during the time of expulsion, he/she could face additional consequences including, but not limited to, arrest for trespassing.
8. In-School Suspension – A confinement of the student to a selected

9. Out-of-School Suspension - A suspension from the school district property for the determined amount of time. The student will earn zero points for every class missed during the days of the suspension, and the absence is considered "unexcused." The suspended student will not be allowed on school property and may not attend any school activity during the out-of-school suspension, regardless of the location. If the student is found on school district property or at a school event during the time of suspension, he/she could face additional suspension times, as well as be arrested for trespassing. Students under suspension or expulsion, who have legitimate school business between the hours of 8:00 a.m. and 4:00 p.m. on school days, must contact the high school principal by phone, letter, or e-mail and receive permission before entering school property. Failure to follow the above will result in additional suspension and/or legal action.
10. Parental Contact – Contact of parents through a discipline form, letter, e-mail, phone conversation, or personal discussion.
11. Parking Assignment/Suspension – A specific parking space may be assigned, or the right to park on school property may be suspended for a determined amount of time.
12. Psychological Evaluation – An evaluation by a certified mental health professional to document the mental condition of the student and that he/she is able to attend Princeville High School without harming him/herself or others.
13. Saturday Detention – A 90 or 180 minute block of time that a student may be required to serve as a consequence for a violation of school rules. The goal is to keep the student in class during the week and still allow the enforcement of school regulations as a deterrent to the inappropriate behavior. Saturday school detentions will be scheduled at the discretion of the principal. Reasonable notice will be given to the student for scheduling purposes, and every effort will be made to complete the detention at the earliest possible convenience. The Saturday detention rules are explained in detail in the written notice issued to the student and/or parent and must be followed in order for detention to be considered "served."

14. Time Out – A temporary placement of a student in the office, or other determined location, for reasons beneficial to the principal, teacher(s), or student(s). If prior permission by the principal is given, a student may voluntarily choose time out during class time.
15. Verbal Warning – A warning that is given to the student as advice that future offenses may result in disciplinary actions.
16. Withdrawal of Privileges – A loss of student privileges for a determined amount of time. These privileges may include, but are not limited to, dances, graduation ceremony, spectator at events, parking privileges, computer use, media center use, locker use, and/or phone use.

F. **SUSPENSION** - The alphabetical list below are behaviors that constitute reasonable grounds for suspension from classes or school at Princeville High School. The behaviors include, but are not limited to:

1. Academic misconduct – Behavior including, but not limited to, cheating, plagiarism, using or submitting other student's work by deceit.
2. Alcohol – Behavior including, but not limited to, possession, use, distribution, purchase, sale, transfer, or being under the influence of any alcohol or alcoholic products anywhere on school district property, or at a school district event.
3. Bullying – Behavior including, but not limited to, hitting, kicking, shoving, spitting, taunting, teasing, threatening, gesturing, intimidating, or excluding from a group or activity. Spreading rumors, talking about negatively, or encouraging others to act in the above manner may be considered bullying as well.
4. Destruction of property – Behavior including, but not limited to, any type of vandalism, defacement, or destruction of personal or school property.
5. Excessive tardiness to class – Accumulating eleven or more tardies to class for one semester. Refer to the tardy policy for more detail.
6. Fighting – Behavior including, but not limited to, punching, hitting, kicking, and scratching. Fighting will warrant a minimum of five days out-of-school suspension.

7. Forgery/Dishonesty – Behavior including, but not limited to, falsifying parental signatures, forging passes, making deceptive phone calls, impersonating or misrepresenting identity, and/or creating or altering information with the intent to deceive.
8. Gambling – Behavior including, but not limited to, unauthorized or illegal acts of gambling or betting money or property on the outcome of an event, competition, or act.
9. Gang activity – Behavior including, but not limited to, wearing, using, displaying, or selling any clothing, jewelry, badge, or sign that is evidence of membership or affiliation in a gang. Using any speech or gesture of gang affiliation or furthering the interest of a gang in any manner is prohibited.
10. Gross disrespect, insubordination, or verbal abuse – Behavior including, but not limited to, continued disobedience and/or chronic violation of school rules which has interfered with the rights or safety of others.
11. Harassment of students or staff – Behavior including, but not limited to, annoying, bothering, and/or bullying a student or staff member.
12. Inappropriate display of affection – Behavior including, but not limited to, kissing, placing arm around another person's body, hugging, and/or inappropriate touching.
13. Insubordination – Behavior including, but not limited to, willful failure to comply with the directions of teachers or other authorized school personnel.
14. Intimidation – Behavior including, but not limited to, the act of pressuring, threatening, restraining, or forcibly controlling.
15. Sexual Harassment – Behavior including, but not limited to, uninvited and unwelcome verbal or physical conduct directed towards any one because of his or her sex. Any student found guilty of sexual harassment, on the property of Princeville School District, at a school district event, or in school transportation, will face a minimum of a five day out-of-school suspension with the possibility of the recommendation of an expulsion.
16. Skipping/Cutting classes – Failure to attend a class or classes without valid cause or an excused reason by the principal.

17. Student Language/Student Expression –Expression which may disrupt school activities or violate the rights of others. Behavior including, but not limited to, the use of profane, vulgar, offensive, obscene, libelous, and/or slanderous language. Also, behaviors including, but not limited to, any expression that may injure, harass, or invade the privacy of other students or staff.
18. Substantial Disruptions – Disturbance that interrupts the orderly course of education. Behaviors including, but not limited to, the use of water balloons, water guns, explosive devices, laser pointers, and/or electronic devices. If this disruption is during the final examination schedule, the student will receive an out-of-school suspension and earn an “F” on the final exams missed during the suspension.
19. Theft or Stealing – Behavior including, but not limited to, the known possessing or taking of something that belongs to somebody else, illegally, or without the owner’s permission.
20. Tobacco – Behavior including, but not limited to, possession, use, distribution, purchase, sale, or transfer of any tobacco or tobacco products anywhere on school district property, or at a school district event.
21. Truancy – Absence from school without authorization from the principal. Refer to the attendance section for more detail.
22. Violation of school rules that is repetitive – Behavior including, but not limited to, frequent or repeated acts of misconduct, removal from class, talking without permission, being out of assigned seat, distracting others, committing dress code violations, and/or not completing tasks.
23. Weapons – Any object which may be used to cause bodily harm including, but not limited to, a weapon as defined by Section 921 or Title 18 of the United States Code; or a firearm as defined by Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/1.1). Weapons include, but not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes”. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm to an individual. Use of weapon is also defined by Section 24-1 of the Criminal Code (720 ILCS 5/24-1). The possession, use, distribution, purchase, sale, or transfer of weapons on school district property or at a school district event is

G. EXPULSION – The student and his/her parents shall be notified of the reasons for the expulsion, including a full statement of the reasons for dismissal, the length of the expulsion, and the date, time, and place of the school board hearing. A student may be expelled for the remainder of a semester, the remainder of a school year, or up to two (2) years. Any expulsion shall be in accordance with the provisions of Section 10-22.7 of the Illinois School Code. Only the board of education may expel a student. The superintendent, hearing officer, and principal are authorized to recommend to the board of education that a student be expelled from school for gross disobedience or gross misconduct. Following the action of the board of education, the superintendent or building principal, or his/her designee, shall notify, in writing, the parents/guardian of the student of the action taken by the board. Such notice shall be sent by certified mail with return receipt requested. Offenses which may be considered as constituting gross disobedience and/or gross misconduct may include, but are not limited to, the following list.

1. Alcohol – Behavior including, but not limited to, possession, use, distribution, purchase, sale, transfer, or under the influence of any alcohol or alcoholic products anywhere on school district property, or at a school district event.
2. Fighting – Behavior including, but not limited to, hitting, punching, and kicking. Fighting will warrant a minimum of five (5) days out-of-school suspension.
3. Gambling – Behavior including, but not limited to, unauthorized or illegal acts of gambling or betting money or property on the outcome of an event, competition, or act.
4. Gross disrespect, insubordination, and/or verbal abuse – Behavior including, but not limited to, continued disobedience and/or chronic violation of school rules which has interfered with the rights or safety of others.
5. Intimidation – Behavior including, but not limited to, the act of

6. Insubordination – Behavior including, but not limited to, willful failure to comply with the directions of teachers or other authorized school personnel.
7. Substantial Disruptions – Disturbance that interrupts the orderly course of education. Behaviors including, but not limited to, the use of water balloons, water guns, explosive devices, laser pointers, and/or electronic devices. If this disruption is during the final examination schedule, the student will receive an out-of-school suspension and earn an “F” on the final exams missed during the suspension.
8. Theft or Stealing – Behavior including, but not limited to, the known possessing or taking of something that belongs to somebody else, illegally, or without the owner’s permission.
9. Tobacco – Behavior including, but not limited to, possession, use, distribution, purchase, sale, or transfer of any tobacco or tobacco products anywhere on school district property, or at a school district event.

#### H. BULLY POLICY

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 is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

- c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

LEGAL REF.: 405 ILS 49/1 et seq.  
 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
 23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: January 15, 2008

- I. **CONTROLLED SUBSTANCES, CANNABIS, AND ALCOHOL** – Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale, of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature of appearance of the substance, is prohibited in school buildings, in school transportation vehicles and on all other school property or school related events.

This prohibition shall include all school-sponsored or school-related activities, whether held before or after school evenings or weekends and shall additionally include a prohibition of use by a student participant in any instance where the school can demonstrate a reasonable connection to the

school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any student found to be in violation of this policy shall be subject to discipline in accordance with the school district's policies concerning suspension and expulsion. Such a student may face out-of-school suspension for up to 10 school days and a recommendation for expulsion. Parents will be notified if their child is found to be under the influence of, or in possession of, a controlled substance, cannabis (marijuana), or alcohol. If the parent cannot be reached, or if the student is at least 17 years old, the student will be turned over to the Peoria County Sheriff's Department.

- J. **CORPORAL PUNISHMENT** - The use of corporal punishment is prohibited in the State of Illinois. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or the defense of property.
- K. **GANG POLICY** - The board and administration of Princeville Community Unit School District #326 Schools, is committed to a policy of "Zero Tolerance" for gang activities. Gang activities are in direct opposition to the policies, ideals, and goals of the Princeville C.U.S.D. #326 Schools. Strict adherence to school board policy on gangs will be enforced. Consequences for gang activities will be determined by the building principal and will reflect the severity of the violation. These may include suspension or expulsion from school. Gang activity, includes, but is not limited to, wearing, using, displaying, or selling any clothing, jewelry, badge, sign, or other things that are evidence of membership or affiliation in any gang; using any speech or gesture of gang affiliation; or furthering the interest of a gang in any manner. Gangs are defined as any group of two or more persons whose purpose includes the commission of illegal acts, or the interference with or disruption of the district's educational process or programs.

## **MEDICAL, HEALTH, & IMMUNIZATIONS**

### **Health Examinations**

In accordance with Section 27-8.1, school code, each child must present proof of having a health examination in accordance with the law and the rules and regulations of the Department of Public Health. This examination is to be conducted WITHIN ONE YEAR prior to entering school, and within one year prior to entering school for the first time (kindergarten, or first grade), and again within one year prior to entering the sixth and ninth grades. The required health examine

must be completed no later than October 1<sup>st</sup> of the current school term to guarantee the student will not be prohibited from attendance for non-compliance with this policy. If the student has not complied he/she will not be allowed to attend school after October 15 of this current school year until the high school office has received the exam.

If the child does not comply by October 15 of the current school year he/she will be excluded from school until such time as the child presents proof of having had the health examination as required.

#### Immunization Requirements

In accordance with Section 27-8.1, school code, each child must present proof of immunity against preventable communicable diseases. The following is a guide for required immunizations according to the Illinois Department of Public Health:

1. Diphtheria, Whooping Cough (through age 5), Tetanus (DPT) - series of 4 shots
2. Measles, mumps, rubella (MMR)(through age nine) - series of 2 shots
3. Polio (OPV) or (IPV) - series of 4 shots
4. Varivax (chicken pox) vaccine or proof of disease
5. Hepatitis B - series of 3 shots-beginning in 1997
6. HIB - series of 3 shots
7. Tetanus is required every 10 years

#### Immunization Exceptions

Any student not able to receive any immunization for medical reasons, needs to present proof of such in writing by their physician

#### Religious Objections

Any parent objecting to the immunizations based on religious grounds, needs to notify the administration in writing as to the grounds for such objection.

#### Non-compliance

Any student not in compliance with the health and immunization requirements SHALL NOT be permitted to enter school after October 15, of the current school year until immunizations are up to date.

#### Administration of Medicine

Illinois Statutes and School District Policy prohibit the administration of any medication, either prescription or non-prescription, by school personnel without signed authorization of both the physician and parent on the *School Medication Authorization Form*, which is available in the office. The only exception is that a student may possess medication prescribed for asthma for immediate use at the student's discretion,

provided the appropriate written permission by the parent(s)/guardian(s) and a copy of the prescription are on file in the school office.

Only school personnel may administer medications, which are necessary to maintain the student in school or must be given during school hours. Students should not bring any medication to school unless the appropriate requirements have been followed. 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 or the medication's storage by school personnel.

#### Head Lice

The following procedures will be used when head lice are found to be present:

- A. All students will be examined in the classroom in which the lice are found.
- B. Any student found with lice will be sent home immediately. The student may return to school the following day, after being checked by office personnel, if he/she has been treated with a shampoo for head lice and no live nits are present. The student will be re-examined after ten days, and the parents will be called to verify the second treatment. Siblings of the infected student will also be examined.

## **SCHOOL BOARD POLICIES**

#### Equal Opportunity Statement

In the operation of Princeville Community Unit School District #326, it shall be the board's policy to provide, through positive and effective programs, equal opportunities for employment, retention, and advancement, regardless of race, color, creed, national origin, political affiliation, sex, or disability. Furthermore, it is the goal of these programs to achieve a racial and ethnic balance among school district employees that reflects the composition of the total student population. There shall be active recruitment of minorities to achieve this balance.

It shall be the policy of the school district that equal opportunity shall be accorded all students, regardless of race, color, creed, national origin, handicap(s), political affiliation, or sex (Section 24-7 School Code).

It is the policy of Princeville Community Unit School District #326, that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex, and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage, or opportunity.

Princeville Community Unit School District #326 does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall

be subjected to sexual intimidation or sexual harassment by any school employee, other students, or by the effect of any school policy or practice.

#### Smoke Free Building and Property

Princeville High School and Grade School are smoke-free grounds at all times. Smoking and/or use of tobacco products on school grounds is prohibited by federal mandate.

#### Title IX

Princeville Unit School District #326, is in compliance with the Federal Law known as Title IX. Any person or groups, who feel they are being discriminated against on the basis of sex, must follow the grievance procedure as follows:

1. All grievances directed to the director in writing, dated, and signed. The specific grievance must be stated in the communiqué.
2. The director will contact the person submitting the grievance within a reasonable time. Oral discussion will be held on the grievance between complainant and director.
3. If the grievance is not resolved by Step B, a fact-finding committee consisting of: two (2) students from Princeville High School's Student Council, appointed by the council; two (2) certified employees of the building in which the grievance originates; and two (2) lay persons from ELPAC, will be established. The director will be responsible for initiating the forming of this committee.

A record of the hearing is to be kept at the expense of the Princeville Community Unit School District #326. A written report of the decision of the board of education will be made to all interested parties. The entire process described above shall be done within sixty (60) calendar days of receipt of complaint.

#### Student Records

1. School Permanent Records may include: Identifying personal information of the school, students and parent's names and addresses, birth date and place, gender, academic transcript; including grades and graduation date, attendance record, and release of permanent record information.
2. School Temporary Records may include: Family background information, aptitude test scores, intelligence tests, vocational tests, elementary achievement test results, health records, participation in school sponsored activities, honors and awards receive, special education files, verified reports or information from non-educational persons, agencies or organizations, examples of current academic work, disciplinary information, record of release of temporary information.
3. Access to Student Records: In accordance with Public Act 79-1108, parents, guardians, and/or students may review the student's school records as per the guideline listed below: "Student records shall be made available to parents or guardians of a student who is seventeen (17) years of age or

younger within fifteen (15) school days of the time a written request for review is submitted to the principal and/or guidance counselor. Students who are fourteen (14) years of age or older shall be given access to his/her student records by submitting a written request. Students under the age of fourteen (14) will be provided access to their student records, provided they have the written consent of their parents/guardians. The principal or his/her designee shall be present to discuss these records when they are reviewed."

Administrative Procedures for Challenge of Materials

1st step: Informational conference with principal within fifteen (15) days of request for leaving.

2nd step: Hearing within fifteen (15) school days with hearing officer.

3rd step: Decision by hearing officer within ten (10) school days.

4th step: Right to appeal to superintendent of E.S.R.

**PRINCEVILLE SCHOOL DISTRICT**

**ATHLETIC/ACTIVITY DEPARTMENT MISSION STATEMENT**

**MISSION STATEMENT**

The mission of Princeville Community School interscholastic athletic programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

The Athletic/Activity Department of Princeville Schools, under the auspices of the Princeville Athletic/Activity Committee, makes available to junior high and high school students a wide variety of opportunities to develop skills and to become involved as members of interscholastic athletic/activity teams.

The Princeville School District and the Princeville Community take pride in the strong traditions it has established. We view interscholastic athletics/activities as a unifying force within the school community, affecting the entire student body. We invite all students to take part in as many athletic/activity programs as possible. Participation in Princeville Athletics/Activities, however, is a privilege and not a right; and that privilege is earned by each participant through his or her adherence to the rules and policies set forth in the Athletic/Activity Code that follows.

The Athletic/Activity Program is an extension of the academic program, and all athletes are urged to strive for excellence in both the classroom and on the athletic field. Good sportsmanship, commitment to team, and the development of skills and strategies necessary for interscholastic competition are essential to a successful Athletic/Activity Program.

The central goal of this athletic/activity program is to foster certain characteristics and qualities. These include respect for self and others, honesty, integrity, commitment, reliability, common sense and perseverance. The values learned through the athletic/activity experience will help individuals become more productive members of the community.

## **PRINCEVILLE ATHLETIC/ACTIVITY CODE**

Participation in athletics and/or activities at Princeville Unit Schools is a privilege made available to each student. As with all privileges, there are responsibilities. This Athletic/Activity Code was developed to generate certain behavioral guidelines for those students who choose to take advantage of the athletics and/or activities offered by the school district. At the discretion of the Board of Education and/or administration, the terms and conditions of this Athletic/Activity Code may be modified at any time.

All parents/guardians of students involved in athletics and/or activities must take full responsibility for discussing the policy with their child/children. Furthermore, in the event a student violates the policy, the board of education and administration recommend the parent(s)/guardian(s) discuss the reasons and consequences of the violations with the student.

These sanctions apply year round, including the summer months, and to all school athletics and activities, whether or not the student is actively engaged in a sport or activity at the time of the violation. When a student signs this agreement, he/she is bound by this agreement throughout his/her high school or grade school career. If by chance a student does not participate in a sport or activity at any time, he/she is still bound by the agreement if he/she decides to participate in a subsequent year. Participants may not engage in official contests, or school athletics/activities, until a parent/guardian and the student signs a copy of the athletic/activity code agreement prior to the beginning of their first season for the year. Once a code is signed for the current school term it will remain in effect for the remainder of the school term.

The administration will require all athletic coaches and activity sponsors to discuss good decision making and the consequences of the Athletic/Activity code with the student participants at the beginning of each sport or activity.

Following the eighth grade promotion ceremony, a student is considered a freshman in high school and any violation of the Athletic/Activity Code prior to the beginning of the school year will be considered his/her first offense.

**Any student who chooses to participate in athletics or activities in the Princeville Schools will be subject to disciplinary action if he/she commits any of the following actions, with the understanding that the discipline**

administered will be in addition to any other school discipline:

- A. Possession and/or use of tobacco in any form.
- B. Possession, use or delivery of illegal drugs, performance enhancing drugs (steroids), paraphernalia, and/or look-alike drugs.
- C. Possession, use or delivery of alcoholic beverages.
- D. Theft or vandalism on the school premises, another school's premises, or on private or public property, with a minimal personal/monetary value of \$10 or more. The personal/monetary value will be determined by the principal.
- E. Voluntarily or intentionally attending a function where alcoholic beverages, controlled substances, cannabis (marijuana), prescription drugs, or look-alike drugs are being used illegally. A reasonable amount of time may be allotted for a student to remove him/herself from a situation, once a student is aware of a violation. Students are advised to remove themselves from the situation as soon as possible.
- F. Gross misconduct, gross disobedience, gross unsportsmanlike conduct, or gross behavior, determined by an athletic coach, activity sponsor, or administration, that is not governed by the IHSA or IESA.

#### Penalty Section

Any violation of the Athletic/Activity code, as described herein, may result in a disciplinary response. The District believes in the concept of progressive discipline and will follow the guidelines below. However, the District reserves the right to impose more severe or less severe discipline as called for. Students understand that while they are encouraged to be honest and take responsibility for their misconduct, they may remain silent when questioned by District personnel concerning a possible violation of the athletic/activity code. Students understand that if they provide a statement of admission to the District, it may later be used against the students in a school disciplinary matter and/or criminal action.

#### First Offense

- A. Voluntary admission shall consist of an admission of guilt during the initial inquiry by the principal. This voluntary admission of guilt will be rewarded by allowing the student and parents/guardians to enroll in, and complete, an approved counseling program chosen from the list of programs provided or pre-approved by the Administration. This counseling **MUST** be scheduled within seven days and be completed within a six week period of time from the time of the violation, at the expense of the individuals involved. If this cannot be accomplished, appropriate arrangements must be made with the proper administrator. If this is not completed, the violator will lose privileges for a 180-day period. An athlete or participant in an activity may not practice until counseling has been scheduled. Once counseling has been scheduled and the counselor has notified the administration of the appointment, in writing, the student will be allowed to practice, but not participate, in events or contests. The student may not participate in events until the Principal

- B. If there is no voluntary admission, and the student is found in violation of the Athletic/Activity Code, he/she and parents must enroll in, and complete an approved counseling program if the student wishes to participate in the future. Counseling should be scheduled and completed within six weeks from the time of the violation. He/she may not practice, nor participate in any activity or sport for a period of 90 days from the day the student is deemed to be guilty of a code violation. An athlete or participant may not practice any activity/sport whose event or end of season will occur prior to the end of the counseling program.
- C. Should the student and parents/guardians choose not to enroll in, or fail to complete an approved counseling program, he/she shall be suspended from all activities/sports for 180 days. The student will not practice, nor participate, in any activity/sport until the conclusion of the 180 days.

#### Second Offense

- A. The student and parents/guardians must enroll in, and complete an approved counseling program chosen from the list of programs, at the expense of the individuals involved. This counseling must be scheduled within 7 days and must be completed within a SIX (6) WEEK period of time of the violation, or make appropriate arrangements with the proper administrator. The student shall also be suspended from all activities/sports for a period of 180 days. An athlete or participant may not practice any activity/sport whose event or end of season will occur prior to the end of the suspension. Once counseling is completed, the student may practice, but not participate, in any event until the conclusion of the 180-day suspension. The student may not practice any activity if the season will end prior to the end of the 180-day suspension.
- B. Should the student and parents/guardians choose not to enroll in, or fail to complete an approved counseling program, within the appropriate time, the student will be suspended from all activities/sports for a period of 365 days.

#### Third Offense

A participant or athlete in violation of the Athletic/Activity Code for the third time shall be suspended from participation in all activities/sports for the remainder of his/her grade or high school career.

Determination of Athletic/Activity Code Violations: **All alleged violations that are reported to or observed by the principal will be thoroughly investigated.** If there is no voluntary admission of guilt when the student is questioned by the Principal, a committee made up of two (2) board members, one (1) administrator, one (1) athletic director, and one (1) sponsor of a different activity, shall meet as

soon as possible after the reported violation. The committee shall be charged with the responsibility of determining guilt or innocence, and the consequences in regard to the Athletic/Activity Code. The student in question has the right to meet with the committee to discuss the incident and may present any additional information. If the local police and/or court system is involved in the determination of guilt, consequences may be sustained until the outcome of such investigation is final.

Examples of Determining Violations: Students who are convicted of crimes, through fines, placed on court supervision, placed on probation, reports provided by law enforcement officials, reports from the office of the State's Attorney, or information obtained from any other source, which tends to establish a violation of the activity code.

Student Admission: A participant in school sponsored activities/sports who has been found guilty of an Athletic/Activity Code violation, and meets all the requirements of the activity/sport, and finishes the season, shall receive his/her regular award for the activity/sport. If the student(s) and parents/guardians are unsure of the direction to take to arrange counseling, the administration may recommend a program. It should be understood that by recommending a program, the parents/guardians still must assume the financial responsibility for the counseling. Furthermore the counseling programs must provide its service for at least 3 contact hours which involves the student(s) and parents/guardians.

Additionally, the student may not receive the counseling during the school day or during school hours. This must be done outside the normal school day. Proper documentation of this must accompany the report sent to the building administrator after the approved counseling sessions.

Approved Counseling Programs: Proctor Hospital, White Oaks, St. Francis, Methodist Hospital, St. Mary's Hospital, Lighthouse, Hult Health Center, area physicians that are willing to provide the services, and locally approved clergy or professional counselors that have previously provided the service.

Other state certifiable counseling or other educational counseling may be approved with proof shown by the agency of their certification and with approval by the current administration of the curriculum to be covered and discussed by the student and his/her parents/guardians. This approval must be obtained on a per-individual and per incident basis.

The Athletic/Activity Code includes, but is not limited to, the following athletics and activities: AFS Club, Art Club, Academic Challenge, Band-non-graded activities, Baseball, Basketball, Cheerleading, Chorus-non-graded activities, Cross Country, Declamation, FCCLA, FFA, Football, Golf, Homecoming Court, Athletic Team Managers, Math Team, Merit Program Activities, National Honor Society, Prom

and/or Prom Court, Scholastic Bowl, School Play, Science Club, Softball, Spanish Club, Statisticians, Student Council, Track, Volleyball, and Yearbook. Class trips, not classified as strictly educational trips, are also included.

Other Relative Information

- A. We are members in good standing with the Lincoln Trail Conference and the West Prairie Trail (Football) Conference. We participate in invitational competitions and events for Band, Chorus, and Scholastic Bowl.
- B. All awards and certificates for "All Conference–Athletic", "All Conference-Academic" and "Honorable Mention" will be distributed according to the by-laws of the Lincoln Trail Conference and/or the West Prairie Trail Conference.
- C. Academic Eligibility Guidelines will require that each student must be passing six classes, and must have passed six classes, the previous semester to participate the following semester. Grades will be checked at the end of each week to determine eligibility for the following week (Monday through Sunday). Eligibility shall be based on the student's current semester average.
- D. Students must be in attendance for the entire day to be eligible to participate, practice, or compete that day. The only exceptions are medical or judicial appointments or a funeral. The administration is allowed to make allowances based upon circumstances beyond the control of the student. Students must return to school with either a judicial note or doctor's note to be eligible for participation/competition that day.
- E. All students participating in school sponsored activities are expected to travel to and from the event in transportation provided and/or approved by the school. If the student wishes to ride home with their parent, or another adult, they must follow the coach's procedures. If any student violates the coach's procedure he/she will have consequences from the coach and/or the administration.
- F. Students involved in athletics must have a current physical on file with the office prior to the first practice and show proof of health insurance.
- G. Each coach will have his/her own practice and participation rules and guidelines. These rules will be explained to the students at the beginning of the season.
- H. All injuries must be reported to the coach and/or office as soon as possible.
- I. If a parent has a question, comment or concern they must first attempt to solve the problem with the coach or sponsor involved. These communications are to be held at an appropriate time and in an appropriate location. During or after practice or immediately after a contest is not an appropriate time for such communications. Coaches/directors have other responsibilities at such times and there is not an opportunity for private and open communication. If the situation remains unresolved, the parent or coach should see the athletic director

#### Athletic/Activity Information

1. Activity fees will be collected for all students that are members of an athletic or cheerleading squad, grades 6-12.
2. An annual athletic/activity fee will be assessed per student, per sport. Detailed information will be provided annually during registration.
3. Athletic/Activity fees will be assessed once a squad or team has been selected. No fees will be assessed for tryouts.
4. Once paid, fees will not be refunded.
5. Students or families that qualify for "free" lunches will be exempt from paying activity fees.
6. Activity fees must be paid before the 1<sup>st</sup> scheduled contest of each sport.

#### SPORTSMANSHIP POLICY

The ideals of good sportsmanship, ethical behavior and integrity should permeate all interscholastic athletics/activities in our community. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. **We expect that all athletes, coaches, parents and community members will model good sportsmanship.**

*Do What's Right: Sportsmanship Program*, published by the IHSA

The Do What's Right Program builds upon the IHSA's current efforts to promote and recognize sportsmanship within our state. The Program outlines nine expectations for all IHSA member schools, their teams, coaches, players, and communities to adopt. Creating a consistent message of behavior for participants and fans leaves little room for question as to how to create a positive atmosphere at all contests throughout the state.

#### **Do What's Right! Expectations:**

1. Accept and understand the seriousness of their responsibility, and the privilege of representing their school and community.
2. Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
3. Treat opponents the way they would like to be treated, as a guest or friend.
4. Never direct remarks at opponents in a taunting manner.
5. Wish opponents good luck before the game and congratulate them in a sincere manner following either a victory or defeat.
6. Respect the integrity and judgment of the game officials.
7. Display great effort and hustle on the field or floor.

8. Play unselfishly in such a way as to build up their team, without drawing unnecessary attention to themselves.
9. Yield to the authority and direction of all floor officials, bench officials, school personnel and coaches.

**Please Note:**

Game attendance at Princeville athletics/activities is a privilege, not a license to verbally assault others or to be obnoxious. Any person displaying unsportsmanlike behavior may be removed from the athletic contest and risk being barred from future contests. Students face additional school penalties for inappropriate behavior.

### **TECHNOLOGY USE & INTERNET SAFETY POLICY**

The Board of Education hereby determines that it is in the best interests of the District, its personnel and its students, and members of the Princeville CUSD #326 community to promote use of and familiarity with the District Technology System and with the services which are available through that System to support learning and enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the District Technology System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "District Technology System" or "System" shall include all computer hardware and software owned or operated by the District, District electronic mail, District web sites, and District on-line services and bulletin board systems. "Use" of the District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use.

The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or

indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board.

With respect to any of its computers with Internet access, the District will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

The Board of Education further recognizes that the effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The Administration is authorized to and shall adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System. The guidelines shall, among other points, address:

- A. access by minors to inappropriate matter on the Internet and World Wide Web;
- B. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
- C. unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
- D. unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- E. measures designed to restrict minors' access to materials harmful to minors.

Such guidelines shall be distributed to District employees and students (and other members of the Princeville Community School District #326 community) who are afforded access to the System.

Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

#### **A. Acceptable Use**

All users of the District Technology system ("System") must comply with the District Acceptable Use Guidelines, as amended from time to time. Because of the changing force of technology on a daily basis, the Administration and the Board of Education reserve the right to alter / add guidelines, as new situations become apparent.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-

line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the District.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

#### **B. Privileges**

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

#### **C. Prohibited Use**

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section H of these guidelines and the district's student discipline policy. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software (programs) to or from the System from any source without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities,

6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.
18. Post personal contact information about himself/herself or other people. Personal contact information includes address, telephone, school address, work address, etc.
19. Gain unauthorized access to The Internet or to any other computer system through The Internet or go beyond authorized access. This includes attempting to log in through another person's account, accessing another person's files, or bypassing the district network security/filtering devices and software. These actions are illegal, even if only for the purposes of "browsing".
20. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
21. Use of the System while access privileges are suspended or revoked.

#### **D. Discipline for Off-Site Use**

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

#### **E. Web Sites**

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines.

#### **F. Disclaimer**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdirection, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

#### **G. Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

Students should be sure to logoff the network prior to leaving a workstation. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

The student should avoid the inadvertent spread of computer viruses when using the district network/Internet. Students should report any instance of the detection of a computer virus or other computer security threat to their instructor or the technology coordinator immediately.

A student will promptly disclose to his/her teacher, or other school employee, any message received that is inappropriate or makes the student feel uncomfortable.

#### **H. Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in section I of these Guidelines, and in potential legal action.

Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses, attempts to modify, destroy, disfigure, or steal computer hardware and data of other users on the district network or the Internet.

### **I. Consequences for Violations**

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.