



**PLEASANT HILL**

**CUSD # 3**

**STUDENT HANDBOOK**

**Ron Edwards**

Superintendent, High School Principal

**Ryan Lowe**

Elementary / Junior High School Principal

**Jeff Shireman**

Dean of Students

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## INTRODUCTION

This book has been prepared for students and parents so that they may become better acquainted with Pleasant Hill High School and its educational program. It has been compiled and presented to you through the efforts and courtesy of your Student Council and administration. The Board of Education has underwritten the original cost.

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

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

### WELCOME BACK, WOLVES!

*On behalf of the faculty and staff, we would like to welcome everyone back for the 2018-2019 school years. We hope all of you have had a great summer and are now eager to kick off the new school year. We encourage all students to work hard, have fun, join an extra-curricular activity, and make the best of the upcoming year.*

*From time to time, you may have questions about academics or school procedures. Many of your questions can be answered by reading the material found in this book. Students and parents, we encourage you to read over the material found here and refer back to it when questions emerge. If a question arises that can't be answered by the student handbook, feel free to call us or any school personnel anytime. We believe that parents, students, and staff working together are the best recipe for success. Once again, welcome back and good luck this year! GO WOLVES!!!*

Ron Edwards, Superintendent  
Ryan Lowe, Elementary/Junior High School Principal  
Jeff Shireman, Dean of Students

**Mission Statement** - The mission of the Pleasant Hill Schools is to provide our students with the essential skills necessary to become successful, productive citizens. To fulfill this mission, Unit #3 will strive to develop students who:

- Have a positive attitude toward learning;
- Are adaptable to change;
- Are able to reason and make logical decisions;
- Are perceptive and creative;
- Are open minded;
- Are responsible citizens.

By providing:

- A competent staff
- Classroom environments which develop a feeling of self-worth in all students;
- Equal opportunity for all students;
- Strong foundations in the basic skills of reading, communication, and computation;
- Adequate facilities;
- Career and occupational guidance.

**General School Information** - This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board office located in **Building C** at the Elementary/JH school and in the Dean of Student's office at the High School. The School Board governs the school district, and is elected by the community. Current School Board members are:

Doug Damon	President
John Picone	Vice-President
Mike Peebles	Secretary
Lonnie Robinson	Treasurer
Christal Crowder	Member
Steve Hammitt	Member
Zack Orr	Member

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

Ron Edwards	Superintendent, HS Principal
Ryan Lowe	Principal, Elem & JH
Jeff Shireman	Dean of Students
Beth Arnold	Guidance Counselor
Lisa Hannel	Spec. Educ. Coord., Title 1 Director
Kylee Orr	Athletic Director

High School Faculty and Staff:

Karson Pepper, Special Education	Jack Bibb, Music
Jeff Shireman, Coach/ Physical Science	Mary Barnes, Agriculture
Jenna Simonsen, Coach/Mathematics	Christy Riddle, Bus. Educ./FACS
Blake Skillman, Driver's Ed/P.E./Coach	Mike Giles, Social Studies/Coach
David Young, Science	Jenna Morrow, English/Student Council
Kylee Orr, English/Foreign Languages	Ryan Lowe, Advanced PE
Ron Edwards, Art/Construction Trades	Beth Arnold, Spec. Educ./Yearbook
Rawn Hart, Aide	

Junior High School Faculty & Staff:

Stacy Borrowman, Pre-K	Shannon Davis, JH English/Literature/Coach
Christine Schumann, Kindergarten	Emily Lowe, JH Soc. Stud./Computers/Math/Coach
Kayla Smith, 1 <sup>st</sup> Grade	Nancy Pruett, Special Needs/Science
Shelley Spann, 1 <sup>st</sup> Grade	Terri Clowers, PE/Coach
Lori Workman, 2 <sup>nd</sup> Grade	Jacqueline Penstone, Special Needs
Jenna Peebles, 3rd Grade	Keirra Kramer, Special Needs
Heather Evans, 3rd Grade	Carrie Wilson, Special Needs
Leslie Bower, 4th Grade	Tara Hubbard, School Nurse
Michelle Baalman, 5 <sup>th</sup> Grade	Karla Abney, Aide
Ashley Borrowman, Speech/Language	Charla Adams, Aide
Ellen Lowe, Social Worker	Diane Carlton, Aide
Lisa Hannel, Title 1	Kim Gregurich, Aide
Jack Bibb, Band/Music	Mary Lou Hausmann, Aide
Jane Hubbard, Aide	Susan Jones, Library Aide
Sabrina Garza, Aide	Alexandria Clowers, Aide
Kyndle Christianer, Pre-K Aide	

Bus Drivers:

Gina Root  
Randy Turner  
Kathy Zumwalt

Deb Kinscherff  
Kelly Masters

Custodians:

Robin Fiedler  
Mary Lou Hausmann

Ed Gunterman

Maintenance:

Jerry Hausmann

District Support Staff:

Kelly Kenady  
Dana Lanter  
Gena Londrie

JH Secretary  
HS Secretary  
Admin. Asst. to Administration/Bookkeeper

Food Service:

Donna Cox  
Gregory Shonhart  
Betty White

Cathy Gunterman  
Tammy Taylor

**DISTRICT INFORMATION AND POLICIES**

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

**Chromebook Policies** –

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

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

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

*Using Your Chromebook* - The Chromebook is intended for use at school every day. In addition to teacher expectations of Chromebook use, students may be asked to access school messages, announcements, calendars, handbook, and grades using their Chromebook. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

*Managing Your Files and Saving Your Work* - Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access.

General Precautions:

- No food or drink around the Chromebook
- Cords, cables, and removable storage must be inserted carefully into the Chromebook
- Heavy objects should never be placed on top of the Chromebook
- Chromebooks should never be carried with the screens open

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

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

*Internet Access Policy*

Use of the internet shall be consistent with the district's goal of promoting education by facilitating resource sharing and communication. This policy does not attempt to state all required or inappropriate behavior by users. However, some specific examples are provided. The failure of any user to allow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates that party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

- **Acceptable use** – Access to the district's internet must be for the purpose of education or research, and be consistent with the educational objectives of the district. Acceptable use will be determined by school officials.
- **Privileges** – The use of the district's computer network is not a right and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether a user has violated this authorization and may deny, revoke, or suspend access at any time. **His or her decision is final.** The system administrator will notify the school administration of any actions taken. Appeals may make it to an ad hoc committee of the technology committee.

- **Unacceptable use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - Using the network for any illegal activity, including violation of copy or other contracts, transmitting any material in violation of any U.S. or State regulation.
  - Unauthorized downloading of software, regardless of whether it is copyrighted or de-viruses.
  - Downloading copyrighted material for other than personal use.
  - Using the network for private financial, commercial, or political gain.
  - Wastefully using resources, such as file space.
  - Gaining unauthorized access to resources or entities.
  - Invading the privacy of individuals.
  - Using another user’s account or password.
  - Posting material created by another without his/her consent.
  - Posting anonymous messages.
  - Using the network for commercial or private advertising.
  - Accessing or displaying any abusive, obscene, profane, sexually oriented, or illegal material.
  - Using the network while access privileges are suspended or revoked.
- **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite.
  - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - Consider all communications and information accessible via the network to be private property. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - Recognize that e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in any way that would disrupt its use by others.
- **Warranties** – The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delay, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omission. Use of any information obtained via the internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- **Accountability** – The user agrees to not hold the school district responsible for any losses, cost, or damages, including reasonable attorney fees, incurred by the district in relation to, or arising from, any breach of this authorization.
- **Security** – network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and passwords from that individual. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

- **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another use, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- **Charges** – The district assumes no responsibility for any unauthorized charges of fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

ITEM	COST
Complete Chromebook replacement	\$250.00
Screen	\$50.00
AC Adapter and power cord	\$25.00
Additional Replacement Costs will be determined as needed.	

**Emergency School Closings** - In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as quickly as possible. If bad weather or other emergency occurs during the day, please listen to local media stations, check our website and Facebook for possible early dismissal information.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Ron Edwards.

**General Building Conduct** - Classes begin at 8:13 a.m. and students are dismissed at 3:06 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property. Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

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

**Homeless Child's Right to Education** - When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

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

**Medicaid Reimbursement Consent** - Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve special education services. Therapy, diagnostic services, social work, health services, and transportation are partially reimbursable. Unless you object in writing, Pleasant Hill CUSD #3 will claim Medicaid reimbursements for services provided. Be assured that this will have no impact on your ability to receive Medicaid funding. You are required to do nothing unless you object to this release of information.

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

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



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

**Sex Offender & Violent Offender Community Notification Laws** - State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is **responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.**

**Student Medication** - Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury

arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

**Visitors** - All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **STUDENT EXPECTATIONS**

### **Students should be conscious of developing good character:**

- They honor and respect their teachers and others who are responsible for their guidance.
- They are honest; they do their own work.
- They are punctual and meet every obligation promptly.
- They never use profanity or abusive language.
- They attend school regularly.

### **Students should respect property:**

- They do not destroy or damage school or personal property.
- They do not steal; they keep their lockers locked.
- They are conscious of the overall appearance of our school.
- They do not litter.

### **Students are aware of personal appearances:**

- They wear clean neat clothes.
- They are well groomed at all times.
- They abide by the dress code.

**Students should practice self-discipline:**

- They show responsibility without constant supervision.
- Students are not to smoke or use tobacco products on the school grounds. If you leave the grounds to smoke or use tobacco, you must not create a nuisance for the neighbors. If you do, your noon hour privileges may be suspended.
- They should not display affection in the school or on the grounds during school hours or at school functions.
- They do not loiter in the halls during class periods.
- They display good sportsmanship at all times.

**Summary of good behavior and student self-discipline:**

- Always treat other people the way you would like to be treated.
- If you expect to be treated as a mature responsible person, act like a mature responsible person.
- Know what is right and what is wrong. Do not do anything wrong. Know what is in this handbook.

**DISCIPLINARY CODE**

Note: Section 10-20.14 of the School code of Illinois requires that Boards of Education establish and maintain a parent-teacher advisory committee to assist in the development of guide lines leading to a policy on student discipline. This policy must address the following:

- (1). that teachers may remove students form classrooms for disruptive behavior, and
- (2). that provisions for due process for students must be included.

All parent/guardians must receive a copy of student rules and regulations within 15 days of the opening of the school year or at the time a student enrolls, if it occurs after the opening of the school year. All school rules and related penalties should be explained to students.

A record shall be kept of all teacher referrals for student discipline and a record of all student penalties assessed.

**Student Discipline** - It shall be the duty of the principals and teacher to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board of Education with applicable states laws and State Board of Education directives.

**A. POLICY STATEMENT:**

**Bus Conduct** - While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

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

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

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

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

**Student Conduct** - All student behavior and conduct in the Pleasant Hill Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship.

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

## **B. DISCIPLINE ACTIONS:**

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

**1. Behavior Actions:** Such as leaving the school without permission, abusive language, tardiness, truancy, forged notes or excuses, disrespect, insubordination, fighting, vandalism, and profanity are considered to be examples of misconduct but are by no means considered to be an all-inclusive list.

**2. Bullying:** Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.

The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably

interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**3. Computer Misconduct:** Any student breaking the internet access policy will be subject to disciplinary action and may have their internet privileges revoked.

**4. Controlled and Non-Controlled Substances, Including Alcohol in ANY Form:**

- a. The use of controlled and non-controlled substances by any school age student is illegal and may be harmful to a person's health.
- b. The Board of Education expressly prohibits any student's use or possession of such substances on school premises or at any school activity at home or away from home.
- c. Further, the Board discourages all students from the use of or possession of such substances.
- d. Any student seen in the possession of such controlled or non-controlled substances by school authorities may be suspended from all extra-curricular activities following an administrative hearing. Consult the Student Code of Conduct for details.

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

**6. Tobacco:** No student is to use tobacco including e-cigarette and vaping products in the school building or on school property. The first offense may result in a 2 day in-school suspension. Second and future offenses may involve a five and 10 day in-school suspension.

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

**Nondiscrimination Coordinator:**

Beth Arnold

Name

PO Box 102

Address

Pleasant Hill, IL 62366-0102

217-734-2311

Telephone

**Complaint Managers:**

Ryan Lowe

Name

136745 County Hwy 11

Address

Pleasant Hill, IL 62366

217-734-2311

Telephone

Ron Edwards

Name

36015 County Highway 10

Address

Pleasant Hill, IL 62366

217-734-2311

Telephone

## REGULATIONS AND POLICIES

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

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

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

In the event of any absence, the student's parent or guardian is required to call the school at [217-734-2311] before 8:30 a.m. to explain the reason for the absence. If the parent or guardian fails to contact the school, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

1. "Valid Cause" for "absences shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education. Any student who misses more than 10% of the school year is considered to be a chronic truant by the State of Illinois. Pleasant Hill Unit # 3 Schools will provide state agencies with the names of students who have poor attendance records.
  - a. A signature card must be on file in the office before a student can attend classes.
  - b. If the parent fails to call in and the student fails to bring a written excuse immediately after an absence the following procedure will be followed:
  - c. All absences without written or oral excuses will be marked unexcused.
  - d. Failure to turn in such excuses after one week will become permanently unexcused.
2. Students who have appointments with a doctor or dentist must bring a note from the doctor or dentist to receive an excused absence.
3. A doctor's excuse may be required for those students who have excessive absences because of illness. Doctor's excuses will only be accepted within a three day period following the absence.

4. Unexcused absences--If your absence is unexcused, it will be checked on your absence slip. Shopping trips, babysitting, working, weather, vacations, extensions, helping at home, hair appointments, etc. are all unexcused absences--no matter how important they might seem to you. You will get a zero for the work missed, but the teacher may tell you the work you missed so you may prepare for later tests. Absences for taking drivers exams will be excused if prearranged with teachers.

5. In certain cases, a slip without penalty may be given if the absence is excused in advance and the work is either made up in advance (or at the discretion of each individual teacher) or accepted before the absence.

6. Tardies - If you are late getting to school in the morning or at noon you must come to the office for a tardy slip. Students must also come to the office for tardy slips if late for classes during the day. You may be considered tardy at the teacher's discretion if you are not in your seat when the bell rings.

If you are detained by a teacher in a previous class, you should get a note from that teacher explaining your tardiness.

Students who are tardy for classes will be assigned to detention at the discretion of the Principal and/or Dean of Students.

7. Half-day absence. Students who arrive at school during or after the lunch period must report to the office upon their arrival and present their excuse. Students who attend morning classes and do not attend classes after lunch must have their parents notify the office by telephone that they are absent. Students who fail to notify the office in either case will be assigned detention.

8. Students coming to school after the 8:15 bell or leaving before the dismissal bell must complete the sign out sheets in the office and secure the correct admit or tardy slip. Students failing to do so are truant and will be assigned detention or suspension in the case of multiple occurrences.

9. Students must be fever free, vomiting and diarrhea free for 24 hours prior to returning to school. Under the school's discretion, the school has the decision to send a student home with the above symptoms.

**B. ASBESTOS HAZARD EMERGENCY RESPONSE ACT:** In accordance with the Asbestos hazard Emergency Response Act (AHERA) the Board of Education has notified workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the schools. Previously, District #3 submitted inspection reports and management plans to the Illinois Department of Public Health for approval as is required by the Federal and State Regulations. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the office of the superintendent of schools. Additional information including response action, post response action activities, re-inspection and periodic surveillance are also included in the report.

Periodic surveillance activities are conducted to examine the materials identified as asbestos containing and to record any change in condition which might necessitate a change to a specific response action. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building.



Where and when projects occur is generally determined by the conditions of the material and accessibility to building occupants. School maintenance personnel have received the required training. The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition and will remove asbestos material in compliance with Federal and State regulations and with any planned renovation works as funds become available. Facilities include Pleasant Hill High School and Pleasant Hill Grade School.

**C. CHEATING:** To combat any cheating which occurs, the following measures will be taken:  
For First Offenses:

1. The student will be given a zero for the assignment.
2. There will be a conference with the student.
3. Parents of the student will be notified of the offense.
4. The office will be notified of the offense.
5. A list of students who have been caught cheating will be compiled and circulated to all teachers.
6. Teachers refer student to the counselor.

For Second Offenses:

1. Students will be sent to the office for the following discipline measures:
  - a. The student is immediately ineligible for any outside activity, or award for one semester following the offense.
  - b. The student will be suspended from class for two days. Zeros will be given for each of those 2 days plus a zero for the day of the offense.
  - c. At the discretion of the principal and the teacher involved, the student may be allowed to attend class for the days of suspension but will receive zeros for those days.
  - d. The discipline for the second offense is automatic.

**D. DRESS CODE:** Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, tobacco, alcohol, offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. NO holes in jeans above the knee are allowed.
- The length of shorts or skirts must be appropriate for school environment. (finger length)
- Appropriate footwear must be worn at all times.
- No spaghetti-strap, tank top shirts, including Racerback. Cut off shirts must be cut off at the seam.

- No bare midriffs, boys or girls, will be permitted.
- No pajama pants or pajama outfits will be permitted
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline. In cases of extremes, students will be asked by the principal to go home to change clothing. The principal will have the final say in any case. Everything in the code is under the principal's discretion.

#### **E. EXTRA-CURRICULAR POLICY:**

**Student Code of Conduct** - A number of special organizations, activities and athletics are available. These include but are not limited to: Student Council, Quiz Bowl, Cheerleading, FFA, Football, Volleyball, Girls Basketball, Boys Basketball, Baseball, Softball, Boys Track, Girls Track, Band, Chorus, National Honor Society, Math Club, and Drama Club. Band and chorus events are only extra-curricular when they are not considered co-curricular.

Each of these offers opportunities for student to gain experience in working together on problems of mutual interests outside the regular curriculum. Students must abide by the guidelines that follow if they wish to participate in extra and co-curricular activities.

We, the coaches, the faculty, and the Pleasant Hill Board of Education, believe that extracurricular activities belong in the public schools and are an integral part of the school's programs. We encourage all students to take advantage of the opportunity provided to participate in one or more of the extra-curricular activities sponsored by the Pleasant Hill school system. We firmly believe that through participation in extra-curricular activities young people may gain experiences, which will give each and every one of them the opportunity to develop the skills and values needed to become a productive citizen within a democratic society.

May we personally welcome all students and their parent/guardians to the Pleasant Hill School District's extra-curricular programs and wish each individual a successful year. The coaches/sponsors are here to prepare you for success. You must be willing to dedicate the time, energy, and effort for success.

Parents are a very important part of any extra-curricular program, and we encourage you to actively support your son/daughter's interest. Your support could best be shown to your young person by encouraging him/her to follow the rules and regulations of the coach/sponsors, by your attendance at events, and by having a positive attitude toward the overall extra-curricular programs.

This handbook has been prepared to better explain the extra and co-curricular program to both parents and students. Working together we believe the school and the parents can develop successful extra-curricular programs. This is our goal, and we hope it is the goal of all parents. We want the community to Pleasant Hill, the students of Pleasant Hill and the Pleasant Hill School Board to be proud of their extra-curricular programs and, most importantly, the students who participate in the programs.

**Philosophy** - We believe that interscholastic athletics/extra-curricular activities are an integral part of the school's total program. We believe that participation in a sound extra-curricular program contributes to the development of health and happiness, physical skills, emotional maturity, social competence and moral values.

We believe that a sound extra-curricular program teaches the participants the value of cooperation, as well as the spirit of competition that is important to our society. The student learns how to work with others for the achievement of group goals.

We believe that the spirit of play and the will to win are valuable to the development of a healthy mind.

We believe that extra-curricular activities are a wholesome equalizer because individuals are judged by what they can do, not on the basis of social, ethnic or economic group to which their families belong.

**Responsibilities** - The privilege of participating in our extra-curricular program is extended to all students providing they are willing to assume certain responsibilities.

A student's greatest responsibility is to be a credit to their parents, school and community. Therefore they should:

1. Display a high standard of social behavior.
2. Display outstanding sportsmanship.
3. Display proper respect for those in authority, including teacher, coaches, sponsors and officials.
4. Display a real spirit of cooperation.
5. Dress with special care when attending a contest away from home.
6. Use language which is socially acceptable. Profanity or vulgar talk will not be tolerated on or off the field.

A student's involvement in extra-curricular activities is for the entire school year, whether they are currently in an activity or not. The extra-curricular policy and rules apply to that student for the entire year, not just the time the activity is in season.

**Athletic Equipment** - One of the values of athletics is to teach responsibility, for, and to take reasonable care of athletic equipment as well as school property. Every athlete is expected to take pride in and respect the facilities the people of Pleasant Hill have provided. Athletic equipment is to be used only for its intended purposes and according to the direction of the coaches.

The school attempts to provide reasonably safe and adequate equipment. Each athlete is expected to take excellent care of this equipment.

Each athlete at the close of the season must return the original equipment issued. If equipment needs repair or is not the right size, the coach will make the change. Each student athlete is held financially responsible for any lost or misplaced equipment. No student athlete will receive an award or be permitted to practice during the next season until all equipment is returned.

**Athletic Injuries and Their Care** - All participants must be covered by health and accident insurance before they are permitted to practice.

If a student has any special medical problem, it is the duty of the student and parents to promptly inform the athletic department and to provide reasonable documentation as requested.

Any school-connected injury shall be reported to the coach. The coach is to fill out a preliminary accident form immediately. This accident form must be filed with the school office.

A student who has been injured, has a bad medical treatment, has been ill and under a doctor's care, cannot participate in athletics again until the student's doctor releases them.

**Attendance** - A student must be in school the *whole* school day and follow the regular schedule in order to participate in a practice, game or contest that day. The exception to this rule is permission granted from the principal's office for unavoidable absences. Examples include: funerals, necessary doctor or dental appointment and the student *must* be there by noon.

**Transportation** - Pleasant Hill CUSD #3 shall provide free transportation to and from all school sponsored activities. Students are required to ride to and from school sponsored activities in school provided transportation unless parents have made prior arrangements with the coaches or faculty sponsors. These advance arrangements should be made in advance to the event and with a note signed by the parent or guardian or by phone to the coach.

For good reason as directed in writing by the parents/guardians, students may be allowed to ride to or from activities with a responsible: parents, grandparents, aunt, uncle, brother or sister or other designated adults. An adult is someone over the age of 21.

Pleasant Hill Community Unit #3 does not allow students to ride to and from school-sponsored activities or acquaintances.

**Pre-season Meeting** - Before students will be allowed to participate they and their parent(s) or guardian(s) must attend a preseason meeting. The purpose of this meeting is to explain the contents of this handbook. The meeting will be arranged by the principal and the athletic director. If a family unity is unable to attend; they must contact the building principal and go over the materials covered in the meeting.

**Continuous Commitment** - This code of conduct is in effect year round. The behavior code becomes active the first time in an individual's high school or grade school career that student becomes a member of an activity,. The behavior code is in effect twelve months of the year, seven days a week, twenty-four hours a day, in and out of season and on and off school grounds until graduation.

Rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through sound training routines. The Board of Education believes in the value of extra-curricular activities for students, but subscribes to the principle that participation in such activities is a privilege rather than a right.

There shall be no discrimination in administration of these policies on the basis of race, color, creed or sex.

Participation in extra-curricular activities carries with it certain responsibilities, which include, but are not limited to, the following:

1. Compliance with all Illinois High School Association and Illinois Elementary School Association rules and regulations.
2. Compliance with written training rules and regulations as established by the coach/sponsor of the activity in which the student is participating.
3. Compliance with the rules and regulations developed by the Pleasant Hill handbook committee, the discipline advisory committee, faculty, students, board members and the school administration.
4. General standards of good behavior.

**Rules and Regulations** - All students are subject to the rules and regulations regarding eligibility and conduct established by the following organizations who have as their major responsibilities the welfare of the student, the enforcement of the rules and regulations associated with any sport or activity, and the maintaining of the ideals and values which have become part of the school activities in America.

1. The National Federation of State High School Associations established rules and guidelines for various sports.
2. The Illinois High School Association is our state representative for the National Federation. They establish eligibility rules, practice guidelines, establish championship series, and they are responsible for supervision of all athletic programs in the state. A copy of the recent rules regarding eligibility is included in this document. Please keep it for your information and reference. If you have any questions, please contact the athletic director or the principal.

**Parent Support** – It is of considerable importance for parents to encourage the student in all phases of extra-curricular competition. Parents should help the student set up procedures for following training rules and controlling study habits.

The policies outlined in this booklet are preventative in design. They are certainly not punitive. With parent support and cooperation, we believe that penalty assessments will be held to an absolute minimum. On the other hand, without parent support and cooperation, the policies will be difficult to implement.

**Reporting Violations** - Every Pleasant Hill coach, sponsor or teacher has the authority and responsibility to report or charge a violation of the extra-curricular regulations to school administration. The head coach/sponsor of the activity in which the student is participating or the head coach/sponsor first affected by the student's violation and activities director shall review the evidence. A report shall be made to the principal as soon as is reasonably practicable after a violation has occurred.

**Voluntary Admission** - It is the objective of the Pleasant Hill District extra-curricular program to make the student aware of the important role good health and fitness habits play in life. Therefore, the Activity Code is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations.

Any student or parent, who voluntarily requests assistance from the coaches, faculty sponsor or school administration for help with a physical or mental health issue, will be provided with an

appropriate referral of assistance. If the physical or mental health issue involves an incident that could constitute a violation of the Activity Behavior Code and the request is made before the potential violation is reported, then such request shall be taken into account regarding a first-time violation under the Code in applying appropriate discipline.

**Infractions** - Students shall not engage in the following activities:

1. Possession, consumption or sale of alcohol.
2. Possession, consumption or sale of harmful or illegal drugs, or look-alike drugs or drug paraphernalia.
3. Possession, consumption or sale of anabolic-androgenic steroids.
4. Use of any form of tobacco.
5. Commits theft, vandalism or other serious offenses, including those, which would violate the Illinois Criminal Code, excluding traffic and conservation offenses, as to make the student unworthy to represent the ideals and standards of the school.
6. Failure to comply with the provisions of this Student Behavior Activity code and the policies of Pleasant Hill CUSD #3.
7. Failure to maintain general standards of good behavior.

**Consequences of Rule Infractions** - When evidence of a violation of behavior code occurs, action will be taken in consecutive order for each offense throughout the individual's high school career by the athletic director, principal or his designee. Parent contact will be made.

1. First Offense: Suspension for 33% of the regular season dates scheduled for that activity. If the number of suspended dates is a fraction, that number will be rounded to the next whole number. If the participant finished the season in good standing, the individual will be eligible for an award, if the suspension is carried over to the next activity in which the individual participates, an award may be given after the suspension is completed. Violations during school, at school functions or on school grounds follow present school handbook consequence.
2. Second Offense: 1-year suspension from all activities covered by the behavior code for one calendar year from the date of the offense.
3. Third Offense: Career suspension from the date of the offense through graduation. No award will be earned.

**Actions to Reduce Consequences of Rules Infractions** - As an alternative to step one above for a first-time offense as set forth in Voluntary Admissions, above, a student may accept referral to a qualified professional mental health/chemical abuse program for a preliminary assessment. Furthermore, the student agrees to abide by the recommendations of the assessing agency and to pay for the assessment and any required follow-up treatment. If a student accepts referral and/or treatment, that fact will be regarded, as it would be for any illness, with respect to benefits and privileges. As long as a student is involved with the prescribed program, is making satisfactory progress, and follows other applicable rules and regulations, he/she will be eligible for competition. No record of a student's participation in the chemical abuse program will become part of his/her permanent record.

*To be Completed by the Student Participant:* In consideration of the Pleasant Hill School District permitting me to participate in the above sport(s) or activities, I agree as follows:

1. I will abide by all conduct rules and will behave in a sportsmanlike manner.
2. I will follow the coach/sponsor's instructions, playing techniques, training schedule and safety rules for the above sport or activity.

3. I acknowledge that I am aware that participation in the above sport or activity may involve many risks of injury. A serious injury may result in physical impairment or even death. I hereby assume all the risks associated with participation and agree to hold the Pleasant Hill District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in the above activity or sport. The terms hereof shall serve as a release and assumption of risk for my heirs, estates, executor, and administrator assignees and for all members of my family.

**F. GUN FREE SCHOOL ACT:** Students possessing firearms on school property or being responsible for the availability or access to firearms on school property may be expelled from school for one year.

**G. IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS:** All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school. New students who register mid-term shall have 30 days following registration to comply with requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present a statement of the medical reasons causing the delay. This must be signed by an appropriate medical professional.

All students entering kindergarten or the school for the first time must present proof before October 15 of an eye examination performed within one year. Failure to present proof by October 15 will allow the school to hold the student's report card.

All children entering kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card.

A student will be exempt from the above requirements for:

1. Religious or medical grounds if the parent/guardian presents a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the parent/guardian shows an undue burden or lack of access to a physician licensed to provide eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Vision screenings are done annually on all students Kindergarten, 2<sup>nd</sup>, 5<sup>th</sup> and 8<sup>th</sup> grades; all new students; all students with an IEP or being screened for an IEP and any students who have parents and/or teacher concerns regarding vision.

Hearing screenings are done annually on all students Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>; all new students; all students with an IEP or being screened for an IEP and any students who have parents and/or teacher concerns regarding hearing.

If your child fails the screening, a rescreen will be done within the next 10 days to two weeks. If your child fails the 2<sup>nd</sup> screening, you will be notified by mail.

**H. INTERNET ACCESS POLICY:** Use of the Internet shall be consistent with the District's goal of promoting education by facilitating resource sharing and communication. This policy does not attempt to state all required or inappropriate behavior by users. However, some specific examples are provided. The failure of any user to allow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates that party who signed has read the terms and conditions carefully and understands their significance.

**Terms and Conditions:**

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District. Acceptable use will be determined by school officials.
2. Privileges - The use of the District's computer network not a right and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether a user has violated this Authorization and may deny, revoke, or suspend access at any time: his or her decision is final. The system administrator will notify the school administration of any actions taken. Appeals may make to an ad hoc committee of the technology committee.
3. Unacceptable use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copy or other contracts, transmitting any material in violation of any U.S. or State regulation.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-viruses;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial, commercial or political gain.
  - e. Wastefully using resources, such as file space.
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing or displaying any, abusive, obscene, profane, sexually oriented, or illegal material; and



- m. Using the network while access privileges are suspended or revoked.
- 4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following;
  - a. Be polite
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Consider all communications and information accessible via the network to be private property. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by others.
- 5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delay, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6. Accountability - The user agrees to not hold the School District responsible for any losses, cost, or damages, including reasonable attorney fees, incurred by the District in relation to, or arising from, any breach of this Authorization.
- 7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9. Telephone Charges - The District assumes no responsibility for any unauthorized charges of fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**I. INVITATIONS AND GIFTS:** Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory. Any flowers or gifts that are dropped off at the office will not be allowed to be picked up until after school, they will not be allowed in the classroom.

**J. LAW ENFORCEMENT AT SCHOOL:** School officials will cooperate with law enforcement officers who visit school premises for the purpose of questioning or taking into custody students who are enrolled in the district. This relationship will be governed by procedures, laws, and judicial decisions designed to protect the rights of each student.

**K. LOCKERS:** Students are provided lockers to keep their personal possessions secure at school. It is the responsibility of the student to keep their locker locked and their combination secure. All locker malfunctions should be reported to the office immediately.

Students have a legitimate expectation of privacy in lockers, desks, or other school property used for the storage of school supplies. However, the lockers, desks, and other areas are the property of the school, and school authorities have the right to pursue evidence of violation of rules or laws based on reasonable suspicion.

Your locker is not to serve as your closet or food cabinet. Keep only necessary school related items in your hall locker. If you must have a bulky object at school you may make arrangements for the office to store it for you for a short period of time.

A student's personal effects, purse, pockets, gym bag, etc., may be searched if there are reasonable grounds to believe that such a search will uncover evidence of a violation of the law or school rules. The measures used must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, sex, and nature of the infraction.

**L. MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS:** The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents and eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor,

medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Committee Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-4605

(Note: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

### **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act (FERPA)* require that Pleasant Hill CUSD #3, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Pleasant Hill CUSD #3 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Pleasant Hill CUSD #3 to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation/promotion lists; and sports activity sheets. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational information categories - names, address and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Pleasant Hill CUSD #3 to disclose direct information from your child's education records without your prior written consent; you must notify the District in writing by September 1. Pleasant Hill CUSD #3 has designated the following information as directory information: Student's name, address, telephone, email address, athletic teams and activities, photograph, degrees, honors and awards, date and place of birth, major field of study, dates of attendance, grade level attended.

## PPRA Notice and Consent/Opt-out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232H, requires Pleasant Hill School District No. 3 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

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

Students may be prohibited from attending field trips for any of the following reasons:

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

**N. POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS):** It is the mission of the staff at Pleasant Hill Schools to facilitate the effective teaching and learning of positive behavioral expectations. It is our mission to help each child reach their greatest potential. Through positive behavioral supports, we aspire to teach life skills that enable children to deal confidently with the complex and rapidly changing world. PBIS Big Ideas consists of a process for teaching children appropriate behavior and providing the supports necessary to sustain that behavior. PBIS is the application of evidence-based strategies and systems to assist schools to achieve the following:

- Increase academic performance
- Increase safety
- Decrease problem behavior
- Establish positive school cultures

You may obtain further information regarding this support from our website at [www.phwolves.com](http://www.phwolves.com). The Wolf Pack tools and t-chart of behavior will be located under the District Info tab on the top left in position two.

**O. SCHOOL FEES:** Textbooks or other school fees are the responsibility of the parent or student. Fees may be waived if proper application is made by an eligible student.

**P. SNOWBALLING:** There is to be no snowballing on school grounds.

**Q. STANDARDIZED TESTING:** Students and parents/guardians should be aware that some grade levels will take standardized tests in the spring and/or fall. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

**R. STUDENT RECORDS:**

**Rules and Regulations Governing School Student Records** - Pleasant Hill CUSD has on file in the office of the JH Principal and the Dean of Students detailed copies of policies relating to student records, the "HIPPA" "FERPA" and other policies for examination by interested or concerned parties.

**1. Types of records:** Permanent Records shall consist of: Students and parents names and addresses, birth date and place, gender; grades, class rank, graduation date, grade level achieved, scores on ACT and SAT examinations; attendance record; accident reports and health records; record of release of permanent records.

Temporary records may consist of: Family background information; intelligence test scores, aptitude and achievement test scores; reports of psychological evaluations; participation in extra-curricular activities; honors and awards; teachers anecdotal records; disciplinary information; special education files; any verified reports or information from non-educational person, agencies or organizations of clear relevance to the education of the student; list of supportive services; and record of release of temporary record information.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: the right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to

inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. Maintenance:** A review of student records will be made every four years, or upon a student's change in attendance centers, whichever occurs first.

Permanent records will be kept no fewer than 5 years. Temporary records of a handicapped student may be transferred to the parent or student after five years of withdrawal or graduation if they so desire.

**3. Emergency release of information:** Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and or safety of the student or other persons. Parents will be notified as soon as possible of the information released, date of release, the person, agency, or organization receiving the information, and the purpose of the release.

**4. Release of information:** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member(including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving or an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The school will grant access to information in school student records to persons authorized or required by state or Federal law to gain such access upon proper identification and a copy of the statute authorizing such access. The parent will receive prior written notice. If more than 25 students are involved, local newspaper notice will be given.

The school will grant access to, or release information from, student records without parental consent or notification: to an employee or official of the school district or State Board of Education, provided they have a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest; to any person for the purpose of research, statistical reporting, or planning, provided that: (a) such person has the permission of the State Superintendent

of Education: and (b) no student order, provided that the procedures outlined in Illinois Rev. Stats. 1975, Ch. 122, Article 50-6 (a), (5) are observed.

Any release of information other than specified this article II, requires the prior, specific, dated written consent of the parent.

**5. Directory information:** Limited to: name, address, gender, grade level, birth date and place, and parent's names and addresses; academic awards, degrees, and honors: information in relation to school sponsored activities, organizations and athletics; major field of study; and period of attendance in the school. This may be released to the general public, unless a parent requests otherwise.

**6. Implementation:** Pleasant Hill Community Unit District Number 3 of Pike and Calhoun Counties has adopted the above policies and procedures in compliance with the Illinois School Student Record Act of 1975.

Medical Records - All freshmen and students from other states are required by state law to have a copy of a physical exam on file.

Withdrawal and Transfer - Students withdrawing from high school or transferring must complete all required forms. These forms are available in the high school office. Student records and transcripts may be held by the office if student fees are not paid in full and school property returned in good condition.

Protocol for responding to students with social, emotional, or mental health problems - Staff members are directed to refer a student suspected of having social, emotional, or mental health problems to the building-level Student Support Committee that is annually appointed by the building principal. The committee reviews information about referred students, including prior interventions, and suggests appropriate steps for the referral and follows up.

**S. USE OF TELEPHONE:** The office phone can be used by students only before and after school or at noon for emergency only.

The purpose of this policy is to keep distraction to a minimum, maintain order and to promote a positive learning environment. **Cell phones and other personal communication or entertainment devices should be left in lockers. They may not be possessed, displayed or used during class time, study halls or passing periods.** Students who document a medical condition that requires the use of a personal communication device must make arrangements with the office and provide a written note from a licensed physician.

Consequences for cell phone usage other than stated above are the following:

First Offense	Warning (written or verbal)
Second Offense	Detention (before or after school, discretion of Principal/Dean)
Third Offense	Detention and parent will be called to pick-up student phone
3 or more Offenses	Detention and parent will be called to pick-up student phone and will not start at first offense if multiple offenses

## **A LAST REMINDER**

Remember, your school record here will follow you all your life-- make it a good one! Do not get into trouble by doing something you know you shouldn't do, even though someone else may have done it and was not caught. Remember, your conduct here is reported to future colleges, employers, etc., as well as your grades. Make your record the best possible in every way. Good luck and best wishes.



## HIGH SCHOOL INFORMATION & POLICIES:

### ACADEMIC AWARDS

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

- These awards will be given at the Annual All School Awards Banquet. Students should be aware of the criteria for eligibility for the award.
- A student must have completed the minimum number of courses in the “New Basics” defined as English, math, science, social studies, foreign languages and computer science.
- To earn an academic award the student must have attained the cumulative specified grade point average for the year in school and must also have completed the required number of “New Basic” courses as defined above.
- The grade point earned is on a four point weighted scale. The student must have earned the grade point accumulated since that student entered high school.

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

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

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

### ACTIVITIES & ORGANIZATIONS

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

*Major Performances* - Winter and spring concert.

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

DOES NOT PERFORM - Grade will be dropped 2 grades for that marking period.

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

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

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

## **ATHLETICS**

All students interested in athletics are invited to participate in the various school programs. Student participation will be governed by I.H.S.A. rules and additional rules of PHHS as later listed under school rules and regulations.

**Cheerleaders** - Eligible candidates “try out” before a neutral panel and are selected by their total point score.

I.H.S.A. rules and local rules regarding grades and eligibility for athletes will apply to cheerleaders. Cheerleaders shall attend all games and be present at the beginning of the first game of the evening. At games away from home, they must go as a group under the supervision of the cheerleader sponsor. Any exception must be cleared through the school office before the game.

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

## **AWARDS**

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

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

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

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

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

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

- Students will be selected by the teachers of Pleasant Hill High School on standards established by the DAR (Daughters of the American Revolution).
- The cash award is to be used only for further education of the said winners and shall be equally divided between said boy and girl winner.

- Cash awards will be made only when recipient can show evidence of enrollment in a course of study beyond the high school level.
- Recipients will make application for such award to the Secretary of the Pleasant Hill Board of Education.

**National Arion Foundation Award** - Given to the outstanding vocal and instrumental musician of the Senior Class.

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

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

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

### **BELL SCHEDULE**

#### REGULAR DAY

First Bell	8:10
1 <sup>st</sup> Hour	8:15-8:57
2 <sup>nd</sup> Hour	9:00-9:42
3 <sup>rd</sup> Hour	9:45-10:27
4 <sup>th</sup> Hour	10:30-11:12
Lunch	11:12-11:42
5 <sup>th</sup> Hour	11:45-12:27
6 <sup>th</sup> Hour	12:30-1:12
7 <sup>th</sup> Hour	1:15-1:57
8 <sup>th</sup> Hour	2:00-2:42
Study Hall	2:45-3:06

#### SHORT DAY

First Bell	8:10
1 <sup>st</sup> Hour	8:15-8:53
2 <sup>nd</sup> Hour	8:56-9:34
3 <sup>rd</sup> Hour	9:37-10:15
4 <sup>th</sup> Hour	10:18-10:56
Lunch	10:56-11:26
5 <sup>th</sup> Hour	11:29-12:07
6 <sup>th</sup> Hour	12:10-12:48
7 <sup>th</sup> Hour	12:51-1:29
8 <sup>th</sup> Hour	1:32–2:10
Chromebook Return	– 2:13-2:15

### **COURSES OFFERED**

Algebra I, II	English 101^, 102^ (JWCC dual credit)
American History	French
Anatomy & Physiology*	Geometry
Applied Biology	*Health
Applied Computer Communications	Intro to Psychology^ (JWCC dual credit online)
Band	Physical Education
Biology I, II	Physical Science
Calculus^	Physics^
Chemistry^	Pre-Algebra
Chorus	Pre-Calculus
*College Algebra^ (JWCC dual credit online)	*Resource Management
Consumer Math	*Safety Ed/Driver’s Ed.
Earth Science	Spanish I, II
Economics	*Trigonometry^ (JWCC dual credit online)
*Elementary Statistics^ (JWCC dual credit)	World Geography
English I, II, III, IV^	World History

**VOCATIONAL COURSES**  
**Agriculture, Business, Family & Consumer Science**

Accounting I  
\*Adult Living  
Agri-business Mgmt.  
Agri-business Operations  
Agricultural Science  
Animal Science  
Basic Art  
\*Basic Computers  
\*Business Orientation  
\*Child Development  
\*Clothing & Sewing  
\*Computer Applications  
\* 1 Semester  
~Special Arrangement  
^Weighted Class

Construction Trades I, II  
Foods & Nutrition I, II, III  
Intro to Ag  
Intro to FACS  
\*Landscaping & Turf Management  
\*Living Environment  
Mechanics Welding I, II  
\*Parenting  
SAEP I, II, III, IV  
~Web Design  
Woodworking  
Yearbook

Minimum load for 2018 – 2019 academic subjects is five courses. (Any exceptions will depend on subjects taken and ability.)

**Graduation Requirements & Curriculum** - There are three sets of criteria to follow for graduation and university entrance requirements. They are the ones for graduation set by the State Board of Education and the one set locally by the Pleasant Hill Board of Education. In addition to the two previously mentioned earlier, there is also a different set of requirements which a student must meet to enter a state university or junior college.

Listed on pages 43-44, you will find the requirements for each. To graduate from Pleasant Hill High School you must meet the first two. All students are required to carry a minimum of five academic units of work and daily physical education (1/4 credit each year) with certain exceptions for P. E. which are mentioned elsewhere.

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

**DISCIPLINE OPTIONS**

Discipline may include but not limited to, special assignment, community service, counseling, withdrawal of privileges, supervised study, detention, parent conference, in-school suspension, out-of-school suspension and expulsion from school for the remainder of the semester.

- A. **Detention:** Detention is served before school or at the discretion of the Dean of Students. Any student who skips or fails to inform the administration that they can't serve then they will have an in-school suspension or lunch detention the following day.
- B. **In-School Suspension:** In-School suspension will be held in a room where the student must stay in a room by themselves. The student will not be allowed to use a cell phone, head phones, or any other electric devices. The student will be provided with a school

lunch. The student will be able to do homework while in I.S.S. and will get credit for his or her work. If the student gets more than four demerits or destroys school property while in I.S.S., they will earn another day of I.S.S.

- C. **Out of School Suspension:** During out of school suspension the student may not attend school or any school related extracurricular activities until the punishment has been completely served. Credit for his or her homework during O.S.S. will be at the discretion of the Dean of Students.
- D. **Corporal Punishment:** Corporal punishment is not used by Pleasant Hill Community Unit #3 Schools. However, a teacher or school employee may use reasonable force as needed to maintain safety for the other students, school personnel or persons for the purposes of self-defense or the defense of property.

### **ELIGIBILITY FOR STATE TESTING PROGRAMS**

Students with fewer than eleven credits (junior standing) will not be eligible for the series of state tests given in the spring.

#### **Class Standing Reference:**

Freshmen: 0-5 Credits

Juniors: 11-15 Credits

Sophomore: 6-10 Credits

Seniors: 16 or More Credits

Students scoring at the meets or exceeds level on the examination are entitled to wear an honor cord at graduation.

### **EXTRA-CURRICULAR ELIGIBILITY**

The Pleasant Hill Board of Education believes that it has a responsibility to provide a comprehensive and well-rounded educational program for all students. A vital part of that program is the extracurricular schedule of activities. The Board feels, however, that a student must be satisfactorily performing academically before taking on the additional load of extracurricular activities. Therefore, the Board establishes the following policy regarding student eligibility.

A. All students must meet the minimum eligibility standards as set for by the Illinois High School Association Athletic Bylaws 3.000.

1. They shall be doing passing work in at least fifteen credit hours of high school work per week.
2. They shall not have graduated from any four year high school or its equivalent.
3. Passing work shall be defined as work of such a grade that if on any given date students would transfer to another school; passing grades for the course would immediately be certified on their transcript to the school to which they transfer.
4. They shall, unless they are entering high school for the first time, have credit on the school records for fifteen credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted, in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received; or under special arrangements approved by the Board of Education and certified to the Board of Directors in the event

delay in completion of the work is due to disabling illness of the students or their immediate family.

5. Work taken in junior college, college or university or by correspondence may be accepted toward meeting the requirements of this Section, provided it is granted credit toward graduation from high school by the local Board of Education.

**B.** In addition to the foregoing requirements of the IHSA, the Pleasant Hill Board of Education adopts these additional requirements.

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

**Example:** A student earns an "F" on Friday. He may not participate in interscholastic contest but he may practice.

The Student received another "F" on the second Friday. The same situation applies as before. He may not participate the next week in an interscholastic contest but he may practice.

On the third Friday the student receives an "F". During the following week he may not participate in an interscholastic activity and he also may not practice. When he no longer is receiving "F's" the student may resume participation and practice.

2. Students with F's will be declared ineligible for a minimum of one week. If at the end of one week a student has a passing grade he/she will regain eligibility with respect to the procedures following this section.
  - a. Grade sheets will be passed among teachers on Thursday of each week. Teachers are to indicate grades of F and D for the quarter to date.
  - b. The eligibility list will be prepared on Friday of each week.
  - c. Ineligibility begins on Monday and continues through the following Sunday.
  - d. Students who regain eligibility will be allowed to participate after one full week of ineligibility.
  - e. Grades are a reflection of a student's academic work done in the classroom. Students who are on the bonus list will be suspended temporarily for each week they are on the "F" and/or "D" lists
  - f. Students eligibility will be determined for week 10 by grades turned in on Thursday of the ninth week.

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

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

## GRADES

The following scale is used for grading:

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

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

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

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

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

*Credit for Alternative Courses and Programs, and Course Substitutions - Correspondence Courses:* A student enrolled in a correspondence course may receive high school credit for work completed, provided:

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

A maximum of 6 units of credit may be counted toward the requirements for a student’s high school graduation.

*Distance Learning Courses, Including Virtual or Online Courses -* A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

- The course is offered by an institution approved by the superintendent or designee;
- The course is not offered at the student’s high school;
- The student assumes responsibility for all fees (including tuition and textbooks); and
- The building principal approves the course in advance.

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

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

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

### **GUIDANCE & COUNSELING**

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

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

### **HIGH SCHOOL CURRICULUM**

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

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

The suggested agricultural program content and course sequences in this program are designed to provide four years of exploratory courses. They are designed to expose students to a variety of occupations and provide basic skill development to enable students to make meaningful



decisions regarding further study in agricultural education occupations. The 11<sup>th</sup> and 12<sup>th</sup> grade skill development courses are designed to provide students with the opportunity to develop salable, job entry-level skills or to prepare for further skill development at the postsecondary level and beyond.

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

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

**Driver's Education, Health and Physical Education** - The Driver's Education, Health and Physical Education program serves students with a wide range of physical and academic needs and interests. The program provides opportunities for students to develop decision-making, safe-driving, physical, and recreational skills that lead to healthy lifestyles. The students will be prepared to assume responsibility for their wellness and citizenship.

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

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

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

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

**Foreign Language** - Foreign language students will acquire language skills and concepts, which include listening, speaking, reading, writing, grammar and culture. Problem-solving and critical thinking skills are enhanced through the manipulation of grammar, translation, the acquisition of

idiomatic expressions, and by comparing and contrasting languages. Spanish I and II are offered each year.

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

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

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

Because continuity is important in the study of mathematics, it is advantageous for the college-bound student to take a course in mathematics every year of high school. Any student who studies Algebra as a freshman, but does not plan to study Calculus as a senior is not preparing for success in college. Eighth grade students who think Calculus will be too difficult for them in four years should seriously consider taking "Introduction to Algebra" in ninth grade so that four years of high school math will be possible. It is highly recommended that all math students have a scientific calculator. Calculus students should have a T. I. 83 Plus.

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

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

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

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

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

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

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

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

### **HIGH SCHOOL REQUIREMENTS**

All students graduating from Pleasant Hill High School must have successfully completed 22.5 academic credits including the following course work:

- 4 credits in English
- 2 Social Studies, one must be U. S. History
- 3 Science
- 3 Math
- ½ Driver's Education
- ½ Computer Applications
- ½ Resource Management
- ½ Health
- ½ Civics (for 2020 classes and beyond)

Juniors and Seniors may substitute athletics during the semester involved. Exemptions may be granted by the administration for courses needed for local graduation or to qualify for college entrance. P. E. is required of all students unless they meet these exceptions. Students must have four years of physical education.

### **ILLINOIS STATE BOARD OF EDUCATION HIGH SCHOOL REQUIREMENTS**

Put in place in 2005, Illinois' more rigorous graduation requirements have been phased in since the law took effect. (105 ILCS 5/27-22, 27-22.05, 27-22.10). As a pre-requisite to receiving a high school diploma, each pupil entering the 9<sup>th</sup> grade after 1984-85 must, in addition to other course requirements, successfully complete the following courses:

- 4 years of language arts (2 years of writing-intensive courses)
- 3 years of mathematics, one of which may be Algebra 1 and one of which must include geometry content
- 2 years of science
- 2 years of social studies, of which at least one year must be history of the United States or a combination of the history of the United States and American government
- 1 year chosen from music, art, foreign language, or vocational education.

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

**Driver's Education** - *Sophomores will be enrolled in driver's education first, followed by freshmen based on date of birth. There is a \$50 fee for this course.*

### **SCHOOL SONG**

Cheer Cheer for ole PH High  
Shake down the echoes cheering her name  
Send some royal cheer on high  
Shake down the thunder from the sky  
What though the odds be great or small  
Ole PH High will win over all  
While our loyal sons are marching onward to victory

**School Colors:** Blue and Gold

**School Team Name:** Wolves

### **STATE OF ILLINOIS BOARD OF HIGHER EDUCATION REQUIREMENTS TO ENTER A PUBLIC UNIVERSITY**

The State of Illinois Board of Higher Education hereby announces that it has established statewide minimum admission standard for public colleges and universities in Illinois. The following high school subjects will be required for freshman entering community college transfer programs and public universities in the fall of 1993.

#### **Minimum Requirements:**

- 4 units English (emphasizing written and oral communications and literature)
- 3 units Social Studies (emphasizing history and government)
- 3 units Mathematics (introductory through advanced algebra, Geometry, trigonometry, or fundamentals of Computer Programming.
- 3 units Science (laboratory science)
- 2 units Foreign Language\*, music, art (not required by all colleges)

### **STUDENT COUNCIL**

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

### **STUDENT LOUNGE**

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

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

## TRADITIONS

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

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

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

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

## HIGH SCHOOL REGULATIONS:

**A. BONUS LIST:** A bonus list will be established at the end of the first grading period. Those students who have received no D's or F's will be excused from enrichment if they observe the following rules. Students who have been assigned five detentions during a semester will be removed from the bonus list for the rest of the semester. Requirements to be on the bonus list are subject to change at the Principal's discretion.

1. They must go to their enrichment for roll call every day.
2. Upon leaving their enrichment students are to go directly to the large gym or the computer lab.
3. Students must make arrangements prior to the beginning of enrichment periods for change, etc. Bonus students must not be in the halls during class time except to move from the study hall. Students using the rest room during their bonus hour must have a signed handbook pass in their possession while in the halls.
4. Students who violate the above may be removed from the bonus list for the remainder of the year.
5. The bonus list may be suspended at any time the staff feels it is being abused and is no longer effective.

**B. CAFETERIA:** Students must eat in the time assigned to them. Students are not to eat food or drinks any place other than the cafeteria or student lounge. Other lunch arrangements must be made with the office.

**C. CARS:** Students are not allowed to use their cars during the school day except by mutual agreement between parents and the school.

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

Students who drive cars to school must have a vehicle agreement form on file in the high school office. This form is signed by the student, the parents and a school official. Forms may be picked up in the high school office.

**D. CLASS PERIOD:** Class periods will consist of 45 minutes in length. Refer to the bell schedule near the end of this book.

**E. COLLEGE DAYS FOR UPPER LEVEL STUDENTS:** Juniors may have one excused absence in the 2<sup>nd</sup> semester only. Seniors may have a total of two excused absences. These absences are *solely* for the purpose of visiting a college of their choice. Such days may not be taken on days that major tests are scheduled or during the last week of school. Any class work missed must be made up in advance. All visits should be arranged as far ahead as possible. Forms for taking college days may be picked up in the office and must be returned to the guidance department.

**F. COMPETITIVE FOODS:** Federal regulations prohibit the sale to students of certain restricted foods on school premises until after the school's last lunch period. Some non-restricted foods will be available for consumption in the student lounge before and after school and during bonus hours.

**G. DISPLAY OF AFFECTION:** Holding hands and other forms of affection have no place in or on school property during the school day or at school activities.

**H. FREE TIME BEFORE SCHOOL AND DURING THE NOON HOUR:** Students may use the student lounge or small gym. The halls and stairs must be kept open at all times so as not to obstruct the passage of traffic. Students may not sit on the floor in front of their lockers at any time. Students are also not to congregate in or obstruct the areas around doorways or rest rooms.

**I. HOMEWORK:** It is the general policy for most subjects for a limited amount of work to be completed outside of the regular classroom. Some of this work can be completed during study hall periods, but it will be necessary for some of this work to be completed at home.

**J. LIBRARY:** The purpose of the library is to provide a time and place for the students to complete classroom assignment, to study and to use the facilities that a modern library has to offer.

**K. MAKE UP WORK AFTER AN ABSENCE:** The students should contact each teacher immediately upon returning to school and find out what assignments and tests are to be completed. It is the responsibility of the student to find out what assignments and tests are to be completed. It is the responsibility of the student to find out the assignments from the teacher. Students have two school days to make up each day's absence. If a student has an extended absence of five (5) consecutive school days or more; the family must contact the building principal for the appropriate schedule for turning in make-up work. Longer time periods for make-up work will be possible only

with the approval of the teacher involved and generally must be as a result of extraordinary circumstances.

**L. OFFICIAL SCHOOL PHOTOGRAPHER:** The official school photograph for the school annual and the school composite must be taken by the official school photographer, resulting in a more uniform display of school graduates. This will apply to seniors only.

**M. PHYSICAL EDUCATION:** Each student is required to take physical education. The type of dress required is gym shoes and the school provided uniform.

Physical examinations are prescribed by the Department of Public Health, and shall be required of all pupils in the public schools, except as hereinafter provided, anytime within 6 months prior to their entrance into kindergarten or the first grade, and upon entrance of the 5th and 9th grades. Additional health examinations of pupils may be required when deemed necessary by the authorities.

**N. PHYSICAL EDUCATION EXEMPTION POLICY:** It shall be the policy of Pleasant Hill Unit School District No. 3 that students in grades 11 and 12 may request exemption from physical education for the following reasons;

1. The student is determined to be participation in interscholastic athletics as certified by the appropriate district personnel. If a student drops from an athletic team they will return to P. E. class.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred with the deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

"Heavy" course work, "full" schedules, desire to have a study hall for bonus hour use, etc. are not sufficient reason for granting an exemption.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements. Approvals of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant.

**O. SCHEDULES:** Student schedules have been organized based on their spring registrations. Students will not be allowed to change classes from their original selection without parental permission. They may drop a subject after the second week of instruction and then only with the permission of their parents and after a conference with the teacher and the counselor. **Courses dropped after two weeks will be recorded as semester F's on the students' permanent record.**

*Release from Study Hall for work.* To be excused from afternoon study hall for work a student must meet the following criteria:

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

**P. SEMESTER TESTS:** All students will be required to take semester exams. There are no longer ANY exemptions. If a student fails to do so, they will receive a failing grade for the semester and will receive no credit for that semester's class.

### **JUNIOR HIGH INFORMATION AND POLICIES**

**A. ARRIVAL TIME:** Unless your student participates in the school breakfast program, he/she should not arrive at school before 8:00 a.m.

The breakfast program in the all-purpose room operates from 7:30 - 8:00 a.m. Due to early classes in the all-purpose room, breakfast will end at 8:00 a.m. SHARP!

All students are to be dropped off and picked up in the front circle.

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

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

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

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

**C. AWARDS:** The following three categories are used for **HONOR ROLL:**

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



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

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

#### **D. CAFETERIA RULES AND REGULATIONS:**

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

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

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

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

1. Raise hand before speaking.
2. Stay in seat unless permission is given to be out.
3. No gum, candy, soda, or food consumed in building. (*Teacher's discretion*)
4. Students will show respect for property of school and other students (no writing on or defacing of lockers, desks, books, etc.).
5. Students should be in their assigned seats before the bell rings.
6. Students are to work only on homework from the present class unless teacher gives permission otherwise.
7. Middle School only - no book bags allowed in the classroom.
8. No wooden or aluminum bats, or hard baseballs allowed at school.
9. Students at the elementary school are not allowed to fraternize with students from the high school or elementary during the lunch hour.
10. The following are among the things **not** permitted at Pleasant Hill: liquor, tobacco in any form including electronic cigarettes, non-prescription drugs (also look-alikes and drug paraphernalia), knives, guns, or other weapons, roller skates, and public displays of affection, stealing, or fighting. Exceptions will be determined by the staff and administration. Bringing sports equipment from home is discouraged.

11. No cursing, teasing, harassing, or derogatory remarks concerning other students or staff.
12. Cell Phones, I-pods, MP-3 players, etc.:
  - 1st violation - pick up the phone in the office at the end of the day
  - 2nd violation - phone will be held in the office, plus detention
  - 3rd violation - detention and parents pick up the cell phone
13. All electronic devices - the school is not responsible for theft - place all electronic devices in your locker before school.

These and other directions from teachers and staff are expected to be followed. Depending upon the seriousness of the infraction, violations of this code of conduct could be handled in the following way:

- First violation:* Student warned.  
*Second violation:* Will call to inform parents of infraction.  
*Third violation:* After school detention and parents informed of infraction.  
*Fourth violation:* A meeting with parents, student, principal and teacher.

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

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

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

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

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

1. If a student is failing to make progress, the parents must be notified early so that the school and home may cooperate in helping the student achieve greater success. During

- the first semester, if a teacher feels as if a student could be retained, they need to make parental contact by telephone. It is recommended that all phone calls be documented.
2. Before the end of the first semester, a list of possible retention candidates needs to be given to the principal.
  3. Parent notification of possible recommendation to retain is to be given on or with the second quarter report card.
  4. *Light's Retention Scale* must be completed prior to the teacher/principal conference.
  5. Teacher will meet the principal to discuss possible retention before the third grading period.
  6. Teacher will meet with parent to discuss possible retention immediately following the teacher/principal meeting.
  7. A student retention fact sheet needs to be maintained by the teacher documenting data that substantiates the retention. Additionally, a parent letter must be on file for each student retained.
  8. Retentions will be decided with a parent/principal/teacher meeting before the end of the school year.

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

Dear Parent/Guardian and Student,

**PLEASE COMPLETE THE FOLLOWING FORM AND RETURN TO THE OFFICE:**

From: The Parent/Guardian of: (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_  
(4) \_\_\_\_\_  
(5) \_\_\_\_\_

To: Pleasant Hill Junior High and High School:

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Pleasant Hill CUSD #3 rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHOTO RELEASE PERMISSION SLIP**

As a parent or guardian of the student listed below, I hereby consent to the use of photographs / videography taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentations or broadcast via newspaper, internet or other media sources).

I do this with knowledge and consent, therefore I waive all claims for compensation for use or damages.

\_\_\_\_\_ Yes, I give consent for Pleasant Hill CUSD #3 to photograph / video my child for school purposes and/or at school events.

\_\_\_\_\_ No, I do not authorize Pleasant Hill CUSD #3 to photograph / video my child for any event.

Date \_\_\_\_\_

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

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Signature

**INTERNET ACCESS POLICY**

Required if the user is a student.

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will not hold the District, its employees, agents, or Board members responsible for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Date \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Signature

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



**CHROMEBOOK POLICY**  
Sign-off and Student Pledge

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

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

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

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

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





**Exhibit B – Authorization for Student Self-Medication Form**

(Required if student has authorization to self-administer asthma medication and/or an Epinephrine Auto-Injector)

School Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: \_\_\_\_\_

*Physician, Physician Assistant or Advanced Practice RN Authorization:*

I certify that this student has been instructed in the use and self-administration of their emergency asthma medication and/or Epinephrine auto-injector (or EpiPen®). He/She understands the need for the medication and the necessity to report to school personnel any utilization of the medication and/or any unusual side effects. He/She has been given instructions and is capable of using this medication independently.

1. Will this student self carry medication?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Will a second set of medication be kept in the health office at school?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Prescriber's Emergency Phone Number

\_\_\_\_\_  
Prescriber's Address

*Parent Authorization:*

I hereby authorize my son/daughter, to self administer the above referenced medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property. (We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.)

I agree to indemnify and hold harmless the School District, its Board of Education and the Board's members, officers, employees and volunteers from any claim, liability, loss or expense including reasonable attorneys' fees, suffered by any of the foregoing and arising out of a claim related directly or indirectly to my son/daughter's self-administration of the above referenced medication or brought by me, any other parent or guardian of my student or another student, or by or on behalf of my student or another student. We understand that the School District and foregoing individuals are to incur no liability as a result of any injury arising from the self-administration of medication, provided, however, this indemnity and hold harmless commitment does not apply to the willful and wanton conduct of the foregoing.

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

Student Authorization:

I agree to:

- Demonstrate correct use of the inhaler or Epinephrine auto-injector using a trainer/demonstrator to the registered nurse at school.
- Never share the inhaler or Epinephrine auto-injector with another person.
- Notify a teacher or other responsible adult if there is not marked improvement in my breathing within several minutes after two puffs of the inhaler.
- Immediately notify a teacher or another responsible adult if I use my Epinephrine auto-injector.

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