

PCHS

2023-2024

Student Handbook



Student Welcome to Pekin Community High School

The faculty and administration at Pekin Community High School extend to you a most cordial welcome. This handbook will serve as a guide to help you become quickly adjusted to the school building facilities, school policies, rules and regulations. The citizens of this district certainly express great faith in you, as they have invested large sums of money for the modern buildings and up-to-date equipment in order to provide you with the best possible educational opportunities. You will share the responsibility of helping to establish new traditions and to maintain the desirable traditions and customs. Therefore, your cooperation is very necessary if Pekin Community High School is to be the kind of educational institution in which you, your parents, the community, and all other citizens of this district will be proud. Pekin Community High School students are expected to attend school regularly, come to class prepared and on time, and accept responsibility for their education.

Within this handbook, information is provided to students and their families to acquaint them with the rules and procedures necessary for the orderly functioning of the school and to help promote student progress as well as the psychological and physical safety of the students. We hope this handbook will provide guidelines for success at PCHS and in the future. Good luck to you in your years at Pekin Community High School.

REMEMBER: *Wherever you are, whatever you do, you represent Pekin Community High School. READ THIS HANDBOOK AND REFER TO IT OFTEN AS YOU WILL BE HELD RESPONSIBLE FOR ITS CONTENTS.*

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 status of the rules, practices, and procedures as currently practiced and are subject to change.

PLEDGE OF ALLEGIANCE:

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

PCHS VISION:

Pekin Community High School provides a safe and engaging environment with passionate educators who support student growth through a wealth of opportunities.

PCHS MISSION:

In partnership with the community, we engage, prepare, and empower our students for a lifetime of success through diverse opportunities

MOTTO:

The opportunity is here. The fire is within.

SCHOOL SONG:

Dear old Pekin High School
We're all the same,
Winning or losing, we're always game.
So team together, we'll cheer forever
Pekin, Pekin, Rah! Rah! Rah!

SCHOOL COLORS:

Red & White

SCHOOL MASCOT

Dragon

SCHOOL EMBLEM

Our emblem is composed of Apollo's Torch, Mercury's Wings, the Book of Knowledge, and a Chinese dragon. Each of the parts of the emblem has a definite significance. The Torch lights our way to culture, refinement and knowledge; the Wings lend swiftness and physical strength to our intellectual and cultural growth; the Book of Knowledge symbolizes learning; and the Chinese dragon is a symbol of power. The combination of all of these symbolizes intellectual, cultural, and physical growth.



TABLE OF CONTENTS

| | |
|--|-------|
| <u>Absence Procedures</u> | 11-12 |
| <u>Access to Areas Containing Classrooms</u> | 38 |
| <u>Announcements</u> | 10 |
| <u>Asbestos Notification</u> | 36 |
| <u>Backpacks</u> | 25 |
| <u>Building/ Property Usage</u> | 32-33 |
| <u>Bulletin Boards & Displays</u> | 32 |
| <u>Calendar</u> | 6 |
| <u>Change of Name/Address/Phone</u> | 13 |
| <u>Class/Late Start Schedule</u> | 9-10 |
| <u>Counselor & Dean Assignments</u> | 8 |
| <u>Dragon Store</u> | 32 |
| <u>Discipline Procedures</u> | 13-25 |
| <u>Dress & Grooming</u> | 24-25 |
| <u>Driver Education-Classroom</u> | 31 |
| <u>Driving & Parking</u> | 22 |
| <u>Electronic Devices</u> | 20-21 |
| <u>Emergency Days/E-learning</u> | 35-36 |
| <u>Enrollment Requirements</u> | 27 |

| | |
|---|-------|
| Extra-Curricular | |
| Activities | 39-41 |
| Extra-Curricular Activities | |
| Code | 41-45 |
| FERPA/Student | |
| Health | 30 |
| Grading | |
| System | 29 |
| Graduation | |
| Ceremony | 28 |
| Guests | |
| | 10 |
| Hall Traffic & | |
| Passes | 27 |
| Harassment/ | |
| Bullying | 23-24 |
| Homebound | |
| Instruction | 34 |
| Homeless | |
| Students | 34 |
| IHSA Athletic | |
| Eligibility | 46-47 |
| Infection | |
| Protocol | 49 |
| Insurance | |
| | 11 |
| Isolated Time | |
| Out | 21 |
| JROTC | |
| | 39 |
| Library Media | |
| Services | 33 |
| Life | |
| Safety | |
| | 35 |
| Locks & | |
| Lockers | |
| 32 | |
| Loitering | |
| | 26 |
| Lost & | |
| Found | |
| .26 | |

| | |
|--|-------|
| Lunch Periods/ | |
| Expectations | 25-26 |
| Make-up | |
| Work | 1 |
| 3 | |
| Nurse | |
| | 33 |
| Off- Campus | |
| Behavior | 22 |
| Parent & Student Skyward | |
| Access | 10 |
| Phone | |
| Numbers | |
| .. | 8 |
| Physical | |
| Education | 38-39 |
| Progress Reports/Report | |
| Cards | 29 |
| Records | |
| | 30 |
| Rights Pertaining to | |
| Surveys | 31 |
| Safety | |
| Glasses | |
| ... | 27 |
| Schedule | |
| Changes | 32 |
| School District | |
| Organization | 7 |
| School | |
| Elevators | |
| . | 33 |
| School Officials | |
| | 8 |
| Selling & | |
| Soliciting | 3 |
| 3 | |
| Skyward Blast | |
| System | 10 |
| Social | |
| Media/Websites | |
| 8 | |

| | |
|---|-------|
| Social | |
| Probation | |
| | 19 |
| Special | |
| Education | 34 |
| Stolen | |
| Articles | |
| | 26 |
| Student Assignment & Classification | 27-28 |
| Student | |
| Assistants | 2 |
| | 7 |
| Study Hall | |
| Procedures | 38 |
| Student | |
| IDs | |
| | 26 |
| Suicide and Depression Awareness and Prevention | 34 |
| Tardies | |
| | 19 |
| Title | |
| IX/Non-Discrimination | 3 |
| | 4 |
| Transportation | |
| | 37 |
| Truancy | |
| | 19 |
| Withdrawal/Transfer | |
| | 31 |

PEKIN COMMUNITY HIGH SCHOOL DISTRICT 303
2023-2024 TENTATIVE DISTRICT CALENDAR

2023 (82 days of student attendance first semester)

AUG 21 Mon NO CLASSES – Teacher’s Institute **No. 1**
22 Tue NO CLASSES – Teacher’s Institute **No. 2** / Dragon Day
23 Wed **First Student Attendance Day**
29 Tue Open House

SEP 04 Mon NO SCHOOL – Labor Day
08 Fri School Improvement Day #1 – Period 1 Begins @ 10:00 a.m
22 Fri School Improvement Day #2 – Period 1 Begins @ 10:00 a.m

OCT 06 Fri School Improvement Day #3 – Period 1 Begins @ 10:00 a.m
09 Mon NO SCHOOL - Columbus Day
19 Thu School Improvement Day #4 – Period 1 Begins @ 10:00 a.m / Parent/Teacher Conferences 5:00 - 8:00 p.m. 20 Fri NO CLASSES
- Parent/Teacher Conferences 8:00 – 11:00 a.m.

NOV 03 Fri School Improvement Day #5 – Period 1 Begins @ 10:00 a.m
17 Fri School Improvement Day #6 – Period 1 Begins @ 10:00 a.m
22-24 Wed-Fri NO SCHOOL – Thanksgiving Break

DEC 01 Fri School Improvement Day #7 – Period 1 Begins @ 10:00 a.m
15 Fri School Improvement Day #8 – Period 1 Begins @ 10:00 a.m
21 Thu **Last Student Attendance Day for First Semester**
22 Fri NO CLASSES – Teacher’s Institute **No. 3**
Dec 25 - Jan 05 NO SCHOOL – Winter Break

2024 (94 days of student attendance second semester)

JAN 08 Mon NO CLASSES – Teacher’s Institute **No. 4** – Beginning of Second Semester **09 Tue First Student Attendance Day**
12 Fri School Improvement Day #9 – Period 1 Begins @ 10:00 a.m
15 Mon NO SCHOOL – Martin Luther King, Jr. Day
26 Fri School Improvement Day #10 – Period 1 Begins @ 10:00 a.m

FEB 09 Fri School Improvement Day #11 – Period 1 Begins @ 10:00 a.m
19 Mon NO SCHOOL – Presidents’ Day
22 Thu Parent/Teacher Conferences 5:00 - 7:00 p.m.
23 Fri School Improvement Day #12 – Period 1 Begins @ 10:00 a.m

MAR 08 Fri School Improvement Day #13 – Period 1 Begins @ 10:00 a.m
22 Fri School Improvement Day #14 – Period 1 Begins @ 10:00 a.m
Mar 29 – Apr 05 NO SCHOOL – Spring Break

APR 08 Mon Classes resume following Spring Break
12 Fri School Improvement Day #15 – Period 1 Begins @ 10:00 a.m
26 Fri School Improvement Day #16 – Period 1 Begins @ 10:00 a.m

MAY 04 Sat Prom
10 Fri School Improvement Day #17 – Period 1 Begins @ 10:00 a.m
14 Tue Seniors Last Day of School
17 Fri Graduation
24 Fri School Improvement Day #18 – Period 1 Begins @ 10:00 a.m
27 Mon NO SCHOOL – Memorial Day
30 Thu Last Student Attendance Day for Second Semester

In the case of an Emergency (weather-related or otherwise) no more than two days in a row will be deemed E-Learning Days; any days needed past the 2nd day would be traditional Emergency Days, which have to be made up at the end of the year. In addition, if there is a need to use more than 5 E-Learning Days, each one will have to be made up. Although rare, the end date of the school year could be extended. The last possible date for the 23-24 school year could be June 6, 2024.

SCHOOL DISTRICT ORGANIZATION

PEKIN COMMUNITY HIGH SCHOOL EDUCATIONAL PHILOSOPHY

We, the members of the Board of Education of District 303, as legal officials of the State of Illinois, duly elected by the people of our District, are obligated to the youth and adults of our District to ensure that their educational needs are met in the best possible manner. We will exhibit leadership in all endeavors to improve the District's educational program and facilities. We believe that the educational program should provide each student with the opportunity to develop to their fullest capacity in the areas of mental, physical and emotional needs. We feel that the following statements should be the goals of a well-rounded education. Each student should:

1. Attain, commensurate with their abilities, their optimum proficiency in language arts, mathematics, biological and physical sciences, social studies, fine arts and physical development and health.
2. Develop an ethical sense which will help manifest tolerance, kindness, justice to all others and responsibility for their actions.
3. Develop an appreciation for their role in the family and in civic groups.
4. Develop skills for effective participation in the democratic processes.
5. Develop knowledge and understanding of their natural environment.
6. Develop economic competence as a consumer.
7. Develop saleable skills and vocational competence.
8. Explore and develop an appreciation of the arts.
9. Develop wise use of leisure time.
10. Develop zeal for continuous learning and self-improvement.
11. Be exposed to the world of work.

We will strive to provide the citizens of this community with the most complete educational program possible. Every effort will be made to:

1. Provide the highest moral, ethical and professional leadership.
2. Secure, in the judgment of the school board, the best personnel available.
3. Inform the employees of any actions of the Board of Education pertinent to their particular interests.
4. Make the best use of the physical plant that was provided by the taxpayers.
5. Advise and inform the public from time to time of all school activities and seek their advice.

Pekin Community High School operates under a policy of non-discrimination of educational opportunities.

IMPORTANT PHONE NUMBERS

| | | |
|---------------------------------|---------------------|----------|
| Principal | Mr. Schmieg | 477-4331 |
| Assistant Principal | TBD | 477-4330 |
| Assistant Principal | Mrs. Vietti | 477-4220 |
| Assistant Superintendent | Dr. Coussens-Martin | 477-4228 |
| Superintendent | Dr. Owens | 477-4222 |
| Athletic Director | Mr. Stoner | 477-4233 |
| Special Ed. Program Coordinator | Mrs. Walraven | 477-4270 |
| Special Ed. Coordinator | Mrs. Saur | 477-4304 |

Attendance/Discipline

| | | |
|--|---------------|---------------|
| Attendance Clerk | Mrs. Gum | 477-4232/4395 |
| Dean A-E | Mrs. Gilles | 477-4335 |
| Dean F-K | Mr. Hiles | 477-4333 |
| Dean L-R | Ms. Del Valle | TBD |
| Dean P-Z | Ms. Siefken | 477-4230 |
| Assistant AD / Dean | Mr. Pesch | 477-4349 |
| Police Liaison Officer | Officer Smith | 477-4369 |
| Home to School Liason | Mrs. Wilder | 477-4246 |
| Illinois Safe2help Crisis or Threat Reporting Number | | 844-472-3345 |

Counselor's Office

| | | |
|-----------------------|----------|----------|
| Counselor's Secretary | Ms. Coon | 477-4336 |
|-----------------------|----------|----------|

Counselor—Listed by Student's Last Name

| | | |
|-------|----------------|----------|
| A-CD | Mrs. Gallinger | 477-4339 |
| CE-FL | Mrs. Orrick | 477-4338 |
| FM-HO | Ms. Johnson | 477-4340 |
| HP-MA | Ms. Reed | 477-4239 |
| MB-P | Mrs. Bisping | 477-4243 |
| Q-ST | Mrs. Black | 477-4287 |
| SU-Z | Mrs. Slover | 477-4237 |

College and Career Advisor

| | |
|---------------|----------|
| Mrs. Anderson | 477-4344 |
|---------------|----------|

Career and Community Liaison

| | |
|------------|-----|
| Mr. Steger | TBD |
|------------|-----|

Nurse's Office

| | |
|-------------|-------------------|
| Mrs. Forbes | 477-4213/477-4217 |
|-------------|-------------------|

Teachers

Use the staff directory found at www.pekinhigh.net for teacher and counselor contact information. Call or email to arrange a conference. Teachers are in their classroom for conferences, help, and make-up work starting at 7:30am.

Websites/Social Media Links

www.pekinhigh.net
<https://www.facebook.com/pchsdragons>
<https://twitter.com/PCHSDragons>

CLASS PERIOD SCHEDULES

Regular Daily Schedule

| | |
|-------------|-------------------------------|
| EB | 6:55 - 7:43 |
| 1 | 7:50 - 8:38 |
| 2 | 8:45 - 9:33 |
| 3 | 9:40 - 10:28 |
| 4 | 10:35 - 11:23 |
| 5A Sequence | 11:23 - 11:57 Lunch |
| | 11:57 - 12:23 Advisory Period |
| | 12:23 - 1:11 Class |
| 5B Sequence | 11:29 - 11:49 Advisory Period |
| | 11:49 - 12:23 Lunch |
| | 12:23 - 1:11 Class |
| 5C Sequence | 11:29 - 12:17 Class |
| | 12:17 - 12:51 Lunch |
| | 12:51 - 1:11 Advisory Period |
| 5D Sequence | 11:29 - 12:17 Class |
| | 12:17 - 12:43 Advisory Period |
| | 12:43 - 1:17 Lunch |
| 6 | 1:17 - 2:05 |
| 7 | 2:12 - 3:00 |

School Improvement Late Start Schedule and Dates

Note Sequence of Classes: 1, 2, 3, 5, 4, 6, 7

| | |
|-------------|-------------------------------|
| EB | 9:27 - 9:53 |
| 1 | 10:00 - 10:26 |
| 2 | 10:33 - 10:59 |
| 3 | 11:06 - 11:32 |
| 5A Sequence | 11:32 - 12:06 Lunch |
| | 12:06 - 12:32 Advisory Period |
| | 12:32 - 1:19 Class |
| 5B Sequence | 11:38 - 11:58 Advisory Period |
| | 11:58 - 12:32 Lunch |
| | 12:32 - 1:19 Class |
| 5C Sequence | 11:38 - 12:25 Class |
| | 12:25 - 12:59 Lunch |
| | 12:59 - 1:19 Advisory Period |
| 5D Sequence | 11:38 - 12:25 Class |
| | 12:25 - 12:51 Advisory Period |
| | 12:51 - 1:26 Lunch |
| 4 | 1:26 - 1:54 |
| 6 | 2:01 - 2:27 |
| 7 | 2:34 - 3:00 |

LATE START SCHOOL IMPROVEMENT DATES

1. FRIDAY, SEPTEMBER 8, 2023
2. FRIDAY, SEPTEMBER 22, 2023
3. FRIDAY, OCTOBER 6, 2023
4. FRIDAY, OCTOBER 19, 2023
5. FRIDAY, NOVEMBER 3, 2023
6. FRIDAY, NOVEMBER 17, 2023
7. FRIDAY, DECEMBER 1, 2023
8. FRIDAY, DECEMBER 15, 2023
9. FRIDAY, JANUARY 12, 2024
10. FRIDAY, JANUARY 26, 2024
11. FRIDAY, FEBRUARY 9, 2024
12. FRIDAY, FEBRUARY 23, 2024
13. FRIDAY, MARCH 8, 2024
14. FRIDAY, MARCH 22, 2024
15. FRIDAY, APRIL 12, 2024
16. FRIDAY, APRIL 26, 2024
17. FRIDAY, MAY 10, 2024
18. FRIDAY, MAY 24, 2024

PARENT/GUARDIAN ACCESS

Parent Access is an online program where parents have the opportunity to view their student's academic progress, attendance/tardy occurrences, standardized test scores, and lunch choices. The information is viewed in "real time," meaning that grades posted represent current scores and work submitted. In addition, the login and passwords are necessary to complete Student Online Registration. Parents may obtain Parent Access login and password by emailing skywardinfo@pekinhigh.net or calling 477-4224. Only one login and password code is necessary for each family regardless of how many students attend the high school.

STUDENT ACCESS

Student Access is an online program where students have the opportunity to view their own academic progress, attendance/tardy occurrences, standardized test scores, and lunch choices. The information is viewed in "real time," meaning that grades posted represent current scores and work submitted. Students new to PCHS will receive their login and password at the beginning of the year in their advisory periods.

SKYWARD "BLAST" SYSTEM

PCHS uses an electronic alert system that sends voicemails and emails to registered Skyward accounts. We attempt to keep these notifications to a minimum and primarily for emergencies, school closing information, Dean's Detentions & Evening Detentions and important updates and events. Parents/guardians should verify that their Skyward information is up to date to ensure that they receive these notifications.

ANNOUNCEMENTS

Announcements will be posted on the website, Facebook page, and Twitter feed. They are submitted by the various school clubs and organizations. These announcements must be approved by a teacher, must pertain to the school and be submitted to the Principal's Office for approval by 1 p.m. on the school day prior to the day they are to be read.

GUESTS

Due to our large population, we work very hard to provide adequate supervision and conditions so learning can take place. We do not permit student visitors during the school day. Students are sometimes permitted to bring guests to extracurricular activities. In these cases, approval must be given by the sponsor and a guest pass obtained from the Principal's Office. **Junior high school students are not permitted to attend high school dances as a date/guest of a high school student. In addition, people age 21 or older and high school dropouts are not permitted to attend high school dances as a date/guest of a high school student. Only current juniors and seniors with junior credits will be sold prom tickets.** Any guests should check in at the Principal's Office. Guests will be required to provide a valid state ID at the time of arrival. Trespassers are subject to arrest.

INSURANCE

The school does not insure students against accidents at school functions. Most parents find that by paying a special premium, the insurance provided by the company for which they work will also cover their children at school functions. Insurance forms are made available to those who wish to take out a policy to insure their students while at school. The school does not act as the agent, however.

Accident insurance information will be provided to all students. Students are encouraged to take out the accident insurance which is nominal in cost but broad in coverage. The school facilitates the distribution of information, the collection of premiums, and the filing of claims; however, all dealings with the insurance company will be between the insured and the company. Notice should be given to the school Nurse's Office as soon as possible after an accident so the proper report form can be filled out. Information concerning the details of the insurance will be contained in a brochure to be given to all students at registration.

ABSENCE PROCEDURES

The following procedures have been established to encourage students to be prompt to their classes, attend school regularly, and keep up their school work:

1. Call-In

The direct line to the attendance clerk is 477-4232. If a parent/guardian calls during non-office hours, a message may be left 24 hours a day on voice mail. Parents may use Skyward Parent Access to report an excused absence. In order to receive an excused absence, a student's parent/guardian must call the attendance clerk as early as possible to give notification of the absence. Absences will not be considered excused if a call is not received within 24 hours of the day of the absence. Notes will not be accepted as a form of notification of such absences. Unreported absences will result in disciplinary action.

2. Medical Release

A medical release from a doctor is required if a student has had a communicable disease, if they have been a runaway missing school, or if they have been absent for six or more consecutive days due to illness. **In the case of excessive absences, 9 or more in a year, each absence will require a doctor's excuse that includes a diagnosis in order for an absence to be excused.** The excuse must be presented to the school nurse. All absences will be considered unexcused until the required medical documentation is received. The excuse must be presented to the school nurse as well as the attendance office with the appropriate dates of the absence(s) identified within 5 school days.

3. Doctor and Dental Appointments

If it is necessary to leave school during the day for a doctor or dental appointment, a parent or guardian must call the Nurse's Office **at least one hour** ahead of time to help ensure a pass is sent and the student makes it to the office in time to leave. Upon returning to school, the student must check in at the Nurse's Office with a verification of the appointment from the doctor or dentist for the absence to be excused.

4. College Visits

College visits are arranged through the Deans' Offices. Students must obtain a college visit form from the Dean's Office, have it properly completed five days in advance and signed by the parent. Upon returning to school, the student must present to the Dean's Office a signed statement by a member of the college admission's staff, on college letterhead stationery, verifying the visit. If these procedures are not followed, the student forfeits the right to count it as an excused absence. Two verified college visits, either junior year or senior year, are allowed. This absence will be counted as a school activity. Students are permitted two visits over the course of the two years. Students will not be permitted to make a college visit if the date of the visit will cause the student to miss a midterm or semester exam. In addition, seniors may not take a visit after May 1. *Students may request approval of additional college visit days with their school counselor if done so 5 school days in advance of the requested date.

5. Classification of Absence

Deans will classify the absences as excused, advanced-excused, or unexcused.

A. Excused

- 1) Reasons: Illness, medical, dental, death in the immediate family, mental health, civic event and attendance at religious activities, and others as per Article 26-2b of the school code.
- 2) Make-up work turned in within the following time frames will be given the full earned credit.
1-3 consecutive absences - 2 days make-up time, 4-5 consecutive absences - 4 days make-up time, 6 or more consecutive absences - reasonable

B. Advanced-Excused

In the case of request for advanced absences, arrangements must be made with the attendance clerk and the student's Dean by the student and with the knowledge of the student's parent or guardian in advance of the absence.

- 1) Reasons: School activities, one college or career day second semester junior year or 1 during senior year, funerals, and a maximum of 5 days for family vacation. Verbal notification from the parent or guardian must be received at least 10 school days in advance for the absence to be excused.
- 2) Make-up: Must be arranged with the instructor before the absence.

C. Unexcused

- 1) Reasons: Any absence not covered above, which would include out-of- school (OSS) suspension.
- 2) Make-up work turned in within the following time frames will be given the full earned credit.
1-3 consecutive absences - 2 days make-up time, 4-5 consecutive absences - 4 days make-up time, 6 or more consecutive absences - reasonable

6. Excessive Absence

Attending class regularly, doing the assigned work, and contributing in class are directly related to success in school. Only when a student is present in class is their mental growth going to be enhanced. The teacher's explanation of assignments, the introduction of supplementary material, and the contributions of classmates' ideas are an integral part of the learning process. There is no way to fully duplicate the classroom experience after a student is absent. Therefore, the following attendance guidelines have been established for students:

- When excessive absences occur (nine in a year), a medical release that includes the reason for the absence, diagnosis, and date(s) of the absence(s) will be required after any and all illness/medical related absence(s) in order for the absence(s) to be considered excused.

School activity absences are not included when considering excessive absences.

7. Check-Out - Permission to Leave School

Any time a student needs to leave the school building for any reason other than at the end of the day, they must report to the Dean's Office for permission.

AT NO TIME MAY A STUDENT LEAVE THE SCHOOL PREMISES WITHOUT THE KNOWLEDGE AND PERMISSION OF THE DEAN. STUDENTS WHO CHOOSE TO LEAVE WITHOUT PERMISSION WILL BE ISSUED DISCIPLINARY CONSEQUENCES.

MAKE-UP ASSIGNMENT - REQUESTS

A student may request their missing assignments through the Principal's Office if missing at least three consecutive absences from class due to illness or other excused absences.

CHANGE OF NAME, ADDRESS, OR PHONE NUMBER

Should a student change their name, address or telephone number during the school year, a parent or guardian should contact the Registrar at 477-4241 and make the necessary corrections.

DISCIPLINE PROCEDURES

1. Rules, Regulations, Procedures, Guidelines

The faculty and staff shall discourage and assist in prohibiting certain activities. Students in violation of the following rules/policies will be referred to the Dean's Office:

- A. Any form of the act of body piercing or possession of a body piercing kit on school grounds.
- B. Continued, willful disobedience or disregard for the direction/rules of the school district and/or an individual staff member. Examples of disobeying staff directives include refusing a district staff member's request to stop, to present school identification, or to submit to a search.
- C. Damaging, tampering with, defacing, destroying or stealing school/personal property and/or equipment.
- D. Defiance or disrespect to a teacher or school employee (verbal or nonverbal).
- E. Behavior that results in a disruption of the school or school activities.
- F. Physically fighting and/or any form of verbal altercation.
- G. Forging notes or passes.
- H. Gambling.
- I. Gang-related activities (includes displaying gang symbols or paraphernalia, wearing clothing items that depict gang colors or clothing being worn in a manner that is perceived as gang-related).
- J. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- K. Inappropriate and/or disruptive behavior on a school bus.
- L. Loitering in the parking lots and/or vicinity of the school.
- M. Membership in, and/or intent to join, and/or promotion of a secret, unauthorized organization.
- N. Physical assault, verbal assault, or any other behavior that endangers the lives of our students or staff.
- O. Using electronic devices or earbuds in hallways or classrooms between 7:50am and 3:00pm unless approved by a teacher.
- P. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- Q. Selling and/or distributing novelties or food items not approved by an administrator in advance.
- R. Public display of affection.
- S. Repeated truancy and/or irregular attendance.
- T. Skipping school, being off-limits, and/or being off-campus without permission of the Dean's Office.
- U. Smoking or vaping, including the use and/or possession of cigarettes, smokeless tobacco, e-cigs, vapes, matches, lighters, or other vaping materials.
- V. Tampering with fire alarms/false alarms/bomb threats.
- W. Use or possession of fireworks and/or other explosive devices.
- X. Possession of a firearm (any gun, rifle, or shotgun), firearm "look alikes," knives, or any object if used or attempted to be used to cause bodily harm.

- Y. Use of skateboards, roller-blades, hoverboards, and drones on school property.
- Z. Possession, use, consumption, distribution, sale, or purchase of alcohol or drugs or drug paraphernalia or being under the influence of alcohol or drugs while at school. For purposes of this paragraph, “drugs” include, but are not limited to, prescription and over-the-counter medicines whether legal or illegal, narcotics, marijuana, inhalants or consumables, chemicals & plants, mood-altering substances, and any look-alike substance represented as such. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- AA. Using profanity, vulgarity, or any other inappropriate behavior on school grounds or at school-sponsored events.
- BB. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of their duties or employment status or status as a student inside the school.

The foregoing offenses will result in appropriate levels of school-determined consequences as well as possible arrest when they have been committed:

- A. On school property or adjacent thereto including all parking lots that are used by students or school personnel and to or from school;
- B. During a school-related activity or in advance of attending a school-related activity;
- C. Upon school personnel (home or away) while in the discharge of official school business;
- D. While on, waiting for, or leaving a school bus either on campus or in your neighborhood or any other transportation authorized by school personnel;
- E. In such other circumstances as to have adverse impact upon the school district, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member or endanger the health or safety of students, staff, or school property.

Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the Deans and Administration reserve the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. The provisions in the handbook reflect the status of the rules, practices, and procedures as currently practiced and are subject to change.

Some infractions are not only violations of school rules but also of city ordinances and state laws and will be dealt with accordingly. Students may be asked to submit to a sobriety and/or breathalyzer test if suspected of drug/alcohol use.

In addition, each teacher will have some additional rules that are needed for their classroom or teaching area and is authorized to impose disciplinary measures.

2. Detention Hall Procedure

In order to keep students in school rather than suspended for disciplinary action, a detention hall has been established for some infractions. **Students are not allowed to put their heads down or sleep during detention hall.** Students are assigned to detention hall by the Deans. Students absent on a day detention halls have been assigned are expected to stay for detention the first day they return to school. In order to be credited for having served assigned consequences, a student must be seated in G200 from 7:00 to 7:40 am, during lunch detention in the lunch detention room, or from 3:10 to 3:50 pm in room G200.

The Dean's Office shall determine when the student has completed their assigned consequences. If a student is sent from detention hall for disciplinary reasons or is tardy to detention hall, additional consequences will be assigned. No transportation is provided by the school after detention hall.

3. Evening Detention

Additional alternatives to suspension are Evening Detentions. Students will be expected to bring enough work to keep them busy during the time assigned. Students will also be expected to participate in all interventions taking place during Evening Detention

Evening Detention will be held for two consecutive hours at the conclusion of the school day. If a student chooses not to attend Evening Detention, or does not bring work for the time assigned, they will be assigned an ISI.

The rules and procedures for Evening Detention are as follows:

- A. Students will be given two school days' notice before serving so they can make the necessary arrangements. A phone blast will be sent to parents the night before as a reminder.
- B. Students should report to the designated location for Evening Detention with their PCHS student ID immediately at the conclusion of school on the assigned day. In addition, students must bring school work or appropriate reading material with them.
- C. Students will be seated by supervisors.
- D. Students will be given a short break.
- E. Electronic devices are not permitted unless authorized by the supervisor.
- F. Food and drinks are not permitted.
- G. Sleeping is not allowed.
- H. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out for violations of the rules or procedures. Getting sent out of an Evening Detention will result in loss of privileges including, but not limited to, social opportunities in the morning and at lunch, field trips, dances, extracurricular events, etc. until an ISI is served.
- I. If a student is sent out of Evening Detention, they will serve an ISI.

4. In-School Intervention (ISI)

In-School Intervention (ISI) serves as an alternative disciplinary consequence and as a more intense intervention for students with recurrent disciplinary issues. All In-School Interventions will be assigned by the Dean, Assistant Principal, Principal, or designee. Any ISI assignment is considered an excused absence.

Expectations

- A. Students will be provided the written rules of behavior expectations prior to beginning ISI.
- B. Students will have full make-up privileges, as per the student handbook.
- C. If students are absent from school on the day of their assigned ISI, the ISI will be served immediately upon the student's return.
- D. Students will be responsible for bringing materials needed, as well as school-issued Chromebooks.

Daily Schedule

- A. 7:50 am-3:00 pm
 - a. Students must report to the ISI room by 7:50 am in order to be credited with serving a full day of ISI.
 - b. Prior to 7:50, students must remain in the cafeteria, counselor's hallway, or ISI room area.
- B. Students are allowed to ride the bus to and from school.
- C. Scheduled breaks will be provided.
- D. Lunch will be eaten in the classroom.

Restrictions

- A. Students will not be permitted into after school social activities until completion of assigned ISI day(s).
- B. Students will not be able to move throughout the building during ISI assignment.

Curriculum

In addition to regular classroom work, students may also participate in other activities tailored to their individual needs in the areas of:

- A. Academics
- B. Behavior interventions and screenings
- C. Decision-making skills
- D. Social skills
- E. Mindfulness and coping skills

Deans and Administration reserve the right to assign an ISI when necessary, even though the offense is not specifically referred to in the student handbook.

A student who is serving an in-school-intervention is not permitted to attend school sponsored social events/activities during the dates of their suspension. For egregious offenses, if a student is suspended or given the consequence on a Friday, they are not eligible to attend school sponsored social activities the entire weekend.

5. Suspension (Out-of-School)

All out-of-school suspensions shall be assigned by the Dean, Assistant Principal, Principal, or designee. Students may be assigned detentions, evening detention, ISI/or OSS. They will not be allowed to negotiate one for another. Once a student has demonstrated their unwillingness to properly serve a detention, evening detention or an ISI, the Dean shall reserve the right to discontinue assigning said consequences and assign out-of-school suspensions. Any OSS assignment is considered an unexcused absence. Students serving an out-of-school suspension assignment are not permitted on school grounds or property adjacent to school grounds.

Students serving an out-of-school suspension are not permitted on school grounds or property adjacent to school grounds. A student who is suspended is not permitted to attend school sponsored events/activities during the dates of their suspension. For egregious offenses, if a student is suspended or given the consequence on a Friday, they are not eligible to attend school sponsored activities the entire weekend.

6. Expulsion

Expulsion is an action taken by the Board of Education upon the recommendation of the Principal and Superintendent to dismiss a student for gross disobedience and/or misconduct. Any student who has been expelled by the Board of Education may not attend any school function or be on school grounds without permission of the Principal. Any expelled student found on school grounds without permission or at a school sponsored event regardless of location will be arrested for criminal trespassing.

A. A student may be recommended for expulsion if they choose to sell or attempt to sell, transfer, or distribute:

- 1) Any illegal drug, controlled substance, synthetic drug, or cannabis (including marijuana and hashish).
- 2) Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
- 3) Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
- 4) Any plants, inhalants, chemicals, or other products that when consumed, inhaled, or misused, cause a drug-like effect, or possible physical harm.
- 5) "Look-alike" or counterfeit drugs, over-the-counter energy enhancing substances, including synthetic drugs and/or substances not containing an illegal drug or controlled substance; but one:
 - i. That a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - ii. About which a student engaged in behavior that would lead a

reasonable person to believe that the student expressly represents or implies to be an illegal drug or controlled substance.

- 6) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or any controlled substance.

***Please Note:** Only medications necessary to maintain the student in school and given during school hours will be administered. Students are not permitted to carry any medications (prescribed or over-the-counter, legal or illegal) with them without the permission of the Nurse's Office. **Students who choose to carry medication (prescribed or over-the-counter, legal or illegal) on their person during the school day are subject to strict disciplinary action. Students who sell or give their medication, or any medication for that matter, to other students on school grounds are subject to expulsion.**

B. A second offense during a school career involving the use, consumption, or possession of alcohol, illegal drugs, narcotics, marijuana, inhalants, look-alike drugs (legal or illegal), over-the-counter energy enhancing drugs, prescription medication, and/or drug paraphernalia may also lead to an expulsion recommendation.

C. Possession of a firearm (any gun, rifle, or shotgun), firearm "look alikes," knives, or any object if used or attempted to be used to cause bodily harm, may result in an expulsion recommendation.

D. Physical assault or threats directed at a staff member or school community may result in an expulsion recommendation.

E. In addition, students may be recommended for expulsion for fighting or for blatant and/or chronic disregard for the directions of school personnel and/or school policies and procedures. Chronic misconduct of any student who reaches five occurrences of out of school suspension within a given school year may result in an expulsion recommendation.

7. Disciplinary Consequences

Listed below are consequences for various infractions of school rules. Consequences for other violations of school rules will be determined by the Dean, Alternative School Director, Assistant Principal, Principal, or Superintendent.

A. Sale, transfer, or distribution/intent to sell alcohol, drugs (legal or illegal), or drug paraphernalia, possession of a firearm or other items on school property which would be deemed potentially dangerous, physical battery on a staff member:
-May result in a suspension of up to 10 days, possible expulsion recommendation, and mandatory re-engagement plan. Subject to arrest.

B. Possession/Use/Consumption/intent to buy alcohol, drugs (legal or illegal, prescription or over-the-counter), or possession of drug paraphernalia:

1st offense: May result in a suspension of up to 10 days and mandatory re-engagement plan. Subject to arrest.

- 10 days OSS/ISI, possible placement in Alternative School, subject to arrest, possible expulsion recommendation, possible intervention program, and mandatory re-engagement plan.

2nd offense: May result in a suspension of up to 10 days, possible expulsion recommendation, and mandatory re-engagement plan. Subject to arrest.

- 10 days OSS/ISI, possible placement in Alternative School, subject to arrest, possible expulsion recommendation, possible intervention program, and mandatory re-engagement plan.

Please Note: It should be clearly understood that students who choose to consume or possess alcohol or any other drug that will alter their mood in a recreational manner while attending or in advance of attending school-related activities are subject to up to a 10 day OSS and possible expulsion from school. This policy applies to all school activities and/or sponsored activities. This policy would also apply to off-campus school-related activities. A specific example would be if a student chooses to attend a basketball game or school concert after consuming alcohol, they would be subject to up to a 10 day OSS assignment. In addition, if a student is found in possession of drugs and/or alcohol, even if the student has not consumed either substance, the student will be subject to the above mentioned consequences. (Other Examples: Prom, home or away athletic events, field trips, graduation, homecoming dance)

C. Fighting

Pekin Community High School will not accept and/or tolerate physical violence in any form. Thus, consequences associated with physical violence are severe. Students are never to engage in any form of violence on school property. This includes before and after school, during the school day, or at school activities. In addition, fighting or other forms of threatening behavior at or around bus stops or on the bus will also result in severe consequences.

-May result in a suspension of up to 10 days OSS, possible expulsion recommendation, and a mandatory re-engagement plan. Subject to arrest.

D. Smoking, School Boundaries

We are a state-mandated smoke-free area. Smoking by students is not permitted in the school or on the school grounds at any time. This includes school events outside the normal school day. The school boundaries are Stadium Drive to the west and north, Parkway Drive on the east, and Court Street and the property line north of the Mineral Springs Motel on the south. The football stadium, baseball field, tennis courts, and arena parking lot and “putt-putt” lot are also considered school grounds.

Smoking or vaping, including the use and/or possession of cigarettes, smokeless tobacco, e-cigs, vapes, matches, lighters, or other vaping materials:

1st Offense: Evening Detention and subject to arrest.

2nd Offense: In-School Intervention (ISI) and subject to arrest.

Multiple Offenses: Considered as gross misconduct (OSS), a mandatory re-engagement meeting, and a mandatory court date.

School personnel reserve the right to confiscate materials.

E. Skipping Detention Hall: Evening Detention

F. Skipping an Evening Detention: 1 day ISI and loss of privileges including, but not limited to, social opportunities in the morning and at lunch, field trips, dances, extracurricular events, etc. until the consequence has been served.

G. Skipping School and/or Class:

| | |
|--------------------|---|
| 1st Offense | Two detention |
| 2nd Offense | Three detentions |
| 3rd Offense | Evening Detention |
| 4th Offense | 1 day In-School Intervention (ISI) and a mandatory re-engagement meeting |
| Excessive Offenses | 3 days In-School Intervention (ISI) and a mandatory re-engagement meeting |

H. Tardies

If a student is not in their seat when the tardy bell starts to ring, they are tardy. Tardies are recorded in the teacher's Class Record Book and on the Skyward Student Management Program. If a student believes they have a legitimate reason for being tardy, they should contact their teacher outside of class time. Oversleeping, car problems, parent/family tardiness, or inclement weather are not an acceptable excuse for tardiness.

| | |
|-----------------------|---|
| 1st Offense | Teacher contact with student the day of the tardy |
| 2nd Offense | Dean Verbal Warning |
| 3rd-4th Offense | 1 Detention |
| 5th-6th Offense | 2 Detentions |
| 1st Excessive Offense | Evening Detention |
| 2nd Excessive Offense | 1 day In-School Intervention and mandatory re-engagement meeting. |

I. Truancy

A student is considered truant if they fail to report to an assigned class during any portion of the school day without permission. A chronic or habitual truant is defined as a student subject to compulsory school attendance and who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days. This can be related to absences, skips, and tardies.

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

- A. Referral to the truancy officer
- B. Reporting to officials under the Juvenile Court Act
- C. Referral to the State's Attorney
- D. Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of state law.

Students who choose to be truant, not only reduce their ability to be academically successful, but also create a safety issue and/or concern for themselves, their parents, and the school. PCHS is committed to taking aggressive action to prevent truancy and thus increase the academic success and safety of our students. Students who choose to continue to be absent from school without valid cause subject themselves to potentially severe disciplinary actions. In order to be successful in school, students must attend school on a regular basis.

Social Probation- Students that have accumulated 5 unexcused absences as well as excessive tardies and skips will be placed on social probation. Students on social probation may not be allowed to attend extracurricular activities, dances, athletic events, or school functions until a positive pattern of attendance is established and social privileges approved reinstated by the Dean's Office.

Per Illinois School Code (105 ILCS 5/26-2) any student 17 years or older after 18 unexcused absences (20%) in 1 semester may be denied enrollment for the following semester.

J. Off Limits:

| | |
|------------|-------------------|
| On Campus | 2 detentions |
| Off Campus | Evening Detention |

K. All Thefts on Campus or at School Related Activities:

Consequences may range from Evening Detention to Out-of-school suspension and subject to legal action

Multiple offenses may be treated as gross misconduct and result in a potential re-engagement plan.

L. Threats:

Any verbal, nonverbal, or written threat that alludes to violence against the school community may result in a suspension of up to 10 days and a possible expulsion recommendation. In addition, making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of their duties or employment status or status as a student inside the school may result in a suspension of up to 10 days and a possible expulsion recommendation.

M. Acceptable Use Policy:

PCHS has an Acceptable Use Policy. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. The user in whose name a system account is issued will be responsible at all times for its appropriate use. Noncompliance with the policies of this document will result in disciplinary action, including but not limited to restriction of network/internet access. PCHS cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

N. Student ID Policy:

All students that attend PCHS must carry a valid school ID. Students will be required to provide their ID at the Principal's Office if they arrive late to school. **Students must also have their ID to go through lunch lines and check material out from the library.** All class time missed as a result of the lack of an ID will be considered unexcused. Students do not have the right to refuse to present their ID when requested to do so by school personnel. All students who refuse to present their ID to a staff member when requested to do so will be considered grossly disobedient. Those students will be subject to strict disciplinary consequences.

O. Electronic Device Policy

All electronic devices must be silenced and out of sight in all classrooms and offices, unless permission is given. Students are not allowed to wear/display headphones in classrooms or offices without permission. Parents should contact the Dean's Office if there is a need to speak to their student.

Students are allowed to use their electronic devices before school, during passing periods, during lunch in the cafeteria, and after school. One earbud may be used before school, during lunch in the cafeteria, during passing periods, and after school. **Cell phone use is strictly prohibited in bathrooms and locker rooms.**

During the allowed times of use, students are not allowed to make phone calls or take pictures/videos. Also, no music or sound may be played out loud from electronic devices, including Bluetooth speakers. Students who violate this policy are subject to the following consequences:

| | |
|--------------------|---|
| First Offense | One detention |
| Second Offense | Evening Detention |
| Third Offense | 2 Evening Detentions |
| Excessive Offenses | 1 day In-School Intervention and Mandatory re-engagement plan |

Deans may confiscate electronic devices at any time. Devices used in accordance with the “Bring Your Own Device” AUP policy are allowed. This policy can be found on page 20 of this handbook.

P. Public Displays of Affection (PDA)

Displays of affection and/or inappropriate physical contact includes, but is not limited to intimate touching, kissing, etc.; this may result in disciplinary consequences. Students are expected to demonstrate restraint in a public place.

Q. Gross Misconduct: Occurs when school authorities believe that a student’s behavior and continuing presence in school would either pose a threat to the safety of students, staff, or the school community; disrupts, impedes, or interferes with the operation of the school; and repeated or willful behavior which shows disregard for school rules and regulations.

Potential consequences may include, but are not limited to, day(s) of suspension not to exceed 10 and potential re-engagement plan, multiple Evening Detentions, or any combination of previously listed consequences (detentions, Evening Detentions, etc.)

In addition to consequences, additional behavioral interventions may be required for students by school personnel.

8. Appeal Process

A student has the right to appeal a decision of their Dean, to the Principal, or ultimately the Superintendent, whose decision is final.

9. Special Education Student Disciplinary Procedures:

A special education student who violates student disciplinary rules and regulations shall be disciplined in accordance with the District’s regular student disciplinary policies and procedures unless the behavior is attributable to the student’s disability.

The District shall proceed as follows:

- A. The student is given all procedural protection required by the Individuals with Disabilities Education Act.
- B. The student’s IEP states behavioral conditions under which short-term suspension may be invoked.
- C. A hearing shall be held to determine whether the student’s behavior is attributable to the disability.
- D. If the outcome of the hearing determines that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
- E. All procedural safeguards required by IDEA shall be observed.
- F. Educational services shall continue through regular and/or alternative programs.

10. Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline

or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. PCHS will refer to guidance of the RTO oversight team.

11. Driving and Parking Cars and Other Vehicles

Student parking is available with a permit in the arena lot, putt-putt lot, and the early bird lot. Students will be expected to display their PCHS student parking permit at all times while their vehicle is parked on campus during school hours. Replacement parking passes can be purchased in the Dragon Store for \$5.00. Students are not permitted to park in the circle drive near the column entrance, in the lot to the south of the circle drive in front of the Holman Center, South gym lot, or G/top of hill lot.

Student parking is not permitted in the marked areas (DOTS) of the arena lot that are reserved for arena patrons. Students must receive advanced permission and receive a special permit in order to park in any area not specifically designated for general student parking.

Students who choose to disobey the rules and/or procedures pertaining to parking during the school day will be issued the following consequences.

- 1st offense: Verbal warning
- 2nd offense: Two detentions
- 3rd offense: Evening Detention
- 4th offense: Towing of vehicle

All costs associated with the tow will be the student's responsibility. Remember, illegally parked cars will be towed immediately.

The student parking lot is considered OFF LIMITS at all times except for students coming to school or leaving for work or home. Therefore, it is suggested that car windows be closed and doors locked. Students are not permitted to sit in parked cars or to return to their vehicles until after school or such time that they have permission to leave. Any student who needs to go to their car during the school day must have permission from the Dean's Office. The dean must receive parental consent for any student needing to leave campus.

Student vehicles parked in school lots or lots controlled and monitored by the school during the school day or in connection with any school-related activity are subject to search, including searches conducted through the use of specially trained dogs. Students should not house items in their vehicles that violate the law or school rules and/or policies. All consequences pertaining to items found in vehicles that are violations of school rules and policies will be enforced.

12. Searches

School officials will periodically search school property, including parking lots, classrooms, lockers, and other school facilities. Searches will also be made of personal property, including personal property being worn and student cars, when there is a reasonable basis to believe that a student has violated or is violating either the law or the District's student conduct rules. Searches may include the use of specially trained dogs. **Students who are uncooperative with such searches will be considered gross disobedience and misconduct and may receive an Out of School suspension in addition to the disciplinary consequence for the suspected offense.**

13. Off-Campus Behavior

The following passage is written at the request of the Pekin Park Police and the City of Pekin Police. The purpose of this passage is to serve as a warning to PCHS students. We hope the information will help students to make good decisions that will prevent legal problems, and more importantly, keep them out of harm's way.

Persons engaging in a fight anywhere in the city or on park property will be arrested by the Pekin Park Police and/or City of Pekin Police and will be charged with disorderly conduct. Persons who assemble at the fight location will also be charged by the police with either unlawful assembly or mob action. All charges are local ordinance violations, punishable by a fine of up to \$750.00. In addition, at the discretion of the officer, State of Illinois charges may be filed which carry more serious consequences.

14. Prevention of and Response to Bullying, Intimidation, Hazing, and Harassment

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

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

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

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

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

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

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

Complaint Managers: Dean of Students, Building Principal. Contact information can be found on page 8.

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false

information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:180.

15. Sexual Harassment & Teen Dating Violence Prohibited

Sexual harassment of any kind will not be tolerated.

A person engages in sexual harassment whenever they make sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Dean's office or some other school personnel immediately. In addition, the student should also immediately report any other form of harassment which may occur at school or during school activities. A student 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. Contact information can be found on page 9.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

16. Vandalism

We are very proud of our building and beautiful campus. Vandalism of any kind will not be tolerated. If any student chooses to vandalize in any manner, they will be subject to strict disciplinary action and arrest. The student will also be required to make restitution for damaged property.

17. Plagiarism

In all course work, plagiarism occurs when one steals or passes off another's work for one's own. Plagiarism of any kind will not be tolerated. Any copying of material that is not the student's own work (including but not limited to, material from the Internet, books, magazines, another student's work, etc.) is an example of plagiarism.

18. Cheating on Academic Assessments

The use of materials that are not authorized by a teacher when taking any form of academic assessment is strictly prohibited. Students who choose to use unauthorized material, or cheat, when taking an academic assessment are subject to academic and possible disciplinary consequences.

19. Dress and Grooming Guidelines

All students in Pekin Community High School should take pride in their dress and grooming to reflect favorably upon themselves, their parents, their school and the whole community. In order to do this, they must strive at all times to present a generally neat appearance. Clothing, accessories, make-up, and hair (color/style) should in no way distract from the learning environment at school or school activities nor should they create a danger to the health and safety of the students. School personnel reserve the right to make determinations on acceptable appearance and dress.

Expected student attire should include shirts with sleeves covering the entire torso (including cleavage) and shoulders, (cold shoulder style acceptable), and pants, jeans, shorts, skirts, or dresses that extend to at least mid-thigh length. Shirts must meet the top of the pants. Absolutely no undergarments of any kind may be exposed. Pajamas sets and onesies are not acceptable attire. Students who choose to dress in a manner not appropriate for school will be instructed to change their clothing before they will be admitted to class.

As a health and safety measure, all students must wear shoes (slippers are not allowed). In some classes, such as physical education, vocational, and others, sandals are not permitted.

Winter coats and long overcoats are not acceptable attire to be worn during the school day. Caps, hats, sunglasses, gloves, and similar items cannot be worn during the school day. Sweatshirts with the hood worn up and clothing that includes chains are not acceptable attire within the school building. Chains from wallets to waistband or belt loops are not acceptable.

Schools are required by law to discourage the use of alcohol, drugs, and tobacco. No clothing or jewelry shall contain information which advertises or promotes the use of alcohol, drugs, or tobacco. The school reserves the right to disallow any type of clothing or accessories that promote or represent drug and/or alcohol use.

Students are not permitted to wear flag or gang-related items of clothing which may be interpreted as showing disrespect. Items of clothing representing commercial items or establishments whose connotation is vulgar, sexual, or racist in nature are not allowed. Clothing items that promote or depict any form of hate or violence are not permitted.

School personnel reserve the right to instruct students who are dressed inappropriately to change their attire or remove accessories that are deemed disruptive, unsafe, inappropriate, or too elaborate for the school setting. Failure on the part of the student to accommodate the request of school personnel will be viewed as gross disobedience and insubordination, and may face disciplinary consequences if the issue persists.

20. Backpacks

Pekin High School permits students to wear backpacks. We reserve the right to disallow backpacks that are too large for the school environment. **Students who have a medical excuse for not carrying textbooks must present a doctor's note to the Nurse's Office.**

LUNCH PERIODS - CLOSED CAMPUS

The lunch hour at PCHS is a closed campus. This means that students must remain at school during their lunch period. Students may buy their lunch in the cafeteria, or they may bring a sack lunch to be eaten in the cafeteria. The lunch line in the cafeteria at PCHS offers a well-balanced and inexpensive meal.

Personal grooming is not allowed in the cafeteria for reasons of health and sanitation. All food is to be eaten in the cafeteria. **For safety concerns, food may not be delivered to school by a person or business for the lunch period. (No pizzas, burgers, etc. to be delivered to students.)** The following rules apply to all students in the cafeteria:

- A. Students shall not save seats for other students.
- B. Loud talking, yelling, screaming, and other disruptions are prohibited.
- C. Students shall not throw food and/or drinks.

- D. Students shall not trade food.
- E. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- F. Students shall not leave the cafeteria until after the appropriate bell rings, or otherwise directed by staff.
- G. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- H. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- I. Students shall report spills and broken containers to cafeteria staff immediately.
- J. All students are expected to clean up after themselves.
- K. Trays and garbage should be placed in the appropriate containers.

During the lunch periods, students must remain in the cafeteria or the dining area outside of the cafeteria. Soda machines are open for use before school, during lunch, and after school.

Students should not congregate in the Counselor's Office hallway. Students are not to go beyond the ramps and the fire doors in the G-200 hall, G-100, and by the nurse's office during lunch periods. Parking lots are considered off-limits during lunch periods. Students may not loiter in the bathrooms during the lunch hour.

LOITERING

Students are not to loiter in or around the restrooms or in the locker bays. When students arrive on campus, they are expected to remain there during the school day. Students waiting for rides home must wait on campus until their ride arrives. Violations of the above may result in Evening Detentions, loss of bus pass, and/or other consequences. Students are also not permitted to loiter in any parking lot under the supervision of the school. Students who are not involved in a school activity under the direct supervision of school personnel are expected to leave campus by 3:10 PM each day. Students who do not ride buses must make arrangements to be picked up by 3:10 PM. During the lunch periods, students must remain in the cafeteria, Dragon's Den, lobby or in the court area between G and F buildings.

STOLEN ARTICLES

PCHS is not liable for, and does not carry insurance for stolen property. If items are stolen, a student should notify the teacher in the area where the theft occurred. The student should then notify the Dean's Office and do a follow up notification with the security department. Students should be sure to lock both their hall locker and their PE locker. In addition, students should not bring large amounts of money or valuable items to school.

LOST AND FOUND ARTICLES

PCHS maintains a Lost and Found Department in the Deans' Offices. Articles that are found should be turned in to the Dean's Office, and it is also the first place a student should inquire when they have lost something. **Remember, keep hall and gym lockers locked at all times for safekeeping of books and other personal articles.**

STUDENT ID CARDS

Upon enrollment in PCHS, a student receives a student identification card (ID) which must be carried at all times when students are in the building or on school grounds. Should a student lose the ID card, they shall pay \$4 in the Dragon Store so that a new card may be issued. The ID card is used constantly at school and at school activities. Refusal to show the PCHS Student ID card to school personnel and/or bus drivers when requested shall be considered gross disobedience and will result in disciplinary action against said student. The ID may not be defaced in any manner. The student's picture and name must be clearly visible. If a student does not have their ID, they should immediately check into the Dean's Office to obtain a new one.

HALL TRAFFIC AND PASSES

To avoid congestion in the halls, keep to the right and move on as quickly as possible. There should be no need for running, shuffling, loud talking, whistling, slamming locker doors, etc. **Students are not to block hallways or stairways.** Since classes may be in different buildings, it is suggested that students carry some of their books to class rather than needing to go to their locker during each class change. Six to eight minutes will be allowed for passing time between classes depending upon a student's travel distance. Students who need to leave a class or study hall during the period must carry a pass initiated by the issuing teacher.

STUDENTS MUST REMAIN IN THE BUILDING AT ALL TIMES. OUTSIDE SHORTCUTS ARE NOT PERMITTED.

SAFETY GLASSES

Teachers will enforce the state law that requires students, teachers, and visitors to wear approved safety glasses in mandated classes. These classes include all industrial education classes and several science classes. Since the enforcement of this law is so very important in maintaining safe conditions for persons in the shops, the following procedure has been established to deal with student violators:

1. The details of the policy concerning the wearing of safety glasses are to be explained to all students at the start of each semester and to each individual student when they enter the course at a later date.
2. At the first violation, the teacher will warn the student with a reminder concerning the policy and a statement that further violations will result in removal from class. If the student does not have their glasses, they will remain in the classroom area during that period. The teacher will also contact the parent with a written notification. This notification must then be signed by a parent verifying that they are aware of the situation. This form must also be received by the teacher before the student may return to the lab.
3. At the second violation, the student will be sent to the dean. The absence will be considered unexcused. The dean will contact the parent and counselor.
4. At the third violation, the student may be dropped from class due to the hazardous situation that exists due to the student's refusal to meet safety requirements.

STUDENT ASSISTANTS

Many offices and teachers have student assistants. Being selected as a student assistant is considered a privilege. Students are selected as assistants because a member of the faculty and/or staff believes that the student demonstrated strong character and citizenship. If a student assistant conducts themselves in a manner deemed inappropriate inside or outside of school, that student will lose the privilege of being an assistant and will be reassigned to study hall.

ENROLLMENT REQUIREMENTS

All students enrolled in PCHS must attend as full-time students each semester, except those who have completed eight full semesters or those having completed all graduation requirements at the end of the seventh semester. Full-time status shall consist of seven regular class periods and the lunch period. Students are not permitted to enroll in more than one period of study hall or assistant. Any adjustments to these requirements must be approved by the Principal.

STUDENT ASSIGNMENT/CLASSIFICATION

1. Classification

A student's academic record will indicate the anticipated graduation year based on said student's initial or first time high school enrollment date. For example, a student who enters high school as a first time freshman in the fall of 2019 will have an anticipated graduation date of 2023. Due to the fact that the anticipated graduation date maintained in a student's academic record does not change, regardless of credits earned, the student and their parent/guardian must understand that earned credits, and not years of attendance, will determine the student's grade level throughout their enrollment. For example, a student may have a projected graduation date of 2025; however, due to lack of credits, they may have a 9th grade classification as opposed to a 10th grade classification even though a full year of enrollment has occurred. Thus, it is vital that each student and their parent or guardian monitor credits earned to determine if the student is moving through the system at the appropriate pace. Credits earned will determine a final graduation date and that date will be based on a student's academic performance as opposed to their initial entry date. Students who fail to

earn sufficient credits to graduate at the projected date will have their graduation date adjusted at the end of their fourth year of high school enrollment.

Please note: As is indicated in classification policy, a student's grade level classification cannot be accelerated due to credits earned. For example, in addition to 5.5 credits earned, a student must have two semesters of attendance before they earn sophomore status. Students who drop from school will re-enter with the same classification they had earned before choosing to drop from school.

Students who transfer to Pekin Community High School will be classified by the number of credits accepted from the school from which the student is transferring and by the number of semesters the student has been enrolled in high school.

No student shall be granted a Pekin Community High School diploma without completing the graduation requirements and without attending at least the last full nine-weeks as a full-time student.

NOTE: Students and parents are encouraged to maintain communication with their individual counselors during their four years at Pekin Community High School. Counselors will be able to answer questions concerning a student's individual course of study and the amount of credits they have or need to earn. A review committee exists to address individual cases involving possible exceptions to the policy. We intend, however, to hold firmly to our established academic guidelines and expectations. Exceptions to this policy are made by the Superintendent at the request of the review committee.

2. Midterm Graduates

Students who expect to graduate after seven semesters must inform their counselor of their intent during the registration process of their junior year. A student who chooses to graduate at mid-term is required to attend a midterm graduate meeting with the building Principal and their counselor during the fall semester of senior year. The purpose of the meeting will be to outline procedures and tasks that must be completed prior to mid-term graduation. School and school activity access limitations following mid-term graduation will be outlined during the meeting and are included below.

A midterm graduate is permitted to participate in the graduation ceremony providing they attend graduation practice. However, a midterm graduate forfeits numerous privileges that students who are enrolled for eight full semesters enjoy. Midterm graduates are no longer considered Pekin High School students. The following is a list of limitations for midterm graduates regarding access to the school and/or activities.

- Must check in with the Principal's Office before visiting the school during the day.
- May not participate in second semester intramurals.
- May not attend the Junior-Senior prom unless they are a date of a current student.
- Is not eligible for consideration for local scholarships.
- Must take responsibility for obtaining information regarding all non-local scholarships that they might be eligible to receive.

GRADUATION CEREMONY

Participation in the graduation ceremony is limited to those students who completed the requirements for graduation by the end of the previous summer school session, at the end of the current year's first semester, or who can meet the graduation requirements by the end of the current year's second semester (not including second semester credit recovery/APEX courses). In order to participate in the graduation ceremony, a student must be enrolled throughout their entire final semester in enough courses, so that if they were to pass those courses, they would receive a diploma. Being dropped or choosing to drop at any point during the final semester can prevent one from participating in the ceremony. Four years of enrollment in high school does not necessarily earn a student the privilege of participating in graduation.

Students wishing to participate in graduation must attend all graduation practices. If a student cannot attend a practice session due to unusual circumstances, such as a death in the family, an accident or serious health problems, he /she must contact the Principal in advance of the practice.

The school reserves the right to deny a student the privilege of participating in the graduation ceremony if said student behaves in a manner that is in conflict with school rules and/or procedures.

PROGRESS REPORTS AND REPORT CARDS

A student's overall semester grade will be calculated as follows:

| Semester One | Semester Two |
|---|--|
| Due to the removal of Final Examinations, classroom grades over the entire semester: 100% | Due to the removal of Final Examinations, classroom grades over the entire semester: 100% |
| (October) <i>*Grades as well as teacher feedback will be posted as a mid-point progress report only.</i> | (March) <i>*Grades as well as teacher feedback will be posted as a mid-point progress report only</i> |

*The school posts progress reports on Skyward at the midpoint of each semester (October and March). Parents are encouraged to anticipate the postings, review the data, and contact the school with any questions or concerns. Report cards are posted following the end of each semester. Semester grades are recorded on the permanent record. It is crucial that parents consider the entire school calendar in planning foreseeable student absences and do all possible to ensure students are present for the end of both semesters.

GRADING SYSTEM AND ACADEMIC HONORS

Grading System

A = 4 grade points Excellent work (90-100)
 B = 3 grade points Good work (80-89)
 C = 2 grade points Average work (70-79)
 D = 1 grade point Poor work (60-69)
 F = 0 grade point Below passing work (0-59)
 I = Indicates incomplete work which must be completed in a specified length of time.

Weighted Grading System for AP Courses

A = 5 grade points Excellent work (90-100)
 B = 4 grade points Good work (80-89)
 C = 3 grade points Average work (70-79)
 D = 2 grade points Poor work (60-69)
 F = 0 grade points Below passing work (0-59)
 I = Indicates incomplete work which must be completed in a specified length of time.

High Honors are achieved by those students whose grade-point average is 3.7 or higher. Honors are achieved by those whose grade-point average is 3.4 through 3.69 Students must be carrying four courses that earn .5 credit per semester and receive letter grades (no pass/fail courses included) to be eligible for the honor roll. The honor roll is published at the conclusion of each semester.

For information on valedictorian selection and the academic honor system, please refer to the *Pekin Community High School Course Catalog*.

Parents/guardians who work and are unable to meet with educators because of a work conflict have the right to an allotment of time from their employer during the school year to attend necessary educational or behavioral conferences at the school their children attend. Copies of the Illinois School Visitation Rights Act and a Visitation Form are available in the Principal's Office.

STUDENT RECORDS NOTICE

The records of students who enroll in Pekin Community High School are subject to rules and regulations of the Illinois Office of Education which are based on the Illinois School Record Act of 1975.

The school shall grant access to, or release information from, school student records only with written parent consent or notification except: a) to school employees or officials having current educational or administrative interest in the student and the records; b) for the purpose of research and statistical reporting provided no student or parent can be identified from the information released; c) pursuant to a court order properly given.

All rights of the parent regarding records become exclusively those of the student upon their eighteenth birthday, graduation from high school, marriage, or entry into the military service. The permanent record includes the student's name, birth date, county and state of birth, address, name of parent or guardian, school attended prior to PCHS, age at entrance, courses taken each semester, grades earned, credit earned, grade-point average, days absent, record of release of permanent record information, scores on college entrance examinations, PSAE scores, and may list honors and awards and participation in activities. After graduation, the class rank is kept for no less than 60 years after the student graduates or transfers.

All other records kept on students are considered temporary. This includes family background information, intelligence test scores, aptitude test scores, psychological and personality test results, evaluations, achievement test results, extracurricular activities, honors, awards, teacher anecdotal records and disciplinary information on file. The parents and/or student shall be given an opportunity to copy any part of the temporary records before they are destroyed. The school may charge no more than 35 cents per page for duplicating any part of a record.

The parents have the right to inspect and copy permanent and temporary records, control access and release of such records, and challenge the contents on the basis of accuracy, relevancy and/or propriety. The parent may initiate such a challenge by a request in writing specifying the entry or entries to be challenged and the basis of the challenge. This written request shall be submitted to the principal who shall have an initial informal conference; the Principal shall inform the parents of the steps to take to proceed formally.

All temporary records of those students who graduate or withdraw from Pekin Community High School during the school year will be destroyed after five years. These records include the student's cumulative file kept by the counselor, attendance and disciplinary files kept by the deans, and other records of relevance to the education of the student only during the time of enrollment in school.

FERPA/STUDENT HEALTH INFORMATION

Federal law permits the school district to disclose personally identifiable information in a student's education records to school officials with legitimate educational interest. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (included but not limited to transportation personnel); or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service where such individuals have a legitimate educational interest if they need to review an education record in order to fulfill their professional and /or official responsibility.

A legitimate educational interest also exists where a staff member or other individual works directly with students and needs to review education records to increase their awareness of steps necessary for the safety and welfare of students and staff.

STUDENT AND FAMILY PRIVACY RIGHTS PERTAINING TO SURVEYS

The school district will be pleased to provide Board of Education policy 7.15 to parents or students upon request. The policy is also on the district website. The policy instructs parents as to how to opt their students out of activities/surveys that they feel are an invasion of privacy. The school district will inform parents of approximate dates during the school year when surveys requesting personal information are scheduled. In addition, the school will allow parents, if requested, access to any survey that is used.

DRIVER EDUCATION - CLASSROOM

Students must have passed at least 8 courses in the previous two semesters before enrolling in Driver Education. In addition, freshmen interested in taking Driver Education I may enroll in their second semester if they have accumulated 3.0 credits in their first semester of high school. At times, it becomes necessary to deny a student's enrollment in Driver Education I because student requests are greater than teacher time available. Even if a student earns the required credits after three semesters, they will not be guaranteed Driver Education during the fourth semester. When this becomes necessary, students who fall into the following two categories will be the one denied Driver Education I for one nine-week period.

- 1) Students who have failed or withdrawn from driver education the previous nine-week period.
- 2) Students returning to Pekin High who have been previously enrolled in Driver Education I.

WITHDRAWAL AND TRANSFER FROM SCHOOL

Transfer Student

Those students who are transferring to another school will complete and have their parent or guardian sign a drop notice obtained from the Principal's Office. When this has been submitted to the Principal, the student is considered dropped from school. The student may re-enter during that school year only upon verification of enrollment in another school or must re-enroll at Pekin Community High School prior to the accumulation of five unexcused absences to be determined by the Principal. If the student returns, any accumulated unexcused absences will remain on the attendance record.

All Other Students

When a student wishes to drop out of school for reasons other than transferring, the following will occur:

- A. The student will be sent to discuss the drop with their counselor.
- B. If the student still wishes to drop, they will bring their parent or guardian to school. They will confer with the Dean, and if the parent or guardian is in agreement with the drop, the drop notice will be signed by all persons involved. The student will then be dropped from classes and may not re-enter until the following semester.
- C. If the student does not bring their parent or guardian to school, the Dean will complete the drop notice. The Dean will attempt to contact the parent by telephone. If they are not successful, a letter will be sent home to notify them that the student will not be permitted to re-enter until the following semester.

In all cases a withdrawal form must be obtained in the Principal's Office, completed and returned to the Principal's Office. If the above procedure is followed, a student's school records will be complete for the time they have spent at PCHS.

NOTE: If a student drops or is expelled from school, the student is not permitted to be on the school grounds without permission of the Principal. If the student would like to talk to the Principal, they must call and make an appointment. Those students as well as former students found on school grounds without permission will be arrested for criminal trespass. This rule may include school sponsored events outside the normal school day.

SCHEDULE CHANGES

Once a student selects courses for the year, changes are discouraged and should be made only as needed to meet graduation requirements. Changes in a student's daily schedule of classes may be made only by their counselor. They must attend the classes as printed on their program until their counselor makes the necessary change. No student request for changes will be accepted after the second full day of the semester. Counselors are required to keep such changes to a minimum after the semester has begun, so a student should choose their courses carefully when the counselor helps them plan their program for the next semester.

A student taking six or seven full-credit courses is allowed to drop one of these before the end of the fourth week of a semester regardless of the grade, provided the student is not enrolled in a full semester study hall or assistant. Exceptions to these policies require administrative approval.

PCHS PROPERTY AND BUILDING USAGE

1. Care and Use of Building

Certainly everyone is proud of the buildings, beautiful campus, and the furniture. Help keep them clean, free from paper and from writings on desks, walls, etc. Use the sidewalks when coming to and from the buildings.

Any class or organizational group of students wishing to use school facilities during the school day or during after-school hours must first consult with their teacher/sponsor and then receive permission from the Principal. All groups must be under the direct supervision of their sponsor during the time of use of the facilities.

2. Locks and Lockers

A locker is the property of the school and is subject to search. It is to be used to store books, supplies and outdoor garments. Each 9th grade student is assigned a locker by the Dean's Office at registration time. All 10th-12th grade students have the option to sign up for a locker. A student should keep their locker locked and the combination secret. The student is responsible for any article stored in their locker. If a locker check is made and illegal items are found, the student must take full responsibility. Therefore, they must never share their locker with anyone else. Also, they should be sure to lock their locker each time they use it to prevent theft or someone putting stolen articles or illegal materials in it. After locking, the student should test to see that it is locked. Leave valuables at home and do not bring large sums of money to school. The school cannot assume responsibility for lost or stolen books and personal items. If there is a locker theft, it should be reported to the Dean as soon as possible. Each student enrolled in physical education will have a gym storage locker, which is assigned by the physical education instructor. Locks are available at the Dragon Store at a cost of \$5.00.

Students withdrawing from PCHS for any reason must have their lockers cleaned out within three (3) school days. The school does not accept responsibility for any student's possessions after that time.

3. Dragon Store

This is the office where students pay fees and fines, get change for a \$5 bill, and/or place money on their ID cards for lunches. Some school supplies are also on sale here such as pencils, paper, ballpoint pens, index cards, folders, physical education uniforms, calculators, PE locks, and art supplies.

4. Textbook Information

Books will be distributed by the classroom teacher. Books must be returned to the teachers and the records cleared at the end of the semester. Students will be charged a fee if books are not properly returned.

5. Bulletin Boards and Display Cases

Any material to be posted on any bulletin boards other than those in classrooms must be approved by the Principal. The Principal must also approve displays in the cases as well as any signs or posters to be displayed.

6. Bicycles

Bicycle racks are located in front of various areas of the building. Bicycles should be firmly secured with a lock and chain to the rack and are the responsibility of the owner and not the school. The designated bike racks are the only acceptable locations to park bikes.

7. Learning Commons

As a PCHS student, you may use the library and media center facilities between the hours of 7:00 a.m. and 3:30 p.m. All students must use their bar-coded ID to check out materials. Students are notified of overdue materials. Fees and fines that remain unpaid are turned over to the Dragon Store for collection.

8. Selling and Soliciting

The selling of novelties or food items must be approved by the Assistant Principal in advance. Such approval will be given only to school-related organizations. Students are not to sell items on school grounds that are not approved by the assistant principal and/or are not associated with a school related fundraiser.

9. School Elevators

All students requiring the use of the elevator must have a valid pass from the Nurse's Office.

NURSE

A registered nurse will be on duty to aid students who become ill or injured at school. The Nurse's Office is located in F Building next to the Dean's Office at the east end of the main entrance lockers. Unless a severe medical condition exists, students must have a pass from their classroom teacher to come to the Nurse's Office during the school day. Students do not need a pass before school or during their lunch. Only medications necessary to maintain the student in school and given during school hours will be administered. **Students are not permitted to carry any medications (prescribed or over-the-counter, legal or illegal) with them without the permission of the Nurse's Office. Students who choose to carry medication (prescribed or over-the-counter, legal or illegal) on their person during the school day are subject to strict disciplinary action.** Students who sell or give their medication, or any medication for that matter, to other students on school grounds are subject to expulsion. Medications must be stored in the nurse's office unless the school nurse and/or the administration grant special permission. A release form signed by the parent/guardian must be brought to the Nurse's Office along with the medication. The student is responsible for taking their medicine. The nurse will not assume the responsibility of calling students down to the office to take their medicine. All prescription medication must be accompanied by a doctor's note to take it at school.

All medications must be in their original containers. Prescription bottles must be labeled with the names of the student, doctor and pharmacy. The date, route of administration and dosage must also be indicated. All medications are kept in a locked drawer in the Nurse's Office. The parent/guardian/student will be responsible at the end of the treatment for removing from the school any unused medication. All remaining medications will be discarded.

1. Care of Students with Diabetes

PCHS has a full time nursing station that is equipped to give basic treatment to students with diabetic conditions. **All diabetic management plans should be on file in the Nurse's Office.**

2. Students with Food Allergies

PCHS attempts to identify all students with food allergies. **Plans and specific instructions should be placed on file in the Nurse's Office.** PCHS alerts students and the public to specific allergy management areas through signage.

3. Students with Asthma

PCHS attempts to identify all students with asthma. **All asthma action plans should be placed on file in the Nurse's Office.** Students will be allowed to carry their rescue inhalers with them, once documentation has been provided.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide not only impacts the victims and their families, but also the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

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

HOMEBOUND INSTRUCTION

Homebound instruction is available to students with extreme health issues that will cause them to be absent from school for a minimum of ten (10) school days. A student's doctor must request homebound before the school will consider placing the student on homebound instruction. The Principal's Office facilitates the homebound process. Some classes cannot be taught on homebound, thus, it may be necessary for students being placed on homebound for an extended period of time to drop classes. A student who is returning from homebound must provide the Principal's Office with a doctor's release before they will be permitted to attend class.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State Law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate the policy's implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. If you should find yourself in a situation that you believe would qualify as "homeless," please see your school counselor.

SPECIAL EDUCATION REFERRAL PROCESS

Any concerned person may initiate a referral, including the parent, private professional, or member of the school staff. The referral should be submitted in writing to the person designated by the district (Special Education Coordinator). The school must respond in writing within 14 school days of the request notifying parents/guardians whether or not an evaluation is warranted. Special Education specialists are located in the Student Services Office and are available to support students and their families with accommodations.

SPECIAL EDUCATION EVALUATIONS

If a special education evaluation is warranted, the IEP team (including parents/guardians) will review existing information on the student to determine what additional data is needed within required domains in order to complete the evaluation. The domains that must be considered in designing an evaluation include: academic achievement, functional performance, cognitive functioning, communication status, health, hearing/vision, motor abilities, and social/emotional status. The school must complete the evaluation within 60 school days of the parent's/guardian's informed, written consent to collect the additional data.

TITLE IX/Non-DISCRIMINATION

No student in Pekin Community High School shall, on the basis of sex, race, color, national origin, age, religion, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. This is in compliance with the Title IX of the Federal Educational Amendments of 1972. Any student who feels they are being deprived of these rights should submit their grievance in written form to the District Superintendent of Pekin Community High School and Assistant Superintendent of Personnel and Instruction who serves as the Title IX coordinator for District 303.

LIFE SAFETY

1. Fire Drill

As a safety precaution, and in accordance with the State of Illinois school laws, fire drills will be held several times during the year. When the signal sounds, the teachers will instruct students to leave by the designated exit. Be calm, leave as quietly and quickly as possible without pushing and crowding and go far enough away from the building so those behind you will not be crowded.

The fire alarm is the continuous sound of a horn and the flashing of strobe lights. Students will be notified to re-enter the building by the faculty. Students are warned that the only time they are to activate the fire alarm is in case of a fire. Setting off a false alarm, tampering with fire extinguishers, or setting a fire can result in one of several forms of consequences such as suspension, expulsion, fine or jail.

2. Law Enforcement Drills

In accordance with the State of Illinois school laws, law enforcement drills are performed on an annual basis. Such drills shall address and prepare students and school personnel for situations calling for the involvement of law enforcement when conditions inside a school building are safer than outside of a school building and it is necessary to protect building occupants from potential dangers in a school building. Law enforcement drills may involve situations that call for the reverse-evacuation or the lock-down of a school building. Evacuation incidents may include without limitation the following: shooting incidents, bomb threats, suspicious persons, and incidents involving hazardous materials.

3. Tornado Safety

If time permits, students will be directed to an interior hallway or other enclosed area on the first floor of each building. Teachers will give instructions as to where the designated area is for each classroom. Avoid areas with wide roof spans such as the cafeteria, auditorium, gymnasium, industrial arts and art areas. If time does not permit you to evacuate your classroom, take cover under desks, tables, etc., away from windows, if possible. Protect your head with your arms as much as you can. Flying glass is a major concern.

The tornado warning will be given by voice. The P.A. system and/or school safety technology will be used. If this is not possible, a bullhorn with attached siren will be used or messengers will alert each area. The fire alarm is never used for warnings. Tornado practice drills are held each year.

4. Bomb Threats

The following procedure has been established in consultation with the Pekin Police and Fire department. Administration will notify staff and work with the police; administration will make a decision as to when and how to notify the student body. If an evacuation is deemed necessary, a PA announcement will be made. Students in hallways are to go immediately to the nearest classroom or office.

Bomb threats are a violation of school policy and state law. Persons making such threats are subject to expulsion and legal prosecution.

5. Emergency Days/E-Learning

Should it be necessary to dismiss early or cancel school for inclement weather or other emergencies, the announcement will be made via the PCHS website, PCHS Twitter, PCHS Facebook, a phone blast, and local news and radio stations/websites.

On school days when safe travel is not possible due to severe weather concerns or other emergencies, students will complete learning experiences at home. Student attendance will be based on digital check-in procedures. Learning experiences will be communicated through Canvas.

Instruction during a Closure “Inclement Weather Day”

- Students should check their Canvas class daily to see assignments and daily expectations.
- Teachers will post assignments by 8am. This instruction may be in the form of videos, text, online modules, etc.
- Teachers may schedule required collaborative-online class meetings. If teachers choose to schedule these they will be scheduled using the time frames for each class period below:

| | |
|-----------|----------------------|
| EB | 7:15 - 7:50 |
| 1 | 7:50 - 8:25 |
| 2 | 8:30 - 9:05 |
| 3 | 9:10 - 9:45 |
| 4 | 9:50 - 10:25 |
| 5 | 10:30 - 11:05 |
| 6 | 11:10 - 11:45 |
| 7 | 11:50 - 12:25 |

Teachers, counselors, deans, social workers, school psychologists, and case managers will be available via email. Mobile Wi-Fi devices are available for student check-out in the LC. Students with specific technical needs should email techsupport@pekinhigh.net for assistance. For further information please view our E-Learning Plan at www.pekinhigh.net.

6. Pesticide Registration

District 303 has an Integrated Pest Management (IPM) Plan with American Pest Control which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides within the building structure, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on a list, you are asking to be notified two days before a structural pesticide application and four days before any outdoor pesticide applications. In the event of an extreme emergency and pesticides must be used immediately we will notify you as soon as possible. Contact the Buildings and Grounds office @ 477-4271, if you wish to be added to the registry. NOTE: Through our Pest Control Company, Maintenance, and Janitorial Staff, we have attempted to avoid all pesticides and use a ‘bait and trap’ system with monthly monitoring.

7. Asbestos

District 303 has Asbestos containing Building Materials (ACM) in the building. Unless disturbed, these materials are in good condition and pose no hazard. District 303 adheres to the requirements for routine inspection of Asbestos Containing Materials.

8. Carbon Monoxide Detection Alarm

The District is bound by the Illinois School Code 105 ILCS 5/10-20.56 to install Carbon Monoxide alarms within 20 feet from any gas burning devices. This may include boilers, hot water heaters, cooking stoves (gas only), and burners in the science labs or any other gas fueled items.

The District has installed Edwards Fire Alarm system CO detectors and tied them directly to our fire alarm panel where needed according to Illinois School code.

If a Carbon Monoxide alarm is activated:

1. Fire department will be notified immediately.
2. Fire alarm monitoring company will notify the school district.
3. Fire alarm panel will chirp locally and display a detailed location.

Staff should:

1. Evacuate students and employees from the room(s) of the alarm
2. Wait for instructions from the Fire Dept.
3. Once the source of the CO has been identified, operations will make the necessary repairs as quickly as possible to correct the situation.

TRANSPORTATION

Students are eligible for free transportation if they live more than 1 and 1/2 miles from school, following the shortest possible routes, using normal traveled thoroughfares. Students receiving free transportation will be issued a bus pass and route information during registration. Students not eligible for free transportation may purchase a bus pass for an additional fee. If a student loses a bus pass, they must pay \$3 to obtain a new one. Students who change their address should consult with the Dragon Store at their earliest convenience.

Bus drivers are in complete charge of their school bus and are considered to have the same authority as a classroom teacher. Bus passes must be shown on request of a bus driver or any other school personnel.

Buses may be monitored through the use of electronic, visual, and audio recordings in order to promote and maintain a safe environment. These recordings may be secured and used by administration to conduct investigations for these purposes.

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

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

The following is a list of rules/guidelines designed to address bus safety. These rules/guidelines should be followed by all students:

1. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Take a seat immediately and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. Help keep the bus neat and clean. Keep belongings out of the aisle and away from the emergency exits. Eating and drinking are not allowed on the bus.
5. Students are to be seated and quiet so the driver can hear sirens, bells, horns, etc.
6. School conduct rules apply on the bus. Smoking, profanity, obscenity, wrestling and/or boisterous conduct, and vandalism will not be tolerated.
7. Rule violations should be reported to the Dean.
8. Bus-related injuries should be immediately reported to the school nurse.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Appropriate respect must be shown to bus drivers at all times.

Late or no-show buses should be reported to the Dragon Store immediately. A follow-up bus will always be sent out from the school as soon as possible.

Students will not be issued special bus passes without written permission submitted to the Dean.

STUDY HALL - STUDENT PROCEDURES

1. Students are to bring materials for studying or reading.
2. No talking is allowed except with teacher permission.
3. No card playing or food permitted in study hall.
4. Students are not to leave the study hall without a pass from the study hall teacher.
 - A. If a student desires help from one of their teachers or if they need to make up work for a classroom teacher, they must secure a pass in advance and hand it to the study hall teacher.
5. Except in emergencies, if a student needs to see a dean or counselor during the study hall period, they must receive a pass from their teacher in advance of the study hall period.
6. A student desiring to check out of study hall must wait until attendance has been taken and get permission to sign the checkout form at the teacher's desk.

ACCESS TO BUILDING AREAS CONTAINING CLASSROOMS

Students will not be permitted access to classroom areas before 7:30 a.m. unless they have a pass from a teacher.

PHYSICAL EDUCATION

1. Being Prepared for Physical Education Class

- A. Students are expected to be in the locker room before the bell rings to begin the period.
- B. Every student is expected to arrive to their PE class on time.
 - After the bell rings to begin the period, students will be given six minutes to change into PE clothes and arrive to class.

2. Uniform

- A. Students are expected to be dressed appropriately for every PE Class.

The proper PCHS PE Uniform consists of the following:

- Gray or white crew T-shirt (no writing except 'Pekin' and/or 'Dragons'). It is acceptable to wear a sweatshirt over the gray or white shirt
- Red Shorts-Individual attire must adhere to the PCHS dress code (shorts must be mid-thigh length. It is acceptable to wear solid color sweatpants.
- Individual attire must adhere to the PCHS dress code (shorts must be mid-thigh length). No nylons, Softe shorts, or yoga pants. Additional concerns will be addressed individually.
- Socks are required.
- Shoes: gym shoes with non-marking soles are required.
- Females: Bras are highly recommended.

❖ **Uniforms are available at the Dragon Store.**

❖ **All students will need a combination lock and are available for purchase at the Dragon Store.**

- B. Students are expected to be dressed appropriately for every Swim Class.

- The proper PCHS Swim Uniform consists of the following:
 - a. Female: one piece and cannot be white
 - b. Male: swim trunks (no speedos)

❖ **Swimsuits are available for purchase at the Dragon Store.**

❖ **Hair shoulder length or longer must wear a swim cap and are available for purchase at the Dragon Store.**

- C. Students are expected to be dressed appropriately for every Dance Class.

The proper PCHS Dance Uniform consists of the following:

Bottoms: Plain solid black fitted capri's or black opaque tights/leggings with black booty shorts, (no zippers, pockets, drawstrings, or any other color, other than black, will be accepted. In addition, only black plain waist bands will be accepted on the shorts and leggings.) Tops: Plain fitted black shirts with no collars, zippers, pockets or hoods will be accepted. Shoes: Dance shoes are required. Jazz sneakers can only be worn 2nd semester; some of these items can be purchased in class. More detailed information will be given the first week of each semester.

❖ **All students will need a combination lock. They are available for purchase at the Dragon Store for \$5.**

3. Improper Dress Policy

A. 1st No Dress, 2nd No Dress, and 3rd No Dress

Students can rent a PE uniform by giving the locker room supervisor their ID. The student's ID will be returned when the PE uniform is returned at the end of the period.

B. 4th+ No Dress- Students will not be allowed to rent a PE uniform. They will be allowed to participate but will have points deducted from the dress category.

All students are expected to participate. Failure to participate will be handled as insubordination. Students will be sent to the Dean's Office and will receive a 0% for the day.

4. Dress/Un-equips Deduction

If a student chooses not to dress for the period, they will have points deducted from the dress category.

5. Medical/Parent Excuses

Either parental or medical excuses must be taken to the school nurse before school. Any more than three excuses consecutively will need to be from a physician. All written excuses must go through the nurse and be signed by them. All students will dress even when excused, but do not necessarily have to participate. Provide the nurse's signed excuse to the instructor when attendance is taken.

6. JROTC

All students participating in JROTC must have a yearly **UPDATED** physical, freshman through senior year.

EXTRACURRICULAR ACTIVITIES

1. Student Council

The Student Council of Pekin Community High School is organized to provide for student expression and participation in government. The Student Council constitution lists the following objectives:

- A. To foster and promote the best interest of Pekin High School.
- B. To develop more interest in the activities and accomplishments of Pekin High School.
- C. To maintain any services as they arise for the benefit of the student body.
- D. To foster and develop new ideas for the student body.

2. Clubs/Activities

Many extracurricular activities are offered by the school. These take place before and after school or in the evening.

3. Sport Activities

Pekin is a member of the Mid-Illini Conference. This conference provides some of the finest competition in the state of Illinois. The Mid-Illini is made up of the following schools:

Canton High School
Dunlap High School

Metamora Township High School
Morton High School

East Peoria Community High School
Limestone Community High School

Pekin Community High School
Washington Community High School

PCHS students participate in the following sports/activities:

| | | | |
|---------------|------------|-----------------------|--------------|
| Wrestling | Baseball | Poms | Cheerleading |
| Swimming | Volleyball | Speech | |
| Golf | Basketball | Band | |
| Football | Track | Choir | |
| Bass Fishing | Softball | Soccer | |
| Cross Country | Tennis | Scholastic Activities | |

4. Fan Bus

On occasion, PCHS provides transportation at a minimal cost to students for the purpose of attending certain extracurricular activities.

- A. The same basic rules for riding the fan bus apply for riding a regular school bus. The chaperone and/or the bus driver are in charge. Bus windows must remain closed upon leaving the immediate area of an athletic event. The bus driver and/or the chaperone will decide whether the windows can be opened while on the highway.
- B. Students may not bring open drinks on the bus and all belongings will be searched by a dean prior to boarding the fan bus.
- C. Upon boarding the bus, the student will submit their ticket, show school ID and sign/verify their name to a roster.
- D. Students who ride the fan bus to the event must return from the event on the bus. If more than one fan bus is taken to the event, the student must ride the same bus to and from the event. The only exception to this policy is if a parent makes a personal request to the chaperone that the student be allowed to ride home with the parent. A student cannot ride home with another student, friend, etc.
- E. Immediately after the event, the student should report directly to the bus, have their names checked off and board the bus. The bus driver will make every effort to inform the students where the bus will be parked after the game; however, sometimes that is not possible.
- F. Remember the number of your bus. Usually the school is not open upon returning from the event to use the phones. Make arrangements to be picked up in front of F building or park your car there.
Violations of the rules will be dealt with through the Dean's Office like any other disciplinary action.

5. Sportsmanship

When **YOU** attend a game, remember these tips from the Illinois High School Association:

- A. The best time to applaud or cheer is:
 - 1) When your team comes on to the playing area.
 - 2) For a player who has been replaced in the line-up.
 - 3) When an injured player seems to need encouragement.
 - 4) When an opponent or a member of your own team has made an exceptionally good play.
 - 5) For an exceptional act of good sportsmanship.
- B. The best time to remain silent is:
 - 1) When your team is penalized. The official is closer to the play than you and has expert knowledge of rules under which the game is played.
 - 2) When the opponents are penalized. They are guests and should be treated with respect and courtesy.
 - 3) When you are tempted to be critical of an official, a player, or are tempted to be sarcastic, abusive or profane.

C. The best rules to remember are:

- 1) Two wrongs don't make a right.
- 2) The less you say, the less for which you have to apologize.

6. Intramurals

Any student who is or was a squad member of any sport shall not play on an intramural team in that sport even though the student may be ineligible for that sport for the semester. If a student is out from a sport because they fail to make the team before the second scheduled contest in the sport, they will be eligible for that intramural sport. Getting cut from the squad for any other reason i.e., smoking, insubordination, etc. does not make them eligible. All school policies are to be followed during intramurals. Students who choose to behave in an inappropriate manner during intramurals will be permanently removed from the activity and be subject to disciplinary action by the school.

7. Eligibility

Once an athlete or co-curricular participant becomes a member of a Pekin High athletic team or co-curricular program, they are required to stay scholastically eligible. They must be passing five major subjects to remain eligible. Independent Study cannot be used to count towards IHSA eligibility. Eligibility guidelines are printed on page 53 and should be explained by their respective coach/sponsor.

8. Athletics & Co-Curriculars

A student may be suspended or dropped from an athletic team or co-curricular for:

- A. Failure to maintain the academic standards set forth in the District's Handbook of Rules and Regulations and the Illinois High School Association Code
- B. Violation(s) of the District's Extracurricular Activities Code.

PEKIN COMMUNITY HIGH SCHOOL EXTRACURRICULAR ACTIVITIES CODE

In order to participate in extracurricular activities at Pekin Community High School, each participant must read, understand, and agree to the following procedures, regulations, and responsibilities. This code will be in effect from the time the student first begins extracurricular activities until the student graduates, including summer and vacation periods. Students who participate in activities that continue beyond graduation are still responsible to comply with the activities code. Consequences associated with code violations may also extend beyond graduation.

Extracurricular activities shall include, but may not be limited to: athletics, forensics and drama activities, special musical groups, JROTC, class officers and student council. Students who are suspended from extracurricular activities due to a code violation may appeal the suspension to the district superintendent, whose decision is final.

Academic and Procedural Requirements

The student must:

1. Be doing passing work in at least five subjects (25 hours per week) and, unless in the first semester of high school, have passed at least five subjects (25 hours per week) the previous semester.
2. Agree to care for and be responsible for school equipment used or issued and make reasonable restitution whenever loss or damage is the participant's responsibility.
3. Have a certificate of physical fitness issued by a licensed physician not more than 395 days (13 months) preceding practice or participation in any sport.
4. Have purchased the accident insurance made available through the school or have on file with the Athletic Director the insurance waiver form signed by both the athlete and parent or guardian verifying adequate insurance coverage. PCHS does not assume financial responsibility for accidents incurred in athletic participation.

Other:

5. Failure to appear at an interscholastic event or performance without prior approval of the sponsor/coach may result in the student being suspended from activities or removed from the team or group.
6. Failure to be in attendance in school on the day of practice or participation may prevent a student from participating on the day of the absence. Emergency situations will be reviewed by the principal or designee on an individual basis.
7. The student must refrain from conduct unbecoming to a student representing the school.
8. The student must not violate any policies of the Board of Education.

Failure to comply with any of the regulations set forth above may cause a student to be declared ineligible for competition or participation by the principal or designee.

ARTICLE I

A student may be declared ineligible for competition or participation by the principal or designee for the following reasons:

1. Any use, consumption, possession, sale, or delivery of illegal drugs, drug paraphernalia, alcoholic beverages, or abuse of prescription or other legal drugs will constitute a violation. Presence in a motor vehicle in which a minor used or possessed alcoholic beverages, illegal drugs, or drug paraphernalia will constitute a violation. Presence on premises where minors used or possessed alcoholic beverages, illegal drugs or drug paraphernalia will constitute a violation.
2. The use or possession of tobacco products of any type, or the use or possession of any e-cigarette, personal vapor, or electronic nicotine delivery systems of any kind, regardless of the age of the student will constitute a violation.
3. The commission of any act which could constitute a felony or misdemeanor shall constitute a code violation, regardless of any court involvement or decision.
4. The commission of any act which could constitute conduct unbecoming a student representing the district or the violation of any of the policies of the Board of Education shall constitute a code violation.

VIOLATION PROCEDURE – A

(Pertaining to number 1 of Article I)

Violation of the regulations regarding the use, consumption, possession, sale or delivery of illegal drugs, drug paraphernalia, alcoholic beverages, or abuse of prescription or legal drugs shall be reported to the principal or designee. If an infraction has occurred, the following disciplinary action shall be administered.

FIRST OFFENSE of any article of the code

Option 1. One calendar year suspension from all activities covered by this code.

Option 2. One calendar year suspension may be reduced if the student and parents or guardians agree to the following:

- a) Have a drug and alcohol assessment. The family is responsible for any costs of the assessment or recommendations made by the assessor.
- b) Sign a release allowing the assessor and school administration, and the student's guidance counselor, to exchange information regarding the student's behavior.
- c) Follow through with the recommendation of the assessment.
- d) The student must complete an off-campus educational program on substance use and abuse.
- e) Parents or guardians may be required to attend one evening session regarding information on substance use and abuse.

After completion of steps **a-b**, the principal or designee, in consultation with the guidance counselor, will consider reducing the calendar year suspension to 1/3 of the

season suspension. Practice in the activity may begin after completion of steps **a-b**.

THE PRETENSE OF HAVING COMPLETED STEPS A-E MAY NOT RESULT IN A REDUCTION OF SUSPENSION.

Option 3. Voluntary Admission by the student and/or parent/guardian to the coach/sponsor or Administration of a first offense infraction will result in a reduction of the suspension by 50%. Voluntary admission may NOT be used by a student if the rule infraction is already known by the school. "Voluntary admission" may only be used once in a school career.

SECOND OFFENSE of any article of the code

The student will be suspended for one calendar year from all extracurricular activities covered by this code at Pekin Community High School.

THIRD OFFENSE of any article of the code

The student will be suspended permanently from all extracurricular activities covered by this code at Pekin Community High School. The student and parents/guardians of the student will be advised in writing by the Administration of the suspension dates enacted as a result of the code violation.

VIOLATION PROCEDURE – B

(Pertaining to Number 2 of Article I)

Violation of the regulations regarding the use of tobacco products of any type or the use of any nicotine delivery systems of any kind shall be reported to the principal or designee. If an infraction has occurred, the following disciplinary action shall be administered.

FIRST OFFENSE of any article of the code

Option 1. One calendar year suspension from all activities covered by this code.

Option 2. One calendar year suspension may be reduced if the student and parents or guardians agree to the following:

- a. Enroll and complete an appropriate tobacco cessation program.
- b. Submit documentation of tobacco cessation program completion.
- c. Parents may be required to attend one evening meeting regarding information on substance use.

After completion of steps a-b, the principal or designee, in consultation with the guidance counselor, will consider reducing the calendar year suspension to 1/3 of the season suspension. Practice in the activity may begin following steps **a-b**.

THE PRETENSE OF HAVING COMPLETED STEPS A-C MAY NOT RESULT IN A REDUCTION OF SUSPENSION.

Option 3. Voluntary Admission by the student and/or parent/guardian to the coach/sponsor or Administration of a first offense infraction will result in a reduction of the suspension by 50%. Voluntary admission may NOT be used by a student if the rule infraction is already known by the school. "Voluntary admission" may only be used once in a school career.

SECOND OFFENSE of any article of the code

The student will be suspended for one calendar year from all extracurricular activities covered by this code at Pekin Community High School.

THIRD OFFENSE of any article of the code

The student will be suspended permanently from all extracurricular activities covered by this code at Pekin Community High School.

The student and parents/guardians of the student will be advised in writing by the administration of the suspension dates enacted as a result of the code violation.

VIOLATION PROCEDURE – C

(Pertaining to number 3 of Article I)

The commission of any act which would constitute a felony or misdemeanor shall be considered a code violation regardless of any court involvement or decision. If an infraction has occurred, the following disciplinary action shall be administered:

FIRST OFFENSE of any article of the code

Option 1. One calendar year suspension from all activities covered by this code.

Option 2. One calendar year suspension may be reduced if the student and parent or guardian agrees to the following:

- a) In addition to any court-ordered responsibilities, the student must complete 50 hours of school or community service as approved by the principal or designee. Upon documented completion of the above hours, the principal or designee will consider reduction of the calendar year suspension to 1/3 of the season suspension. Practice in the activity may begin after completion of step (a) above.

SECOND OFFENSE of any article of the code

The student will be suspended for one calendar year from all extracurricular activities covered by this code at Pekin Community High School.

THIRD OFFENSE of any article of the code

The student will be suspended permanently from all extracurricular activities covered by this code at Pekin Community High School.

The student and parents/guardians of the student will be advised in writing by the administration of the suspension dates enacted as a result of the code violation.

VIOLATION PROCEDURE – D

(Pertaining to number 4 of Article I)

The commission of any act which would constitute conduct unbecoming a student representing the school or the violation of any policies of the Board of Education shall be considered a code violation regardless of any court involvement or decision. If an infraction has occurred, on the first offense, the student will have the choice between either Option 1 or Option 2 of the following disciplinary actions:

FIRST OFFENSE of any article of the code

Option 1. The student must complete 50 hours of school or community service as approved by the principal or designee.
**

Option 2.

The student must serve a suspension which extends one-third of the season. **

** Whether Option 1 or Option 2 is chosen, the student may continue to practice while completing the hours or suspension assigned.

SECOND OFFENSE of any article of the code

The student will be suspended for one calendar year from all extracurricular activities covered by this code at Pekin Community High School.

THIRD OFFENSE of any article of the code

The student will be suspended permanently from all extracurricular activities covered by this code at Pekin Community High School.

The student and parents/guardians of the student will be advised in writing by the Administration of the suspension dates enacted as a result of the code violation.

ARTICLE II

It is expected and anticipated that each sponsor/coach will have certain regulations and guidelines not covered here. The student is responsible for their actions in regards to those regulations and guidelines.

A third offense under the code results in permanent suspension from all covered extracurricular activities while attending Pekin Community High School. The three offenses do not need to occur under the same part of the code or the same activity. Since no extracurricular activities code can cover every action that interferes with fellow students or disrupts the educational process, the Administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the extracurricular activities code.



Illinois High School Association

(For 2023-2024 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) **consecutive** semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or

- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the **IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your **junior** year and are not otherwise in compliance with the transfer eligibility by-laws.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible regarding age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant, or nurse practitioner to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status and Name, Image, and Likeness (NIL)

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes **not to exceed \$300**.

B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed **\$150** in fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

E. **IHSA By-laws and Board Policies provide guidance and restrictions to when and how you might capitalize on your name, image, and likeness (NIL). Work closely with your**

principal/official representative on opportunities that come your way.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with, or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege, or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with, or compete against any junior college, college, or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer, or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.



Danielle N. Owens, Ed. D.
Superintendent

320 Stadium Drive Phone (309) 477-4222
Pekin, IL 61554 Fax (309) 477-4376

dnowens@pekinhigh.net

March 31, 2023

AVAILABILITY OF MANAGEMENT PLAN NOTIFICATION

Our District buildings have been inspected for asbestos-containing materials (ACM) as mandated by the USEPA, 40 CFR Part 763, Asbestos-Containing Materials in Schools. The Asbestos Management Plan has been prepared and periodically updated by an Accredited Management Planner to offer direction and guidance in the management of the ACM in our buildings.

These reports are available for review at the District's administrative offices during normal working hours.

Copies of these reports may be supplied upon request at a minimal cost.

Sincerely,

A handwritten signature in blue ink that reads "Danielle Owens".

Dr. Danielle N. Owens
Superintendent

DNO/tmd



INFECTION PROTOCOL

The school health service shall have an active role in evaluating students with any skin lesions or issues, including lesions that resemble a bug bite or other pustule skin lesion that appears to be infected. Any unusual skin lesion or other draining wound should be considered potentially infectious and will cause infection control measures to be implemented at school along with a referral to the student's primary caregiver for consultation.

Coaches, custodians, the Athletic Director, and all other administrators will report any activities as outlined above to the nurse and the superintendent as well as to the building principal. If indicated by the nurse or via the nurse by the primary caregiver, the principal shall notify the student's teachers and coaches that precautionary cleanings will take place. (No mention of student names will be issued). Additionally, the principal shall give a list of rooms and areas that need to be cleaned and sterilized to Buildings and Grounds, who shall implement protocol of infection cleaning. In any PE situation, this will include the weight room and appropriate locker room.

Buildings and Grounds will clean the weight room, locker rooms, and pool area on a monthly or bi-monthly sterile cleaning schedule as a precautionary measure.

In the case of MRSA infection, the school shall check that the primary caregiver has prescribed a course of treatment and action and again that will be communicated as needed to all staff involved in this process.