

PALESTINE GRADE SCHOOL

HOME OF THE PIONEERS

Sheila G. Mikeworth, Principal

STUDENT HANDBOOK

2007-2008

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PALESTINE C.U.S.D. #3 BOARD OF EDUCATION

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The Mission of Palestine Grade School

Palestine Grade School is committed to academic and personal excellence for each student. We believe in an education that values integrity, self-reliance, and strength of character. Through mutual respect, we will build a sense of community and belonging for all students.

The Vision of Palestine Grade School

The vision of Palestine Grade School is to create a caring community where students are educated and prepared for a successful future.

Character Education Pledge

"We the students of Palestine Grade School

Pledge our loyalty to the six pillars of character.

We pledge to fair, trustworthy, responsible, and caring.

We pledge to be productive *citizens* within our community and school.

We further pledge to be *respectful* to all school staff and students.

We will try our best to make tomorrow's dreams become realities.

We will make tomorrow better than today.

We will try our best to reach our highest potential.

A MESSAGE TO PARENTS

It is extremely important for all parents and students to be aware of the rules, regulations, and provisions of the Palestine Grade School Handbook. Understanding and awareness of these guidelines will help the student to better achieve success at school. We at Palestine Grade School are trying to take a pro-active approach to educating our students and being involved in their well-being. To that end, we would appreciate any constructive involvement and support that you can provide to us. We want to provide the best educational atmosphere and learning environment that we can, while at the same time giving the students a sound education.

Please be advised that this handbook is not all inclusive in that it cannot possibly address all the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The board of education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations that are not specifically addressed herein.

Please read this handbook with your child, complete the enclosed verification sheet and have your child return it to his/her classroom teacher. If you have any questions regarding this handbook, please contact the Grade School office at 586 – 2711. Thank you for your support and cooperation.

THE PRINCIPAL

The Principal of Palestine Grade School is appointed by the Superintendent and the Board of Education to be responsible for organizing and administering all phases of the school program. This responsibility includes such things as school discipline, student attendance, health problems, textbooks, lockers, curriculum improvement, class scheduling, building maintenance, and extra curricular activities. The Principal's position is chiefly administrative, yet he/she is willing to talk to students at any time.

GUIDANCE

The guidance program of Palestine Grade School has been set up for the student. The counselor's duties include handling all matters concerning student personnel, and he is available to students by appointment. Whenever possible the conference will be scheduled with the counselor during a study period.

DUTIES

1. **Counseling:** The main function of the counselor is dealing with students either individually or in groups to assist students in resolving personal conflicts on a confidential level. The conflicts might be academic, social, families, personal or vocational in nature.
2. **Parent-Teacher Conferences:** The counselor holds conferences with parents and teachers. Counselor provides information and assists in planning any course of action related to pupil academic and social growth.
3. **Educational and Occupational Planning:** The counselor assists students in making realistic vocational choices through student conferences and career information.
4. **Orientation:** The counselor orientates new students to the school environment.
5. **Referrals:** The counselor makes referrals for students who need special services.
6. **Pupil Appraisal:** Through the use of meaningful information such as parent-teacher conference records, standardized achievement and mental maturity test results, past academic records and any other pertinent data, students with special abilities or needs are identified.

ABSENCE AND ATTENDANCE

Regular and punctual attendance of each student at Palestine Grade School is of utmost importance in order that they may develop their abilities to the fullest. However, there are times when, in the judgment of the parents, the child should remain at home. This could include illness, family funerals, etc. In cases of vacations or out of town trips, students should notify the office at least one week in advance and also make arrangements with teachers regarding work which will be missed. Students who leave school because of medical or dental appointments must present a written excuse from his/her parent or guardian asking permission to be excused. Students being picked up for appointments or returning must check in at the office. Persons picking up students also need to check in at the office to allow us to keep accurate records of students' attendance.

Absence – Call the Grade School Office – Any student who is absent from school should have a parent or guardian call 586 – 2711 between 8:00 a.m. and 9:00 a.m. the morning of the absence, and state the reason for the absence. Public Act 84-178 requires public schools for grades Kindergarten through 8th grades to notify a parent or legal guardian of an absence by telephone within two hours after the first class in which the child is enrolled. It requires the parent or legal guardian to provide at least one, but not more than two telephone numbers to the school, and also requires the school to advise the parent or legal guardian of their responsibility to authorize any absence by their child and to notify the school in advance of such.

All students returning to school after being absent, must present a written excuse signed by a parent or guardian to the office for grades 6-7-8 and to the teachers for grades K-5. Parents may be called and asked to bring the excuse if the student fails to bring it. The office will issue an admittance slip signed by the principal for grades 6, 7, and 8. Teachers will not admit students to class without this admittance slip. These slips must be returned to the office by the end of the school day. If a student is absent from school he or she cannot attend any grade or high school activities that evening. If a student misses five or more consecutive days of school due to illness, a doctor's note will be required for the absence to be considered excused. In addition, if a student is absent a total of five days or more in any given quarter, a doctor's note will be required for the absence to be considered excused.

Tardiness to class will be handled by the teacher of that class. If a student is tardy more than three times, he/she will be referred to the office. A student arriving after the 8:05 attendance bell will also be considered tardy. After 3 unexcused tardies (late to school) a detention will be issued.

Truancy – If a student misses school without a valid reason, parents will be notified. Consequences may include, but are not limited to, work being made up but no grade assigned, Saturday detention, counseling, and/or depending upon frequency, contacting the local truant officer.

Assignment requests due to illness should be asked for only if the student will be absent for more than one day. These requests should be placed before 8:15 and will not be available for pick up until after 3:20 to allow the teachers (Junior High) to have time to gather the materials together for the student. If assignments are picked up by the parent/guardian, then the work should be made up by the next day in attendance.

EMERGENCY DAYS

Emergency early dismissal days and school cancellation days will be announced on the local radio station – WTAY-WTYE 101.7 FM and 1570 AM. Listen to the radio for information when the conditions are questionable. As always PLEASE make sure your child is aware of the proper place he/she is to go or what he/she is to do in the event of an early dismissal due to unforeseen events. If your child is not sure, tell him/her to come to the office for help.

RE-ASSIGNING STUDENTS

1. Parent(s) of the student involved must have spoken with first the teacher and then the principal regarding the incident which brought about this situation before any action is taken.
2. All parties involved – the two teachers, the parent(s), and principal shall then meet at the designated time and place to discuss the situation. The student will not be present.
3. If a consensus cannot be reached, then a decision will be made by the Superintendent.
4. If any party to the proceedings is unhappy with the disposition of the case, they have the right to request a hearing before the Board of Education.

REPORT CARDS AND MID-TERM PROGRESS REPORTS

Report cards are sent out at the end of each nine weeks as means of informing parents of the student's progress in school. These students will receive letter grades (A, B, C, D, F) in all subject areas. The grading scale is as follows:

100 = A+ 99-92 = A 91-90 = A- 89-88 = B+ 87-82 = B 81-80 = B-
79-78 = C+ 77-72 = C 71-70 = C- 69-68 = D+ 67-62 = D 61-60 = D-

59 and below = F

Progress reports are sent out at the middle of each quarter to those students who are doing unsatisfactory work, or who are not working to ability. Teachers are encouraged to send reports to all students.

However, parents should not wait for report cards to check on their or son or daughter's progress. They should check frequently with them and should feel free to visit the school at anytime to confer with the teacher. A phone call to the office will help secure a time convenient to the teacher so as not to disrupt class work.

RETENTION

The following criteria will be followed.

1. Reading level (below grade level)
Social Studies
2. Math (below grade level)
Attendance
3. Language Arts (phonics, spelling, writing)
Emotional factors
4. Science
5. Social Studies
6. Attendance
7. Emotional factors
8. Teacher's Evaluation

If a student is deficient in two or more of the above, the school will consider retention and if he/she is deficient in four or more areas, they will be retained.

If a student in the sixth, seventh, or eighth grade fails three or more subjects, he/she will be retained.

HONOR ROLL

In order to encourage and reward academic achievement, Palestine Grade School will compile and publish a listing of all students attaining a high scholarship record.

The following letter grades and their numerical equivalents are to be used:

A=12, A-=11, B+=10, B=9, B-=8, C+=7, C=6, C-=5, D+=4, D=3, D-=2, F=1

Averages for honor roll will be computed on the above numerical grade equivalents. For high honors a student must have an (11) point average or higher. Students eligible for honors will have an average of at least 9.75 and less than 11. Students eligible for achievement honors will have an average of at least 9.00 and less than 9.75. Honor roll averages will be calculated on core subjects. Students must have a passing grade in all courses to be on the honor roll.

Valedictorian(s) and Salutatorian(s) will be determined by averaging all core class grades during sixth and seventh grade years in addition to the first semester of the eighth grade year. Marshalls are determined in the same manner based upon all sixth grade letter grades and the first semester of the seventh grade year.

INCOMPLETES

It is every student's responsibility to complete each assignment to the best of his/her ability. At the junior high level consequences for failure to complete a daily assignment will be left up to the individual teacher. Incompletes will mean work not completed due to excused absences. Certain required work may result in an incomplete given. There may be grade deductions as determined by the teacher. An incomplete grade will become an (F) if the work is not made up within ten (10) school days after the close of the quarter. If extenuating circumstances exist, a teacher may extend the time. All work must be completed or makeup arrangements must be made before the end of the quarter.

If a student is absent from school during the last day(s) of the quarter he/she must make arrangements for making up the work within the first three (3) days of his/her return. There will be no three (3) day makeup period at the end of the fourth quarter unless the student's absence the last day(s) of the quarter was excused. Arrangements must be made in this case to complete the work during the summer.

When a student returns from an excused absence he/she has one (1) school day for every school day missed to make up work and still get full credit.

When a student is excused from a class to participate in a field trip, program, sport event, or has a planned absence due to events such as vacations, religious observances, orthodontic appointments, etc., work that is due during the absence must be handed in before leaving. The student is responsible for the assignments given as if no absence had occurred.

CHEATING

The faculty and administration of Palestine Unit #3 feel very strongly that cheating on homework, assignments, or tests does not help anyone involved. The following rules will be enforced in an effort to deter this type of behavior. Any student caught copying another student's homework, giving or taking answers on a test, reporting wrong grades or other forms of cheating will receive no credit for that work and other punishment will be given as deemed necessary. Factors that will be considered will be the number of occurrences and severity of the offense. The teachers and administration will determine the consequences. Repeated occurrences of cheating could result in the student receiving a failing grade for the class for that nine weeks.

LUNCH

A complete Type A lunch is provided for students. This consists of a combination of hot and cold foods prepared to meet one-half the minimum daily requirements as set forth under the National School Lunch Act. Students are urged – but not required – to eat a hot lunch. If desired, a sack lunch may be brought and eaten in the cafeteria. These students are allowed to purchase milk. Students will NOT be allowed to charge only for milk during breakfast and/or lunch. Table manners acceptable in any public cafeteria are to be exercised in the cafeteria. If your student brings his/her lunch, pack only foods that will not require refrigeration. Do not send any kind of carbonated beverages.

The number of lunch and breakfast charges will be set by the Board. After that amount is accumulated, students will only be allowed to have bread, peanut butter and milk for lunch until all charges are paid. Free and reduced lunch forms are available all through the year if a family's income changes. Please discuss specific situations with the principal.

CAFETERIA RULES

Students should get everything they want or need as they go through the lunch line.

After students are seated, they should raise their hand if they need help.

Students are asked not to get up from the table unless they have permission from the Cafeteria Supervisor.

When the Cafeteria Supervisor designates silence that means no talking.

Loud talking or any type of disturbance may result in the students staying after others leave.

The Cafeteria Supervisor will refer anyone who is not following the cafeteria rules to the principal when necessary.

Students will not be allowed to buy or sell food from other students during breakfast or lunch times.

Parents and guardians are asked to give a 1-day notice if you wish to each school lunch with your children. A 3-day notice is needed if planning on joining us for holiday meals.

PHYSICAL EDUCATION

The physical education program contributes to the total growth and development of the student through physical activities. Every effort is made to give students the maximum amount of physical exercise the facilities will permit. Grades shall be given in physical education as they are in other courses of study. Each student must meet certain requirements before he/she will be given credit for that portion of the program. Basis for a grade are: performance and improvement of skills and physical fitness; also amount of effort channeled in the direction of performance and improvement of skills; knowledge of rules, general performance strategy and competition; class welfare, health and safety practices. All P.E. classes in the 6th, 7th, and 8th grades will participate in the President's Physical Fitness Program in the spring for national awards.

INSURANCE

Accident insurance at a minimum cost is offered for any student who desires this coverage. All students participating in the interscholastic athletic program and/or cheerleading are required to carry school insurance or provide a written statement of other insurance coverage.

This plan of insurance is offered as a service. Neither the school, nor anyone connected with the school, will receive a profit from the fees paid. Accidents should be reported immediately to the nurse, so that an accident can be properly processed.

It is the duty of the student (or parent) to contact the school nurse, if an insurance form is desired. This should be done as soon as possible, since there is a deadline to meet to get the completed form in to the insurance company.

LOCKERS

Sixth, seventh, and eighth grade students are furnished lockers and must assume full responsibility for their property. To protect their interest, students should use only the locker assigned to them and immediately upon finding lockers that are defective, report the same to the principal's office so that repairs can be made or a new locker assigned. Lockers should be kept neat and clean as periodic locker checks are called during the school year. Lockers are the property of the school and we have the right to search them without cause at anytime. Locks will only be issued to students upon their request. Lost or defective locks will cost \$5.00 each. The school is not responsible for books, jewelry or other items that are left lying in the gym, on the stage, or other areas that are not secured. Students are responsible for any personal item brought to school. Label all items with the child's name for identification purposes. The school cannot assume responsibility for lost or stolen personal items. Book bags are not allowed in the classrooms.

TELEPHONE

The telephones in the school are business phones. Students will not be called to the telephone during the school day except in an emergency. Phone calls that are directly associated with the conducting of school business will be made on the school phone. Phone calls are not to be made by students unless it is an emergency or an absolute necessity.

Class and Club phone calls: Long distance calls made for classes or clubs will be charged to an individual and then the class or club will reimburse them.

SCHOOL NURSE

The nurse will be on duty as determined by the Board of Education. The nurse will be available for consultation on health problems, fill out insurance forms, etc. If excessive absences arise in any family and are attributed to illness, a home visit by the nurse may be made. She will be available at times by appointment through the grade school office. If the nurse is not available, the student should report to the principal's office.

When it is necessary for a student to take medication during the school day, a note from the doctor or parent must be turned in to the nurse. This note should indicate any special instructions that may be necessary.

Each student during the year will receive a vision and hearing test from the nurse. At the beginning and end of the school year each student will be weighed and measured by the school nurse.

The nurse will check to see that all kindergarten, fifth grade, and all new students have their physical and dental examinations according to the state requirements for the school year. She will give the list to the principal of those not meeting this requirement.

CONTAGIOUS DISEASES

Any student who has a contagious disease, parasitic or other condition detrimental to the health, hygiene, or welfare of other students will be excluded from school until such time as school officials consider the condition free of contagion. A medical doctor's written and signed notice of freedom from contagion will be necessary, but the school officials will be the deciding factor.

MEDICATION PROCEDURE

For the health and safety of the students the following procedure applies to all students.

1. All long term prescription medications must be accompanied with a written form from the child's physician stating the following:
 - a. Name of the child
 - b. Name of the medication
 - c. Condition of the child-reason for receiving medication
 - d. Dosage to be given
 - e. Time medication is to be given during the school hours.
 - f. Duration of time the medication will be given
 - g. Signature of both physician and parent/guardian

Long term medication is medicine that will be given on a daily basis for a period of longer than ten school days. When a medication dosage or type is changed a new form must accompany the new long term medication. Phone calls or written notes from the parent/guardian will not be accepted unless stated on the original medication form by the physician. Forms for prescription medication will be provided at registration and throughout the school year at the parent/guardian request.

Prescription medication of short duration, i.e.: antihistamines, antibiotics, analgesics, etc. will be accepted if sent in its original container only. Short term prescription medication is any prescription medicine that will be given during school hours for a period of not more than ten consecutive school days. A written form from the physician need not accompany it. A simple note from the parent/guardian with any special instructions, and the reason for the short term medication is expected.

It is the parent/guardian's responsibility to pick up all unused medication from the nurse's office at the end of the school year. Any medication not retrieved by the parent/guardian thirty days after the close of school will be destroyed.

SCHOOL HEALTH INFORMATION

With illness being a part of childhood, please follow these guidelines:

1. **Be reachable:** Make sure the school has all phone numbers in case of emergency or illness.
2. **Share health information:** If your child has a chronic condition please make an appointment with the nurse to discuss any problems, health history, and physician orders
3. **Signs of sickness:** Your child should stay home if fever is present, 100.4 degrees or higher. Children should be fever free for 24 hours before returning to school.

SCHOOL PHYSICALS

The Illinois School Code requires physical exams of all students entering kindergarten, (or the first grade if they did not attend kindergarten), 5th grade and all other students entering Palestine Grade School for the first time unless such students have been previously examined in accordance with this law prior to, or upon, entrance into another public, private or parochial school in Illinois, and can present evidence of such examination to the local school. Additional health examinations of students may be required when deemed necessary by the school authorities. In addition to the physical examinations, every child, prior to or upon entering kindergarten or first grade, and every student first entering any public, private, or parochial school in Illinois, shall be immunized against measles, rubella, tetanus, diphtheria, poliomyelitis and pertussia. The Department of Public Health does require immunization or booster immunization against any one or more of these diseases for students entering the fifth and ninth grades. The examinations shall be made by persons licensed to practice in Illinois who are employed for that purpose by the parents or guardians of the children examined; licensed physicians for physical examinations; licensed dentists for dental examinations; and licensed physicians or licensed optometrists for vision examinations. Examinations are due either at the time of registration or the first day of school. Students will not be admitted to school until these requirements are met. All students who participate in interscholastic sports and cheerleading must have an annual physical.

STUDENTS-HEALTH EXAMINATIONS AND IMUNIZATIONS

The Illinois School Code requires physical exams for all students entering Kindergarten (or the 1st Grade if they did not attend Kindergarten), 5th and 9th Grades. Completed health forms are due at the time of registration, and students will not be admitted to school until these requirements are met. New students entering the district must provide proof of having received a state-mandated physical or that student will be given a physical form and will be given a period of not more than 4 weeks to complete the physical and return it to the school, or be excluded from school until requirements are met.

Certain immunizations are also required for school attendance. For a complete list on immunizations, contact the school nurse or the local Health Department. The nurse will check to see that all students have their physical and dental exams and school immunizations according to state requirements for each school year. A list of those students who do not meet state requirements will be given to the school principal.

All students who participate in interscholastic sports and cheerleading must have an annual sports physical. School physicals for 5th and 6th Grade students will cover for the sports in which the student participates. However, sports physicals do not replace a school state-mandated physical.

PEDICULOSIS (HEAD LICE) PROCEDURE

Checks for head lice and/or presence of eggs will be done annually within the first three weeks of each school year for all grades, Kindergarten through Eighth grade. Periodic head checks will be done on an as-needed basis for control and containment of active head lice.

Any child showing evidence of nits (eggs) on the hair shafts or evidence of adult lice on the scalp will be segregated from the rest of the students as needed, while the parent/guardian is contacted to pick the child up from school.

The student will not be admitted back to class until shampooed with an effective prescription or non-prescription pediculocide. Upon arrival to the school, either the parent/guardian or an adult must accompany the student to the nurse's office between 8:15 and 8:30am while the nurse checks the child's head. If any lice or nits are seen, the child will be sent home again. Children who ride the bus will not be allowed to ride the bus until cleared by the nurse. Bus drivers will be notified of any occurrence. Students who work in the cafeteria will not be allowed to work in the cafeteria until cleared by the nurse. The cooks will be notified of any occurrence.

Another head check will be done in one week on any student found having head lice. If nits or lice are seen, the child will be sent home again. Students showing evidence of infestation three or more times during the school semester will be treated as high incidence occurrence, and the parent/guardian may be contacted in writing by the school nurse and/or administration for individual counseling.

WITHDRAWAL – TRANSFERRAL PROCEDURE

Those students withdrawing from Palestine Grade School must report to the office to receive a clearance before they plan to transfer. Each teacher must be contacted, books returned, and fines paid before clearance can be given. After having completed this and returned to the office, a partial refund of the rental fee may be received if withdrawal occurs during the first two quarters.

VISITORS

Parents are welcome to visit the school during regular school hours; however, parents should not disturb the teachers and students by going to the classroom directly. All visitors and volunteers are required to report to the school office first and sign in.. Visits should be pre-arranged with the teachers. We also ask that you drop off and pick up your children at the assigned exit or entrance doors and not at the classroom doors or hallways. This is to insure a smooth running and safe school.

All doors will be secured except for the main entrance on the east side of the building (Washington Street). All parents, visitors, etc. will need to enter through this entrance only.

Loitering and trespassing are in violation of School Board Regulations and Article 21-5 of the Illinois Revised Code. Violators are subject to fine and imprisonment.

LOST AND FOUND

Due to the excessive amount of lost clothing during the school year, parents are encouraged to mark their children's clothing. Although the school will make an effort to recover lost property, it will assume no responsibility for the same. A lost and found box is located in the office. Unidentified articles found by students or staff members should be taken to the office and placed in the lost and found box. Students should check in the office for valuable items such as watches, rings, etc. Once a month, unclaimed items will be donated to the clothing center, students will be notified when this will occur so they can claim lost items.

FIRE DRILLS

Fire drills should be taken seriously by everyone as each student's safety depends upon the cooperation of every other student. Each teacher is responsible for seeing that his class leaves the school by the assigned route. Therefore, it is important to listen to the teacher's instructions during the drill. Once outside, each class should remain together in a group. Teachers are to close the doors and windows of their classrooms as they leave and take their grade books with them.

DISASTER DRILLS

The alarm for a disaster drill will be announced over the intercom. At this time everyone should move to the assigned area as this is the warning of a severe storm or other type of emergency. It is important that the students move in a single file, stay together as a class, and remain absolutely quiet in order to permit the teacher to take roll or give further instructions.

While the students are leaving the room, teachers are to close all south and west windows and see that the blinds are lowered to cover all glass areas. Teachers with north and east windows in their rooms are to open them and see that blinds cover all glass areas. After attending to the windows, teachers are to turn out classroom lights, close classroom doors, and then supervise the students in directing them to the designated area.

In the event of a sudden emergency in which there can be no previous warning for evacuation the teacher will give emergency directions. In such cases the students should attempt to protect their heads and face with their arms and desks; however, if time does permit, every attempt should be made to evacuate to the hall.

SCHOOL CONDUCT POLICIES

CODE OF CONDUCT

Good discipline creates conditions favorable for efficient learning. Its ultimate purpose is the creation of mature, responsible, and self-controlled individuals. The Board of Education and the administration have established policies and regulations to achieve this goal. The principal and the teachers are responsible for and have the authority to enforce rules and regulations in the school buildings.

SCHOOL CODE OF ILLINOIS, SECTION 24.24 MAINTENANCE OF DISCIPLINE

"Teachers and other certificated employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the students in absence of their parents or guardians."

DRESS CODE

Proper dress and grooming are a responsibility of the student and his/her parents. Parents are expected to encourage good taste in the clothing of their children. The way a student dresses reflects his/her attitude toward school and class work. Any type of dress or apparel which is disruptive or unhealthful will not be tolerated. See discipline point system. It is mandatory that shoes or sandals be worn for reasons of safety, sanitation and health. Since Palestine Grade School houses students in Grades Pre- K-8, it is important that older students dress in a manner that reflects good taste and is a positive influence on younger students. Therefore, apparel on which foul language or the reference of drugs, alcohol, sex or violence appears will not be allowed. It is expected that students dress neatly and refrain from wearing jewelry, or body piercing (except earrings) that have a disruptive or negative influence on the learning environment, and articles of clothing that have rips, tears, cuts, holes, etc. that are so revealing as to be disruptive or distracting. (Halter tops, tube tops, midriff blouses or shirts, see through or provocative clothes are not acceptable attire.)

If there is any question as to the appropriateness of the student's wearing apparel, the teacher may make a referral to the building principal.

ARRIVING AND LEAVING SCHOOL

Students are to come directly to the school grounds without loitering, congregating or trespassing. A student's behavior between home and school is to be such that discredit will not reflect against the student or the school, and he/she will not endanger his/her personal safety or the safety of others. Once the student has arrived at school, the student may not leave without proper consent.

No student will be allowed to enter the school building until 7:45 a.m. Designated classrooms, the gymnasium, and the cafeteria will be supervised beginning at 7:45 a.m. as student areas until students are released to their classes at 8:05 a.m.

Students should promptly leave school unless engaged in a supervised activity. Parents should drop off and pick up their students on the east side of the building. Busses will drop off and pick up the students on the west side of the building each day.

LUNCH HOUR REGULATIONS

Students may not leave the school grounds during the lunch time **UNLESS** a parent/guardian signs the student out and signs the student in at the completion of the lunch time. This guideline is in compliance with the procedure in place when it is necessary for a student to leave the building at any other time throughout the school day.

CLASSROOM DISMISSAL

The dismissal bell is not an immediate signal for the students to leave their seats. It is a signal for the teacher to dismiss the class in a uniform manner. The teacher should:

1. Require any students to wait and leave last if they leave their seat before the teacher excuses them.
2. Stand at the doorway of the classroom during the passing period to aid in keeping corridors quiet and orderly.

CHEWING GUM, CANDY, SODA

Chewing gum or eating candy is not allowed at any time including before school and lunch. No candy, gum, or soda in any location unless the staff member (the person responsible for the area, bus, room, etc.) gives permission.

DRUGS, ALCOHOL, SMOKING AND WEAPONS

The Board of Education has a specific policy prohibiting the use of, or possession of drugs, alcohol, or tobacco products on school property. Violators will be subject to suspension and/or expulsion from school.

Drugs – Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substance, look-alike drugs and drug paraphernalia shall be strictly prohibited by any student in school buildings, while on a bus or on school grounds while school is in session or while on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Alcohol – Using, possessing, distributing, purchasing, or selling alcoholic beverages shall be strictly prohibited. The possession of, use of, under the influence of, or distribution of alcoholic beverages shall be strictly prohibited by any student in school buildings, while on a school bus, or on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Smoking or the Use of Tobacco Products – Using, possessing, distributing, purchasing, or selling of tobacco material shall be prohibited at any time by any student in school buildings, while on a school bus. There shall be no possession of, smoking of or use of tobacco products at any time by any student in school buildings, while on a school bus, or on school grounds while school is in session, or while on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Weapons – Using, possessing, distributing, purchasing, or selling explosives firearms, knives, or any other object that can reasonably be considered or looks like a weapon shall be strictly prohibited by any student in school buildings, while on a school bus, or on school grounds. This policy shall also apply to all school sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy. The point system also lists consequences.

Contraband – The following are considered contraband for school: matches, lighters, electronic signaling devices, and any other item that is deemed unsafe or disruptive by the teacher, principal, and/or superintendent

CLASSROOM MATERIALS

No items shall be brought to school that are of the nature that will cause distraction to others or prevent the individual from devoting his/her full attention and energy to the lesson. Examples: Noise makers, toys, sunglasses, radios, CD players, pagers, cell phones, pea shooters, water pistols, or cheap literature of the horror, romance, and comic type (please note this is only a partial listing). Knives of any kind are not to be brought to school.

CARE OF SCHOOL PROPERTY

Much time, effort, and money are spent annually in maintaining building and grounds in a clean, sanitary, and orderly condition. Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times. This applies to all school property which includes desks, chairs, floors, walls, windows, window blinds, lockers, textbooks, library materials, P.E. materials, and all other loaned or rented school property. The student will be penalized by loss of privileges, reimbursement, or physical labor for any damage done to school property.

ASSEMBLIES

Throughout the school year there will be many assemblies called for the benefit of the students. In order that each student be able to receive the maximum benefit from each assembly certain behavior will be expected from the student body. Student behavior at assemblies:

1. Students are expected to show respect and courtesy during all assemblies no matter the student's interest.
2. Students will not be permitted to talk during a program.
3. Students should remain seated until dismissed by grades.
4. Students who talk and partake in misconduct will be dismissed from the assembly and detention of equal length to the assembly will be assigned.
5. Seats for assemblies will be assigned as appropriate for the activity involved.

INTERNET POLICY

The students of Palestine Grade School have the opportunity to a wealth of knowledge on the Internet. Students and parents/guardians must have on file with the grade school office a completed "Internet Consent Waiver Form" that has been read and signed by the student AND the parent/guardian. Failure to have this form on file will result in these Internet privileges being revoked.

FIELD TRIP GUIDELINES

All students are eligible to participate in field trips that complement the curriculum of Palestine Community Unit #3. No student will be deprived of this opportunity unless behavior, attendance or other factors would determine that it is not in the best interests of the student or the district for the child to participate. Criteria included in determining eligibility for field trips will include but not be limited to the number of detentions, detention points, in-school suspensions, out of school suspensions, previous behavior patterns and actions and grades including unfinished work and incompletes.

GUIDE FOR CONSIDERATION OF DETERMINING ELIGIBILITY FOR FIELD TRIPS

1. Student has discipline points
2. 10 separate detention offenses in a year (5 per semester – noon or after school) **or**
3. 2 in-school suspensions **or**
4. 1 out-of-school suspension **or**
5. Students must have completed work in all classes as determined by the teachers and guidelines of this handbook.

CONDUCT AT ATHLETIC EVENTS

1. At all sports events, students are to put good sportsmanship first.
2. They are expected to cheer for the Pioneers, following the lead of the cheerleaders.
3. Never "Boo". Always accept the decisions of the officials even though you might not be in agreement with them.
4. Palestine students are to be good losers, as well as gracious winners.
5. Students are to remain seated during the game except for intermissions when the concession stand is open. Any student that leaves the building during the games **will not** be readmitted.
6. At **no** time – before, during, or after a game – is a Palestine student to be on the gym floor. Always exit along the sidelines. This applies to out of town games as well as home games.
7. Always observe school rules as to behavior. Appropriate attire is required at all school activities in the building.
8. Students are representatives of Palestine Grade School and actions establish the reputation of the school.

BICYCLES

All bicycles must be parked in the area provided on the playground. Every effort must be made to park the bicycles properly. No student is allowed in the bicycle area at any time during the day except when parking his/her bicycle in the morning, leaving school at the end of the day, and going home for lunch at noon. The school can accept no responsibility for stolen, damaged bicycles although every effort will be made to supervise the bicycle area. Damaged or missing bicycles should be reported to the office immediately.

No bicycles are to be ridden on the school grounds. All bicycles must be walked onto the school grounds from Washington Street. Bicycle riders should be very cautious and check the traffic when leaving the playground as the streets are crowded with buses and cars. All state and city regulations concerning bicycle usage govern bicycle riders to and from school.

SCHOOL BUS SAFETY REGULATION

School buses are operated for the convenience of all students. Bus riders are expected to conduct themselves so as not to interfere with the rights of others, cause others embarrassment, or endanger their safety by distracting the attention of the bus driver.

The misconduct point system will apply to school bus behavior also. Bus riding is a privilege. The administration may prevent students from riding the bus to and from school at any time. In the event that a student is disciplined three times during the school year while on the bus, or at any point for any single incident, the administrator may remove the student from the bus for the remainder of the school year.

As a guide to students and to insure that such desirable behavior is achieved, the following regulations are in force:

1. Riding Unit #3 buses is a privilege which can be lost if the privilege is abused.
2. When waiting in a school-loading zone for a school bus, students will form a single line. Students must walk toward a waiting bus without pushing people in line.
3. Students must board the bus in an orderly manner and go immediately to their assigned seats and sit.
4. Students will occupy at all times the seats assigned to them. They will be held responsible for any unnecessary or malicious damage which they inflict upon the bus.
5. Students will remain seated at all times when the bus is moving.
6. Students will keep arms, hands, and other parts of the body inside the bus – never through the windows.
7. Students must not throw waste paper or other rubbish on the floor of the bus or out of the window. Students must help keep the bus clean, sanitary, and orderly at all times.
8. Students must keep books, packages, coats, and all other objects out of the aisles.
9. Classroom conduct must be observed while riding the bus. Ordinary conversation is permitted – never shout or make loud noises that may distract the driver and endanger the students on the bus.
10. Students must recognize that playing or fighting on the bus may distract the driver.
11. Students must refrain from unnecessary conversation with the driver.
12. Students must report at once to the driver any damage to the bus.
13. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are tardy.
14. Students must not stand in the traffic lanes while waiting for the bus.
15. When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. The students must await the proper signal and cross promptly.
16. The driver is in full charge of the students and the bus. His/her relationship with students will be on the same level as that expected of a teacher.
17. No animals will be permitted to be transported with school children.
18. No candy may be eaten and no soda may be allowed on the bus unless the driver gives permission.

RECESS AND CAFETERIA RULES

In order to maintain consistent discipline throughout the building it is important for teachers to be familiar with the rules used by the recess and cafeteria supervisors. Please instruct the students in these rules at the beginning of the year to help reinforce the supervisors' efforts. Also follow these rules when doing playground duty in the morning or afternoon.

PLAYGROUND RULES:

1. There should be no biting, spitting, punching, kicking, unnecessary running or similar behavior.
2. Tell the supervisor on duty if the ball goes into the street; do not go get it without the supervisors' permission.
3. Ask permission from the supervisor to leave the playground for any reason. The restroom should be used before going outside.
4. On cold days, students should take coats, gloves, hats, etc. before going to the cafeteria.
5. Students should line up promptly and orderly when the recess bell rings or the supervisors' blow the whistle.
6. No pencils, scissors, or other sharp objects should be taken out to the play areas.
7. No rock or dirt throwing and no picking up and throwing of sticks.
8. On wet days, students should stay away from puddles.
9. Students should slide down and climb up the slide ladder in proper fashion.
10. Only one person on a swing at a time. There should be no linking of legs with the person on the next swing, no twisting of the swing, no standing on swings, no walking closely behind the swings and no jumping out of the swings.
11. Take turns using the ball diamond or any other playground areas or equipment.
12. No tapping or hitting the outside classroom windows or doors. Play at least 10 feet away from the building.
13. No standing, pushing or jumping off of the playground equipment.
14. No standing on the seesaws.
15. Jump ropes are for jumping only.
16. The type and number of balls allowed and type of play will be set by the playground supervisors at their discretion.
17. Jungle gyms are for climbing only.
18. No climbing on pipes or chains of the swings.

GYM RULES

Gym shoes must be worn in the gym by all students who participate in activities.

No dodge ball unless everyone playing is under supervision and direction of the supervisors.

No climbing on the bleachers. Sit only if the bleachers are pulled out other wise sit on the floor.

No sliding on the floor.

No drinks in the Gym

Students should ask permission to leave the area.

SEXUAL HARRASSMENT

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal or superintendent.

DISCIPLINE

STUDENT CONDUCT

Students, parents, and school personnel best achieve educational goals in an atmosphere of mutual understanding, respect, and cooperation. Schools, like all other agencies in which many people work together, must have operational rules and regulations as guidelines that students, parents and school personnel are expected to follow in regard to discipline and citizenship. The guidelines are based upon these beliefs:

1. That consistent discipline and classroom control are essential if effective teaching and learning are to occur.
2. That while public education is a right of youth, the right implies that students have the responsibility to obey the rules of the school district and the laws of the state.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

RIGHTS

1. To be respected as unique individuals.
2. To expect equal and fair treatment from teacher and other school personnel.
3. To study in well planned and organized classrooms with professional teachers.
4. To be informed of the rules and regulations of the school.
5. To expect that their rights, feelings, and personal property will be respected.
6. To be able to request conferences with teachers, principal, counselors, and other certified school personnel, to discuss problems which affect school work.

RESPONSIBILITIES

To conduct themselves in a manner that will reflect credit to themselves, their parents, and their school.

To accept responsibility for their behavior.

To make a sincere effort to do their work by being attentive and by having necessary materials.

To be regular in attendance and punctual in attending class.

To respect the rights, feelings, and property of others.

To respect the skills and authority of teachers and other members of the school staff.

To obey school rules, regulations, and school personnel.

To dress and groom themselves in a manner that is healthy, safe, and conducive to the educational program of the school.

DISCIPLINE PROCEDURES

Students are expected to conduct themselves in a manner as described under "Responsibilities of Students". In the event that student misbehavior occurs, they will be given an opportunity to correct the unacceptable behavior. If the student fails to change the behavior, other corrective action will be used in an attempt to change the unacceptable behavior.

1. Each teacher is responsible for maintaining order and control within the classroom. Classroom rules and procedures will be posted and become the basis for classroom management. Each student is expected to follow all classroom and school rules.
2. Each teacher may utilize a variety of measures and procedures to insure acceptable classroom behavior.
3. When these measures and procedures have failed to correct the appropriate behavior, a teacher may remove a student from the classroom and send the student to the principal using a referral form listing all pertinent information.

CLASS CONDUCT

Students who receive three Disciplinary Referrals in the same class in a semester can be removed from the class. Students who are permanently removed from the class will receive a failing grade in that class for the semester and will not receive credit. Disciplinary Referrals made by bus drivers may result in the loss of bus riding privileges for the semester and/or year. Any further Disciplinary Referrals will result in further disciplinary action at the discretion of the Principal.

MISCONDUCT POINT SYSTEM

1. Detention/Disciplinary Referral
1 point
2. Failure to serve a detention
3 points
Detention to be served will double.
3. Bicycle violations
1 – 5 points
Detention (as needed), loss of privileges may result.
4. Pranks, horseplay, snow-balling or other minor misconduct
1 – 5 points
Detention (1 – 4)
5. Inappropriate display of affection
1 – 5 points
Detention (1 – 4)
6. Gum, candy, food, and drinks without permission
1 – 5 points
Detention (1 – 4)
7. Tardies (10 minutes or less)
1 point
Detention (1 – 4) See section on tardies.
8. Truancy
Unexcused absence for each period absent and time made up after school.
9. Indecent or offensive language, gestures, literature, clothing, artwork, drawings, etc.
5 – 10 points
Detention (1 – 4) and/or suspension
10. Disruption in a classroom, hallway, cafeteria, or any school property or at any school related event.
5 – 10 points
Detention (1 – 4) and/or suspension
11. Disrespect to **ANY** school personnel
5 – 15 points
Detention (1 – 4) and/or suspension
12. Harassing, intimidating, threatening or **bullying** other students
5 – 15 points
Detention (1 – 4) and/or suspension
13. Insubordination (failure to follow the directions of any school personnel)
5 – 15 points
Detention (1 – 4) and/or suspension
14. Being in a group where tobacco, alcohol, drugs or weapons are being used on school grounds or at school related events
10 points
Detention (1 – 4) and/or suspension
15. Cheating or plagiarism
10 – 20 points
Detention (1 – 4) and no credit for that work. See section on cheating.
16. Forgery of notes, possession of school forms, etc.
10 – 20 points
Possible suspension (1 – 4 days)
17. Fighting, biting, physical abuse, assault or violence toward other students
5 – 20 points
Possible suspension (1 – 4 days)

18. Defacing, vandalizing, or destroying school or personal property
5 – 25 points
Detention (4) and/or suspension (1 – 10 days). Restitution will be made.
19. Theft, extortion, or possession of school or personal property
5 – 25 points
Detention (4) and/or suspension (1 – 10 days) and/or recommendation for expulsion. Restitution will be made.
20. Verbal or physical threats toward **ANY** school personnel
15 – 30 points
Suspension (1 – 10 days)
21. Possession, use or sale of tobacco on school property or at school related events
20 points
Suspension (1 – 10 days). See section on tobacco.
22. Endangering the health and safety of others
20 – 60 points
Suspension (1 – 10 days) and/or recommendation for expulsion.
23. Possession or use of a weapon or look alike
20 – 60 points
Suspension (1 – 10 days) and/or recommendation for expulsion.
24. Creating a false alarm or similar activity
30 points
Suspension (1 – 10 days) and/or recommendation for expulsion.
25. Possession, use or sale of alcohol, drugs, or look- a-likes on school property or at school related events
60 points
Suspension (1 – 10 days) and/or recommendation for expulsion. See section on alcohol/drugs.
26. Arson
60 points
Suspension (1 – 10 days) and/or recommendation for expulsion.
27. Other Misconduct
Points and penalties based on the nature and seriousness of the incident as determined by the principal.
Points will be maintained and updated by the principal or designee.

Accumulation of points will result in the following:

30 points = 1 day suspension

40 points = 3 days suspension

50 points = 5 days suspension

60 points = 7 days suspension

80 points = 10 days suspension and possible recommendation for expulsion.

Students will be informed of this system at the beginning of the year. As a student accumulates points they will be informed as to their total and resulting consequences. A letter will also be sent home to the parents informing them of their child's accumulation of points.

Students who receive discipline points will be able to erase those points with good behavior. Students receiving 1 or more Out-of-School Suspensions per year will be ineligible for the following: field trips, dances, class trips.

DEFINITION OF TERMS

DETENTION

Keeping a student after school or during the noon hour for disciplinary reasons. Teachers and the principal may assign these. After school detentions may be from regular dismissal to 4:00 p.m. unless otherwise designated by the teacher and/or principal.

SATURDAY SCHOOL

Any student receiving an In-School suspension will be removed from the school environment and released into the care of his/her parents or guardians at the time of the infraction with accumulating points and the opportunity to complete assignments. Then the student will be assigned to Saturday School to be completed in school with teacher supervision. Saturday School begins promptly at 8:00a.m. with the doors being closed to prevent tardiness. Dismissal is at 11:00a.m. Saturday School will also be assigned to students receiving in excess of 5 detentions. If the student chooses not to attend the assigned Saturday School, he/she has the option of an Out-of-School Suspension for 1 day, Wednesday of the following week, with the opportunity to complete assignments for full credit. Parents will receive a letter to this effect.

OUT-OF-SCHOOL SUSPENSION

Students can be suspended from school at any one time, to a maximum of ten consecutive school days, for any one event. The student could possibly be suspended out-of-school again, in the event another disciplinary situation happens. Students will be allowed to complete assignments for full credit. Those assignments are due upon the student's return to school. It is the student's responsibility to obtain assignments. Parents may choose to appeal the decision of an Out-of-School Suspension to a hearing before the Board of Education or its appointed hearing officer. Parents of the student also have the right to have an attorney present and to call witnesses if needed.

STUDENT RESTRAINT

In the event that a student becomes uncontrollable or a threat to himself or others, staff members will use physical restraint as necessary.

EXPULSION

A student may be expelled from school only when all other disciplinary measures have been deemed unsuccessful and/or if the student becomes a threat or danger to the school. School board policy on expulsion will be referred to in all cases. Parents may choose to appeal the Expulsion to a hearing before the Board of Education or its appointed hearing officer. Parents or student also have the right to have an attorney present and to call witnesses if needed.

YEARBOOK

The Pioneer Pals yearbook is developed in conjunction with school pictures. Subscriptions to the yearbook are sold during the school year. Each yearbook staff determines the delivery date. It contains individual pictures of each student in school as well as pictures of the faculty, all major activities and special events.

CHEERLEADERS

Cheerleading is an integral part of an athletic program. Cheerleaders are chosen to lead and direct student body spirit and enthusiasm. Guidelines for selection of cheerleaders are determined by the cheerleading sponsor and administration.

ATHLETICS

The Sports Program offered at Palestine Grade School includes – Basketball, Volleyball, Track, Baseball and Softball. It is designed so that fifth, sixth, seventh, and eighth grade girls and boys interested may participate in basketball and track. Sixth, seventh, and eighth grade girls if interested may participate in softball.

Extra Curricular activities such as sports are a privilege and not a right. Students may be denied participation from extracurricular activities.

ATHLETICS AND HEALTH CARE

Coachers have the authority to exclude an athlete from participation if a skin lesion and/or draining wound is present. The athlete will not be reinstated until a healthcare provider has cleared the athlete. It is the coach's responsibility to remain alert to skin problems of their athletes.

ATHLETIC CODE

The Athletic Code has been adopted by the Board of Education of Palestine School District #3 and applies to all student athletes. This policy is in addition to other policies concerning student conduct and imposes additional requirements on student athletes. It is intended to promote the health and safety of students and to encourage the development of self discipline and positive character attributes the Board finds to be necessary to develop successful athletes.

Athletics necessitate, within the limits established by the IHSA, a school's ongoing involvement with the student athletes in such areas as training, conditioning, supervision, and equipment and facility usage. Consequently, the rules set forth in this policy apply to the first day of practice that the student athlete attends and they continue to apply to the student athlete until the completion of his/her entire athletic career. These rules apply both in and out of season of the sports in which each student athlete participates, during summers, holidays, and vacations, on and off campus, and at both school and non-school activities.

All student athletes are subject to Illinois High School Association (IHSA) rules and regulations, (Palestine School District), as well as any rules that the Unit Board of Education adopts. Students will not be allowed to participate in interscholastic athletics unless they meet both IHSA and the Unit #3 Board eligibility requirements.

CLASSROOM REQUIREMENTS FOR PARTICIPATION

A good athlete should be a good student. A student must maintain a passing average in all classes (no pass no play policy), as well as all of the IHSA standards regarding eligibility. Eligibility will be checked on a weekly basis every Friday, by the Athletic Director. The grade being checked on a weekly basis every Friday by the Principal. The grade being checked will be cumulative performance from the beginning of the semester. If a student is ineligible, his/her period of eligibility will last from Monday through Saturday. The head coach/sponsor has the option of establishing a policy on the maximum number of weeks that a player may be ineligible before that player is dismissed from the team; however, that number will not be less than four weeks.

TRAINING AND PARTICIPATION RULES

1. The student athlete shall not use tobacco products in any form
2. The student athlete shall not possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverages, any non-prescribed or illegal drugs, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
3. The student athlete shall not attend an illegal party. An illegal party shall be defined as a party where alcohol, drugs, cigarettes or other illegal substances are present and available for minor's use.

4. Athletes, as representatives of the Palestine School District, are expected to maintain high standards of sportsmanship at all times. Arguing with officials, insubordination to a coach, taunting players or fans of other teams, swearing, or deliberately violating rules of the game are examples of poor sportsmanship. Blatant violations of good sportsmanship are not allowed. Coaches/sponsors are encouraged to establish rules regarding inappropriate behavior and displays of poor sportsmanship. Coaches/sponsors are expected to discipline the violators accordingly. A continued lack of good sportsmanship or displays of inappropriate behavior will ultimately result in dismissal from the team or activity.
5. A student athlete convicted of a criminal offense (not including common traffic violations) will be subject to suspension from athletics for the remainder of the school year.
6. The head coach of each sport (subject to the approval of the Principal) shall have the authority to specify additional rules relating to health, safety, conduct, attitude, language and the like and may discipline student athletes for violation of those rules including a possible suspension(s) from a contest(s) for serious offenses. Written copies of specific rules will be given to athletes and made available to parents by the coach at the beginning of each season.

PENALTIES FOR RULE OR POLICY INFRACTION

An athlete accused of a violation of the Athletic Code will be informed of the charge and given an opportunity to respond. Discipline will be handled by the coach, but suspensions pertaining to the Athletic Code violations may only be done by the Principal.

Penalties for violations of the Athletic Code will be carried over from one sport season to another or from one school year to the next. If a violation occurs out of season, the penalty will begin during the athlete's next season. Athletes must successfully complete the penalty portion of the violation before the athlete may compete in any interscholastic competition. Failure to complete the season will result in the penalty being served in the athlete's next season. Athletes are expected to attend all practices and games while serving an athletic suspension. The following disciplinary actions may be taken for violations of the Athletic Code in addition to any action taken as part of the regular school discipline.

Level One Offenses include all serious violations except those categorized under Level Two wherever and whenever they occur. Serious violations typically involve, but are not necessarily limited to:

- > Use or possession of tobacco products
- > Falsification of documents, i.e. signing name as parent on permission slips
- > Attendance at an illegal party with legal proof of non-participation (i.e. breathalyzer result of zero)
- > Other offenses as defined in the Student Handbook as determined by the school administration

First Offense: One-fourth of season

Second Offense: One-half of season

Third Offense: One-year suspension

Fourth Offense: Suspension for remainder of school career

Level Two Offenses involve any critical incident as wherever and whenever they occur. Examples include, but are not necessarily limited to:

- > Possession, consumption, or distribution of any drug, intoxicant, alcohol, marijuana, or look-alike drugs
- > Harassment, hazing, bullying
- > Attendance at an illegal party
- > Weapons violations
- > Vandalism
- > Assault or battery

> Theft

First Offense: One-half season

Second Offense: One-year suspension

Third Offense: Suspension for remainder of school career

Language and maximum season as defined by the IHSA will be adjusted based on actual schedule.

DETERMINING SUSPENSION PERIOD

The percentage is based on the total number of weeks of the extracurricular activity. For competition activities such as sports and scholastic bowl, the suspension period is based on the total number of regular season contests scheduled plus the minimum number of games that could be completed in any tournaments entered.

In the case of crossover suspensions, any remaining consequences will be prorated to the next season based on the percentage remaining (no less than one game).

CROSSOVER SUSPENSION EXAMPLES

Example 1

A baseball player caught smoking (Level 1 Offense) for the second time is imposed an 18 game suspension. Only seven games remain in the season (seven is 38.8% of 18). Therefore, he has served 40% of his suspension.

If the player goes out for football the next fall, he still has 60% of his suspension to serve. Sixty percent of five (the penalty for Level 1 Offense, Second Offense) is three. He served three games to complete his suspension.

Example 2

A football player is caught smoking (Level 1 Offense) for the second time (five game suspension). Only two games remain in the season (two is 40% of five). Therefore, he has served 40% of his suspension.

When the player goes out for basketball in the winter, he still has 60% of his suspension to serve. In order to serve 60% of 21 games (the penalty for a Level 1 second offense) is 12.6. Therefore, he serves twelve games to complete his suspension.

VOLUNTARY ADMISSION

Voluntary admission of the use or possession of drugs, alcohol, or drug paraphernalia will result in the penalty being reduced by half if the athlete also obtains and successfully completes assistance for his/her problem acceptable to the Principal. An athlete who does not successfully complete the assistance program will be required to serve the full suspension.

Voluntary admission means that the student reports the violation to an administrator of the school before information of the violation has been obtained by the coach or another school official from other sources, or acknowledges the violation immediately upon initial questioning about the violation by the coach or other school official.

This provision may be used only once by any athlete during his/her school career on a first offense. The length of multiple suspensions can be reduced by the school administration if the student completes, at their own expense, a school-approved assistance program.

OTHER GUIDELINES

1. Parent participation is expected for all athletes. This participation can take the form of ticket taking, working concessions, or performing other duties as requested (related to their student's athletic contests).
2. An athlete is financially responsible for all equipment checked out to him or her. Any such equipment or uniform that is damaged or lost will result in the student paying for the replacement cost of said equipment.

3. Practice and game schedules will be prepared for student athletes. Schedules will include the beginning and completion time of practices. Coaches are expected to have completed practice at the designated time.
4. All School District rules and regulations apply to student athletes while they are participating in a school sponsored activity or while they are a member of any school team. This includes:
 - > Disciplinary procedures take precedence over participation in athletics-students who are suspended or serving an in-school detention may not participate or attend extracurricular/co-curricular activities. Students are required to serve detentions when assigned.
 - > The attendance policies set forth in this handbook also apply to athletics. Unexcused absence will result in exclusion (as per policy) from an extracurricular/co-curricular activity or practice on the day of the unexcused absence. Determination of whether an absence from school is excused or unexcused is made by the Principal. (See also Absence and Extracurricular/Co-curricular Activities in the Student Handbook).
 - > Bus rules and guidelines for parental pick-up of students also pertain to athletics. Students who are suspended from riding the bus due to infractions of bus rules will not be allowed to participate in extracurricular/co-curricular activities which require travel during the suspension.
5. Students in Palestine Schools are encouraged to participate in the wide variety of activities sponsored by the School District. At the same time they have a responsibility to each of the activities in which they choose to participate. Coaches and sponsors will work together to minimize conflicts. To help alleviate unavoidable conflicts the following applies:
 - > Academic responsibilities and instructional field trips will take priority over all other activities. Student athletes will not be penalized for attendance in an academic program.
 - > Interscholastic contests (games) and public performances (concerts, plays, etc.) will take precedence over practice sessions or meetings.
 - > Regularly scheduled monthly (once a month) meetings of organizations will take precedence over practice sessions.
6. Every student athlete must have on file in the Principal's office or the Athletic Director's office a current physical examination form signed by a physician and proof of insurance coverage (or a signed insurance waiver) before being allowed to practice or participate in an extracurricular/co-curricular activity.
7. Athletes may participate in two sports (activities) or a sport and cheerleading activities whose seasons overlap or coincide, with permission from both coaches/sponsors. The coaches along with the athletic director will work out a reasonable compromise on shared time for games and practices for all of these shared sports or cheerleading activities.
8. As a general rule, no school functions/games, including practices will be held if school is closed for inclement weather. Exceptions may be made.

SELECTION OF GIFTED STUDENTS

The State of Illinois recognizes five percent of the population of each school district as gifted and talented students. The selection plan used by Palestine Grade School Community Unit District #3 is designed as a broad-based process with four parts in an effort to include students who are motivated, creative, and with innate ability.

A matrix is used to provide a scale score based on the student's score on an achievement test, and I.Q. group score created by an abilities test, past class performances based on grade-point average and a teacher checklist of student characteristics. The scale score is then compared with others in the same grade in school to determine the top five percent in each grade level.

MUSIC

Musical activities offered at Palestine Grade School include chorus and band. The chorus is designed to provide opportunities for the enjoyment of choral music performance and is open to any sixth, seventh, and eighth grade student where schedule allows. Chorus activities include participating in concerts during the year and the state contest. The band is comprised of sixth grade band and seventh and eighth grade Junior High students who are interested in instrumental music awareness and improvement. Its activities include marching in county parades, various concerts, state solo/ensemble contest and band contest. A Cadet band for fifth grade students is provided as a preliminary to the Junior High band. Band students in 7th and 8th grade band will be assessed a \$5.00 fee for dry cleaning the band pants. Chorus students in 6th, 7th, and 8th grade chorus will be assessed a \$5.00 fee for dry cleaning of chorus outfits.

PARENTAL RESPONSIBILITIES

Good conduct in school originates in the home. It is the obligation of the parent, by teaching and by his/her example, to develop in their child a proper attitude of respect for the school, for the teachers, for the principal, and for other students. To help the child develop good behavior habits, the parent should:

1. Instill respect for authority, for the rights of adults and of other children, and for private and public property.
2. Know your child's friends.
3. Know where he/she is when he/she is away from home.
4. Teach him/her to obey the teacher and other persons with authority.
5. Support the action of the teacher or principal in talking with him/her about a problem; confer privately with the teacher or principal if the action taken is not understood or if there is a question regarding its appropriateness.
6. Come to school and confer with the counselor and the teachers.
7. Confer personally with a teacher or principal when requested.
8. Insist that he/she be prompt and regular in school attendance.
9. Carry out the recommendations made by the school in his/her best interests.
10. Talk with him/her about school activities; take an active interest in his/her progress in school and in his/her report card.
11. Safeguard the physical and mental health; take him/her for periodic health examinations.
12. Insure adequate rest each night.
13. Arrange for a time and place for doing homework assignments and supervise him/her in completing them.
14. Encourage him/her to participate in wholesome activities in the school and in the community.
15. Understand and comply with the rules of the school concerning student conduct.

PARENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

CHILDREN'S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT:

- A. For the purpose of this act, the consent of a parent to the sale or purchase of information concerning a child is required.
- B. This act does not apply to any of the following:
 1. Any federal, state, or local government agency or any law enforcement agency.
 2. The National Center for Missing and Exploited Children.
 3. Any educational institution.

STUDENT RIGHTS

1. Each student has the right to freedom of speech within reasonable limits. However, no student has the right in such a way as to interfere with another student's rights to an education.
2. Students shall have the right to form organizations of common interest, provided the organization shall be useful and effective. Reasonable requirements for joining will be acceptable so long as they do not tend to be discriminatory.
3. Students, with due regard to maturity and experience, should be permitted to communicate their ideas on the development of school policies to the Board of Education through proper channels.
4. All students have the right to fair treatment., and to explain their actions. If punishment becomes necessary, it should be in keeping with the seriousness of the offense and the previous behavior of the student.
5. The protection given by these rights does not mean that students have the right to engage in such actions that would be disruptive to the education process or would interfere with the rights of others.

NOTIFICATION OF RIGHTS AND PROCEDURES

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10 and the Protection of Pupil Rights, 20, U.S.C. 123h.

1. The Superintendent or designee shall notify student's parents/guardians of this policy as well as its availability upon request from the general administration office.
2. The option for their child or ward to refuse to participate in activities provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. The right to request access to any surveys or other material described in this policy.

SEX EQUITY

No student shall be refused admission into or be excluded from any course of instruction offered in the common schools by reason of that person's sex, be denied equal access to physical education and interscholastic athletic programs or comparable programs supported from school district funds. Anyone who has a complaint should refer his/her complaint to the building principal.

PEST MANAGEMENT

Palestine C.U.S.D. #3 has a pest control plan in effect and the building is treated with pesticides on a monthly basis when students are not in the building. Those who wish to receive a written notice prior to the application of pesticides in the building need to notify the Unit Office and be put on the registry.

ASBESTOS

Illinois law requires schools to identify any asbestos in the building and to manage it. Palestine C.U.S.D. #3 is in full compliance with Illinois law.

RULES AND REGULATIONS TO GOVERN SCHOOL STUDENT RECORDS

- I.
- A. Student permanent record consists of
- a. ARTICLE I
- 1.01 "Act" means the Illinois School Records Act.
- 1.02 "Substitute" means a person designated by the school to temporarily serve in the event of absence of a person employed by the school (Ref: Art. 50-2 (d)).
- 1.03 Student Permanent Record (Ref: Art. 50-2 (2))
1. Shall consist of:
 - a. Basic identifying information, including students and parents, names and addresses, birth date and place, and gender;
 - b. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;
 - c. Attendance record;
 - d. Accident reports and health record;
 - e. Record of release of permanent record information;
- B. Student Temporary Record May Consist of
- a. 104
1. Family background information;
 2. Intelligence test scores, group and individual;
 3. Aptitude test scores;
 4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained thru test administration, observation, or interviews;
 5. Elementary and secondary achievement level test results;
 6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
 7. Honors and awards received;
 8. Teacher anecdotal records;
 9. Disciplinary information;
 10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearing and appeals;
 11. Any verified reports or information from non-educational persons, agencies, or organizations;
 12. Other verified information of clear relevance to the education of the student; and
 13. Record of release of Temporary record information.

II. INSPECTION AND ACCESS:

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall the right to inspect and copy his or her school student permanent record.

- 5.01 The school may charge the actual cost for providing a copy of school student re-

ords or any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed \$.35 per page.

III.

The school shall grant access to information contained in school students records to persons authorized or required by State or Federal law to gain such access provided that:

1. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and
2. The parent received prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information.

IV.

1.01 Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:

1. accuracy;
2. relevance; and/or,
3. propriety.

1.01 The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

V.

15.02 Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

3.03 The school shall grant access to, or release information from student records without parental consent or notification:

1. To an employee or official of the school or school district or the State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
2. To any person for the purpose of research, statistical reporting, or planning, provided that:
 - a. such person has the permission of the State Superintendent of Education; and
 - b. no student or parent can be identified from the information release.

VI.

3.03 Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of such records at any time prior to their destruction.

VII.

8.01 Information that may be designated as directory information shall be limited to:

1. Identifying information: Name, address, gender, grade level, birth date and place, and parent's names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, & athletics;

4. Major field of study; and
 5. Period of attendance in the school.
- 8.02 "Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child.

VIII.

- 3.04 No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations.

IX.

- 1.01 The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

SUPPORT SERVICES

Speech and Language Therapist – Children in kindergarten, those new to the district, and those referred by a multidisciplinary conference, are screened to determine their need for speech therapy. Any child who is eligible will receive speech therapy from a qualified therapist.

Learning Disabilities Teacher – The learning disabilities (L.D.) teacher provides specialized instructional services to children with minor learning problems. These services are made available for children with normal or above normal intelligence whose lack of academic progress warrants assistance. After referral for an evaluation is made, a multidisciplinary conference with the parents is arranged to review the problem and to enlist parental help and assistance. With parental permission, tests are administered by the school psychologist, and based on the results of the tests, and the determination of the multidisciplinary team, the child may be declared eligible for L.D. services. The test results are reviewed with the parents. If the child is eligible, parental permission is required before L.D. services can begin.

Special Education – Children whose learning problems require a more intensive instructional program are provided with the services of S.E.S.E. (South Eastern Special Education), a cooperative of area school districts. S.E.S.E. provides specialized classrooms and services for all eligible C.U.S.D. #3 students. Specialized services include classrooms for the visually, hearing, mentally impaired, multiply impaired, or emotionally disturbed. A referral to S.E.S.E. is made by the parent or the school. No child is ever placed in a local education support service or S.E.S.E. instructional program without parental knowledge and permission.

Homebound/Hospital Instruction – Homebound or in hospital instruction is available for children who, because of illness or disability, will be absent from school for more than two consecutive weeks. As soon as the doctor anticipates a two-week absence for the child, parents should contact the school office. A medical certificate signed by the child's physician is required to verify eligibility for homebound or in-hospital instruction. The instruction will begin immediately upon request of verified eligibility. An adult must be present when such instruction takes place.

Preschool Screening – Registration for the free annual screening for all C.U.S.D. #3 preschoolers, three years and older, is held in early spring at a local church. The screening includes:

Vision and Hearing – The screening is administered in conjunction with the C.U.S.D. #3's school nurse. When follow-up is indicated, children are re-screened and/or appropriate referrals are made to doctors.

Brigance Preschool Test – This portion of the screening examines the areas of concept, speech and language, and gross and fine motor movement.

Speech/Language Screening – A speech and language test is administered by the speech pathologist to detect any concerns in this area.

Title I Programs – Title I Reading and Math programs are offered to the primary grades. Reading Improvement is a Title program that is offered to 3rd-5th Grades.