

Hoopeston Area High School



STUDENT HANDBOOK

2017 – 2018

Respectful

Responsible

Integrity

Updated June 2017

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Chapter 1 – Introductory Information & General Notices

Hoopeston Area CUSD #11 * 615 East Orange * Hoopeston, IL 60942 * (217) 283-6661 www.hoopeston.k12.il.us

Disclaimer

The statements contained in this handbook are only a summary of Board Policies and the handbook may be changed during the school year without notice.

Privacy Act

Hoopeston Area CUSD #11 upholds the goals and objectives of the Privacy Protection and Parental Empowerment Act. Further information may be obtained by visiting the Hoopeston Area web site.

1.30 General School Information

This handbook is a summary of the school's rules and expectations. It is not a comprehensive statement of school procedures. The School Board's comprehensive policy manual is available for public inspection through the District's website: www.hoopeston.k12.il.us or at the District office. The School Board governs the school district, and is elected by the community. The School Board and Superintendent has hired the following administrative staff to operate the school: Larry Maynard-High School Principal, Michl Kearney-Dean of Students, Lisa Acton-Student Support Services, Brian Hodge-Athletic Director, Mark Eighner-Transportation Director, Emily Brown-Curriculum Coordinator, Mary Schoonover-Special Education Coordinator, Carlee Johnson-Social Worker, and Amy Linares-School & Community Liaison.

Communication Process and Problem Solving (Chain of Command)

The Board of Education wishes to emphasize that complaints concerning certified staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the faculty member directly responsible. If satisfactory results are not achieved, the citizen then may address that faculty member's direct supervisor. Citizens with concerns about non-certified employees should first address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, the Superintendent, and finally the Board of Education. The Board will not address complaints concerning staff and/or programs at Hoopeston Area High School until and unless the chain of command has been completed up to and including the Superintendent.

1.40 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Cross-reference: PRESS 8:30, Visitors to and Conduct on School Property.

1.50 Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: The building principal at 217-283-6661. Cross-Reference: PRESS 7:10, Equal Educational Opportunities PRESS 2:260, Uniform Grievance Procedure.

1.90 Emergency School Closings

In cases of bad weather, severe heats, and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled unless they are sponsored by another organization such as an IHSA tournament. School closings for any reason will be announced by: School Messenger Phone Call from the Administration, WHPO 100.9 FM Hoopeston and WCIA TV Channel 3, WICD TV Channel 15, WAND TV Channel 17. Families may also sign up through the district office for email and text messaging alerts. In the event that school dismisses early for severe heat, practices may not begin until 4:00 pm and with athletic director discretion.

1.100 Video & Audio Monitoring Systems

As part of our Safe School Plan, the High School and Middle School buildings are equipped with a video and/or audio monitoring system **that** may be in use on school busses and a video monitoring system **that** may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. This is considered a student record document and the privacy/record laws apply.

1.110 Accommodating Individuals with Disabilities

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

Response to Intervention (RTI)

Hoopeston Area High School is committed to an educational change that will increase our ability to provide intervention services to at-risk students in order to meet student needs and to monitor and evaluate student outcomes. This process will seek to build a foundation for students to become respectful citizens and lifelong learners.

1.120 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 283-6661. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

1.130 Care of Students with Diabetes (Diabetes Care Plan form available in High School Office Upon Request)

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the Building Principal.

1.140 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. Cross-Reference: PRESS 7:290, Suicide and Depression Awareness and Prevention

Chapter 2 - Attendance, Promotion & Graduation

2.10 Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical

complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

2.20 Student Absences

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

Pre-arranged excused absences including vacation must be approved through the attendance office by the Administration, Dean of Students and/or Guidance Counselor. Vacation days cannot exceed more than five (5) days. Juniors and seniors are allowed only two college days per school year and must be pre-approved by the Guidance Counselor. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217-283-6661, before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school on the day of a student's absence, a call will be made by the automated School Messenger system and/or a school official may call the home/work to inquire why the student is not at school. Upon return to school, the student should fill out a pink slip during their first hour and if the parent or guardian could not be reached on the day of the absence, then the student will be required to submit a signed note or email from the parent or guardian explaining the reason for the absence. Failure to do so will result in an unexcused absence. Instead of a note, the parent/guardian may email the attendance center at stebbilr@hoopeston.k12.il.us the morning of the absence or when that the student returns.

- a. Students should always check in and out of the attendance center. Failure to do so may result in disciplinary action.
- b. Meet with the teacher to discuss what work was missed and how to make-up the assignment. Students will have a reasonable amount of time to complete make up work (See the Make-Up Policy). The teacher will determine the amount of time.
- c. Students are not permitted to leave the school building or grounds after arriving for the day unless excused by the office and properly checking out.
- d. Students who have a scheduled appointment during the day must present a note to the office from their parent/guardian before school starts in the morning. At that time the student will receive a yellow pass that will allow you to leave class at the proper time for a doctor, dentist, etc. The appointment time, date, and date of return must be indicated on the note from the physician.
- e. When being absent 3 or more days from school in a row you must have a doctor's note upon the student's return.
- f. If known prior to hospital stay or homebound from doctor the school will need a note from the physician stating how long the student will be out. Public Act 96-257
- g. Personal reasons are not a valid excuse for being tardy or absent from school.

7 Day Attendance Policy

Regular attendance at school is a very important part of a good education for every student. When a student is absent from school, he/she misses valuable instructional and practice time with their **teachers**. However, when a student must be absent from school he/she should have their parent/guardian call and notify the school regarding the reason for the absence. The maximum number of excused absences allowed is (7) days per semester. Students with more than (7) absences must have a Doctor's note for additional absences in order to avoid disciplinary action. This applies whether or not a parent has called the school to excuse the student. Absences beyond (7) will not be excused unless a written doctor's verification of illness is presented to the attendance center upon returning to school from the absence. The school will notify parents when a student is approaching the maximum number of allowed excused absences. Exceptions may be made by the administrative staff for unusual and extraordinary reasons or situations. Absences due to school sponsored activities (field trip, participation in HAHS sporting event etc.) are not to be counted in the allowed number of excused absences. When a student receives 10 consecutive days of unexcused absences a letter will be mailed home to the parent or guardian with notice of dropping the student from the attendance enrollment.

2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Cross-reference: PRESS 7:70, Attendance and Truancy

HAHS Policy (Building Leadership Team 3.16.16) - The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will receive:

- 50% of graded score on any daily assignment given on that day.
- 50% of graded score on any papers, projects, or assessments taken or due on the day of the unexcused absence.

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law (Cross-references: PRESS 7:70, Attendance and Truancy), and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

2.60 Grading & Promotion (Honor Roll)

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scale: 100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59-below = F.

Honor Roll: is posted approximately two weeks after the end of each quarter

- High Honors-Minimum of 3.85 GPA, students can receive nothing less than a B for any grade and can have no more than one B per grading period.
- Honors-minimum 3.00 GPA, Students can receive nothing less than a C for any Grade.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Weighted Grades for Advanced Placement Courses

Advanced Placement Courses are high school classes for the college bound student. The curriculum and instruction that takes place in these courses is much more rigorous than a typical high school course. The course workload is also much more substantial. Students taking AP courses are given work to be completed during the summer before they the course begins. Students who take the AP courses are able to take an AP exam to receive college credit for the course. The weight of the grades for these rigorous courses at HAHS will only be for AP courses. The school wide 4 point grading scale will include the AP courses to be weighted as follows: A= 5.0, B=4.0, C=3.0, D=1.0, F= 0. Essentially a student earning an A in an AP course could raise their grade point average above a 4.0. Students earning a B in an AP course would earn the equivalent of an A in a regular class.

2.70 Homework Policy

Homework is defined as independent practice, with feedback, for the purpose of concept mastery and creativity. Home work is a vital part of the Instructional program and is assigned to further the student's educational development and is an application or an adaptation of a classroom experience. The staff will ensure that homework:

- Is used to reinforce and apply previously covered concepts, principles, and skills;

- Is not assigned for disciplinary purposes;
- Serves as a communication link between the school and parents/guardians;
- Encourages independent thought, self-direction, and self-discipline; and
- Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Late homework: Homework not turned in on the day it is due shall be accepted late, only one day after the due date of the assignment. The student will receive 50% of their graded score for the assignment. If the assignment is turned in two or more days later it will be recorded as a zero in the grade book. (Students with 504 Plan Accommodations, Individualized Educational Plans, or special emergency circumstances may vary this policy accordingly, with administrative approval)

2.80 Physical Education / Exemption from Physical Education Requirement / Driver Education

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

- a. Enrollment in a marching band program for credit;
- b. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
- c. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
- d. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- e. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Physical Education

Starting the 2017-2018 school year, students will be provided a physical education (PE) shirt on the first day of school. Cost of the t-shirt is \$5 and it is recommended, but not required, that each student purchase more than one shirt. On days of cold weather, students may wear sweat clothes as long as their PE shirt is worn underneath. Due to health concerns, it is not recommended students wear the same sweats during the school day. All students are required to have athletic shorts, gym socks (any color), and tennis shoes. Physical Education is one full credit per semester, and counts in the student's grade point average. Students who do not dress or participate for PE class may not be allowed to practice or play in extra-curricular activities that particular day. **Lock and Lockers:** Students will be issued a PE lock and locker from the physical education teacher. Students should not share a locker or give your combination to anyone. HAHS is not responsible or liable for and stolen items. Anything too big to fit in PE locker should be kept in school hallway locker. **"No Dress" Procedures:** A "No Dress" will be given to those students who do not dress on any particular school day and do not have an appropriate excuse. Students are encouraged to participate in class even if they are not dressed in their PE uniform. Also, students will be allowed to do an alternative assignment which is determined by and at the discretion of the teacher. Satisfactory completion of the alternative assignment will eliminate the loss of participation points. Student behavior expectations while in Physical Education are established by the teacher and governed by the student handbook. Students are expected to meet those guidelines. Staff and administration encourage students to actively participate in class each day.

*4 years (8 Semesters) of Physical Education are required for graduation/diploma by the Illinois State Board of Education.

Driver Education: "No Pass - No Drive"

Driver Education at Hoopston Area High School consists of two components. The first component is driver education in the classroom. Every student must take and pass the classroom portion of driver education. This is a requirement to graduate high school as it meets the Safety Requirement for the Illinois State Board of Education. The second component is the behind the wheel (lab) portion. This component is an optional portion of that class that we offer here at HAHS. Although it is optional, it is still required for students to do if they are wanting to obtain their driver's license before they are 18 years old. The state of Illinois states that "driving is a privilege and not a right." Below is the required criteria for scheduling students in Behind the Wheel;

1. Age of the Student (Older students have the first opportunity).
2. Academic Progress of the Student "No Pass-No Drive" (Students must be passing all of their classes at the time of scheduling). If a student is not passing all classes, then they will be put on a waiting list until the next opening (approximately 3-4 weeks later). At that time, grades will be checked again to make sure that all classes are at a passing grade before being enrolled/scheduled for Behind the Wheel Driving. If the student does not have a passing grade at the end of the 2nd semester, then the student will have to wait until the start of the new school year to be scheduled to drive.
3. Academic Course Schedule of the Student (Availability of the student to drive).
4. Teacher contacts the student and parent/guardian to inform them of the Behind the Wheel schedule.

Other Information:

Fee: \$50.00 payable at registration. \$20.00 state permit fee (to be paid at the Illinois Secretary of State's office. This also covers the fee for their driver's license). If a student does not pass the state permit test the first three times, then there is an additional \$20.00 fee
State Requirements - Classroom (9th Grade Year): This course is also required for graduation as the "safety" course requirement.

- Pass The Minimum 30 Classroom Hours of actual seat time.
- Pass The State Written Exam.
- Pass The State Vision Exam.

Behind the Wheel (Laboratory): - Not Required (No Pass - No Drive)

1. Pass The Minimum 6 Laboratory Hours (Typically a 3-4 week session)
2. Complete Minimum of 50 hours with parents; log sheet.
3. Permit (9 months of driving required prior to getting drivers license)

2.90 Course Alternatives & Substitutions

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

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

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

Proficiency Credit: Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses:

Vocational or Technical Education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced Placement Computer Science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer Service Credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies. Cross Reference: PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Other Related Notes: (HAHS)

A student may enroll in a distance learning course, correspondence course, including a virtual or online course, and may receive high school credit for work completed, provided:

- a. The course is offered by an institution approved by the building principal or designee;
- b. The course is not offered at the student's high school;
- c. The student is a fourth or fifth year senior;
- d. The student assumes responsibility for all fees (including tuition and textbooks); and

- e. The building principal approves the course in advance.

Students may be limited as to the number of external learning courses that apply toward high school credit. Grades earned in approved external courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Dual Credit Courses

A student who successfully completes a dual credit course will receive a grade and credit at both Danville Area Community College and Hoopeston Area High School. Students must have approval for these courses from the Guidance Counselor and the High School Principal and must score at a certain level on the DACC placement test scores and ACT test scores. The current grading scale for Hoopeston Area High School is 4.0 grading scale that only has weighted grades for Advanced Placement courses.

Dual Credit Courses offered at Hoopeston Area High School and the DACC Higher Learning Center (Hoopeston)

Requirements:

- Seniors must have a 3.0 grade point average in order to participate in dual credit coursework after school hours.
- Seniors are limited to two dual credit courses per semester.
- Juniors must have a 3.4 grade point average in order to participate in dual credit coursework after school hours.
- Juniors are limited to one dual credit course per semester.
- The final semester grade earned will be included in the student's cumulative grade point average.
- A "High School Enrollment Permission" form is required by DACC. It must be completed by the high school counselor.

Dual Credit Courses offered off campus at Danville Area Community College's Danville Campus

Requirements:

- Beginning with the class of 2017 students must have at least a cumulative 3.4 grade point average and be considered senior status in order to participate in dual credit coursework during the school day. A student must also have taken Advanced Placement English III and be enrolled in another Advanced Placement course his/her senior year. (The class of 2016 will be under the previous policy guidelines that require at least a 3.0 grade point average in order to participate in dual credit coursework during the school day.)
- Seniors must be enrolled at Hoopeston Area High School for at least 4 periods each semester. This also meets the Illinois High School Association eligibility requirements for a full time student (20 hours per week). These courses include Government, English IV, Physical Education, and another elective course, with at least one of these courses being an Advance Placement course. This allows for a student to enroll in two dual credit courses during a semester.
- Students who participate in extracurricular activities and attend dual credit coursework during the school day must provide a weekly grade to the office from the DACC instructor for purposes of eligibility. The final semester grade earned will be included in the student's cumulative grade point average.
- Students will not be allowed to replace a graduation requirement or course offered by Hoopeston Area High School with a Danville Area Community College course. Beginning 2016-17, Students will no longer be allowed to enroll in Rhetoric 101 and/or 102 as a substitute for Senior English IV at Hoopeston Area High School.
- Students who plan to enroll in dual credit coursework during the school day are subject to a review of their disciplinary record, grades, and attendance. A student can be denied enrollment based upon these records.
- A "High School Enrollment Permission" form is required by DACC. It must be completed by the high school counselor.
- Any special circumstances must be reviewed and approved by the high school principal.
- **Any student dismissed from the program due to gross misconduct and/or suspension, will receive a Failing grade for the course.**

Dual Credit - Parent/Guardian Responsibilities:

Transportation:

- Any dual credit coursework taken at the Higher Learning Center or at Danville Area Community College will require the student to be responsible for their own transportation. Hoopeston Area CUSD #11 is not responsible for any costs, damage or loss of personal property or bodily injury while on campus or traveling to and from the DACC campus.

Books and Fees:

- **Parents/Guardians and students are responsible for any costs and fees that are associated with dual credit courses.**

2.100 Home & Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well

as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal. (Cross Reference: PRESS 6:150)

2.120 Graduation Requirements ISBE

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

1. Schools on a balanced calendar or block schedule will need to make the appropriate adjustments to these requirements.
2. School districts that impose graduation requirements in addition to those required by the State should include such requirements below the section entitled "State Mandated Graduation Requirements." Cross Reference: PRESS 6:300, Graduation Requirements

HAHS Summary of Graduation Requirements

4 Year Phase Plan of Implementation for students enrolled beginning in 2016-17.

- ❖ 48 credits for Class of 2017 (Maximum of 56 available)
- ❖ 49 credits for Class of 2018
- ❖ 51 credits for Class of 2019
- ❖ 52 credits for Class of 2020 and all successive classes (Maximum of 64 available)All successive classes)-----

- 8 Semesters of English
- 6 Semesters of Math
- 4 Semesters of Science
- 6 Semesters of Social Studies: includes 2 semesters of American History & 2 semesters of Senior Government)
- 8 Semesters of Physical Education *See waiver policy
- 1 Semesters of Health
- 1Semester of Driver Education (Classroom Only)
- 2 semesters chosen from the following area: music, Art, Foreign Language, Vocational Education
- 1 Semester of Consumer Education
- Community Service Project Citizenship via Government Course in the Senior Year.

Graduation Requirement of Community Service: Project Citizenship Government (Civics) Course

During the final semester of the 12th grade, the school will utilize the Government course to implement the Project Citizenship program to ensure student enrichment, educational growth, personal welfare, in order to promote citizenship and community service.

Valedictorian/Salutatorian

The Valedictorian and Salutatorian positions can only be given to students, whose transcripts reflect grades obtained during all eight semesters. Thus, any student participating in a program that issues a pass/fail grading scale cannot hold the above mentioned positions. The students must attend Hoopston Area High School the last four semesters. **Any student earning a 4.0 in all unweighted courses & earning a 5.0 in all weighted courses and have taken 6 semesters of AP courses will be valedictorian. If no student fulfills this requirement, valedictorian will be awarded to the student with the highest grade point average and salutatorian will be awarded to the student with the second highest grade point average.** Grade point average includes all dual enrollment courses except for those taken second semester of senior year.

Senior 2nd Semester Exam Exemption Policy (1.6.17)

Exams are required in all subjects in order to complete the course in good standing for earned academic credit. All students are required to take the exams, with the exception of seniors that meet the following exemption criteria;

- The student cannot have been suspended or placed in In School Suspension or Mega Wednesday at any point during the semester AND
- The student must have an A or B in the class, have 3 or fewer absences for the semester and have 3 or fewer tardies for the semester in the class.

Please note that all absences except school related absences and college/career/military visit days, that follow the district's college visitation procedures listed in the handbook, will count toward a student's total number of absences. Administration reserves the right to approve additional absences in extenuating circumstances. *****Teachers of seniors may still require the student, regardless of grade, to take an exam in the class at the discretion of the teacher.

Chapter 3 – Student Fees & Meal Costs

3.10 Fees, Fines & Charges; Waiver of Student Fees (Also see Driver Education in 2.80 section)

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Textbook (Fines & Charges: Waiver of Students Fees)

Hoopston Area High School charges a fee for textbook rental and locker rental. Waiver fee forms are available to those students whose families are low income for are receiving aid under Article IV of the Illinois Public Aid Code. Evidence of such status must be produced by a parent before the waiver form can be processed. A few waiver does not exempt a student from charges for lost and/or damaged books, locks, materials, supplies, and/or equipment.

3.20 School Breakfast & Lunch Program - Daily

Breakfast is served every school day from 7:55 a.m. to 8:15 a.m. An extra breakfast may be purchased for \$1.00. A student may purchase a second lunch for \$2.00. You may purchase a carton of milk for \$0.30. Students may add money to their meal card before school in the cafeteria or in the blue box in the auditorium. Money must be deposited in the box by 9:30 in order to be on account for lunch that day. If you lose your card a new one can be purchased for \$5. Students may not "charge" a meal.

Chapter 4 - Transportation & Parking

4.10 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules 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. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. 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.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: **Mark Eighner at 217-283-6661.**

Cross-references: PRESS 4:110, Transportation, PRESS 7:220, Bus Conduct, PRESS 4:170-AP3, School Bus Safety Rules
PRESS 7:220, Bus Conduct, PRESS 7:220-AP, Electronic Recordings on School Buses

4.15 Bus Conduct

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

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

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

4.20 Parking

Students park their vehicles on or near school property at their own risk. Students may park their vehicles in the lot/space designated for students and located in front of the school between the hours of 6:00 am and 11:00 pm. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The first two rows are for school staff, personnel, and others designated by administration. These lots/ spots may not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, suspension and/or expulsion from school. Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Chapter 5 - Health and Safety

Student Insurance

The school does not carry any type of health or accident insurance that would cover a student in case of illness or accident at school, a school related activity, or extracurricular activity. The school does make available student accident insurance from a private insurance company, if the student would want to purchase a policy. The school assumes no financial interest or burden in the area of student health or accident insurance.

Health Records

Section 27-8.1 of the School Code requires school districts to exclude students who have not complied with the health examination or immunization requirements. Section 27-8.1 attempts to provide a reasonable level of health protection for students in public schools. Only those students who provide written documentation that this compliance is against their religious beliefs or have a documented medical reason may attend school in non-compliance.

5.10 Immunization, Health, Eye and Dental Examinations: Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference: PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20 Student Medication (Forms)

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. Cross-References: PRESS 7:270, Administering Medicines to Students, PRESS 7:270-AP, Dispensing Medication, PRESS 7:270-E, School Medication Authorization Form

All prescription medication and non-prescription medication, such as aspirin or ibuprofen that must be taken by a student must be kept in the Office.

*Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: www.iasb.com/law/diabmats.cfm, Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

5.30 Guidance & Counseling

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

5.40 Safety Drill Procedures

Hoopeston Area High School takes any threat to a student, staff, or school as a serious matter. Any threat made the school will investigate, and will notify the Hoopeston Police Department if deemed warranted. Anyone who makes a threat to the school about any student, staff, or the school itself will face prosecution from the school district. The school has a safety plan written, and is located in every classroom. Each year this plan is looked at and modified with the help of the Hoopeston, Illinois Police, Hoopeston, Illinois Fire Department, and other safety personal. A written copy is available for you to look at in the Superintendent's Office. Do to safety reasons; you will not be able to take a copy of the plan. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Shelter in Place Plan

Hoopeston Area High School has a Shelter in Place Plan. Shelter in Place is a short term measure that helps secure the safety of facilities' indoor atmospheres to temporarily separate people from hazardous outdoor contamination or threats. Parents are encouraged not to come to the school during a Shelter in Place. School doors will not be open in such an event.

Fire Drill-Warning

The warning of fire shall be given by the continuous buzzing sound of the fire alarm. Immediately upon hearing the alarm, everyone will evacuate the building via the prearranged evacuation route posted in every room. Upon leaving the building, students will proceed to the designated area and wait for the signal to re-enter the building.

Tornado Drill-Warning

The warning of a tornado will be a siren. Immediately upon hearing the siren, everyone will proceed to the shelter area posted in each room. Everyone in a room without windows should stay in the room. Everyone in a room with windows should proceed to an inner hallway. Upon reaching the area, everyone will squat next to the wall, or safest place in the room, with back to the wall, draw the knees up, and rest head on knees.

Police & School Reciprocal Agreement of Shared Information

The police will handle an in-school fight situation in the event that it involves the following;

- a. There is more than one person battering the victim at the same time
- b. The victim seeks medical treatment, whether it be the Emergency Room or a Clinical Visit
- c. If any of the parties involved are currently on probation or parole.
- d. The police will be contacted in the event that an incident involves Drugs, Paraphernalia, and/or Weapons.
- e. The Police and School share information that pertains to community, school, and student safety concerns.
- f. A.L.I.C.E. Training

Breathalyzer

In keeping with this commitment, the Hoopeston Area High School and The Board of Education believes that the use of breathalyzers during school-sponsored events, on or off school grounds, during the school day is an acceptable deterrent to the use of alcohol by underage drinkers. Use of breathalyzers shall be guided by this policy. High school administrators may administer breathalyzer tests at school-sponsored dances, both on and off site, to students and their guests in order to provide a safe and healthy environment for the students, staff and community. In addition, district or school administrators at any level may administer breathalyzer tests to students attending dances, shows, athletic events and other similar school sponsored events if they believe that the use of these tests is necessary as a deterrent to the use of alcohol by underage drinkers. For the complete and comprehensive policy go to our district website at www.hoopeston.k12.il.us and in then go to the High School section to view this policy. Also, you may contact the building principal and/or athletic director for a copy of this board approved policy.

5.50 Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- a. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- b. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- c. The school will recommend that the parent and guardian contact the Illinois Department of Public Health for written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- d. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

5.60 Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- a. Parents are required to notify the school nurse or main office if they suspect their child has head lice.
- b. Infested students will be sent home following notification of the parent or guardian.
- c. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.

- d. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or administration designee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Infectious Diseases and Staph /MRSA Skin Infections

Students with contagious diseases are not permitted to attend school without written consent from a doctor or approval from the school nurse. All cases are to be reported to the Administration. Preventative measures include but are not limited to: covering wounds, washing hands, do not share personal items, as well as following Health Care Provider's guidelines. Hoopeston Area High School utilizes MRSA cleaning materials as a preventative measure.

Illness at School

If a student becomes ill during the course of the school day he/she should obtain a pass to come to the office. The office will allow students to go home only if permission is received from a parent/guardian or immediate relative. The school does not accept responsibility in determining the degree to which a student is ill. If a student has a fever and/or is vomiting, they are not allowed to be in attendance at school.

Emergency Medical Attention

In the event of a serious accident or illness of a student during the school day, the school may deem it necessary to contact emergency medical personnel to render treatment and transport the child to a hospital. Please be aware that if this step is taken, the expense of such treatment is incurred by the student's family.

Chapter 6 - Discipline and Conduct

Academic Honesty

Hoopeston Area School District believes that the basis for personal and academic development and achievement is honesty. Cheating, fabrication, and plagiarism are unacceptable at Hoopeston Area High School. The process for determining the consequences of academic dishonesty begins with the instructor and may proceed to include the Principal. The instructor will meet privately with the student to inform him/her of the situation, and make an attempt to resolve the problem. **Plagiarism** can occur in a wide variety of forms; due to this fact, most issues regarding plagiarism must be dealt with on an individual/case-by-case basis. However, as a means of providing transparency and mutual understanding with students, the following generalized policy may be applicable to instances involving academic plagiarism. (Note: Individual teachers may expand upon and add specificity to this policy based on course or assignment requirements.) AP-level classes will adhere to the strict plagiarism guidelines set by AP curriculum. **General Hoopeston Area High School Policy:**

- **Tier 1 Plagiarism:** [improperly punctuated in-text citations or Works Cited page, or other minor MLA style mistakes; failed to accurately use quotation marks or paraphrasing to indicate words not original to the author; giving incorrect information about the source of a quotation]
 - 1st offense: Student receives learning opportunity by correcting mistakes made within a reasonable time period prescribed by the involved teacher. Student may receive a reduced grade on the assignment based on teacher's discretion. A teacher may choose *not* to allow revisions if the teacher determines the student had ample opportunity to make these revisions – prior to final draft – through the process of editing and revising.
 - 2nd offense: A repeated offense in the teacher's class will result in a zero for the assignment and future offenses.
- **Tier 2 Plagiarism:** [issues involving an unreasonable number of citations; issues which give the reasonable appearance of: copying words or ideas from others without giving credit, changing words but copying the sentence structure of a source without giving credit, or copying so many words or ideas from a source that it makes up the majority of the work regardless of credit given]
 - 1st offense: Student receives learning opportunity by redoing the assignment (or equivocal) within a reasonable time period prescribed by the involved teacher (unless otherwise stated by involved teacher's personalized course policy or rubric). Student may receive a reduced grade on the assignment based on teacher's discretion. Revisions will be considered late, according to school policy, if turned in beyond original due date. A teacher may choose not to allow revisions if the teacher determines the student had ample opportunity to make these revisions – prior to final draft – through the process of editing and revising.
 - 2nd offense: A repeated offense in this category during the student's tenure in the district will result in a zero for the assignment.
- **Tier 3 Plagiarism:** [turning in someone else's work as one's own; issues which give the reasonable appearance of a blatant attempt to deceive or commit academic fraud]
 - All offenses: Student will receive a zero on the assignment. Further interventions may be taken at an administrative level. Student is encouraged to redo assignment as a means of learning from mistake(s).

Arrival and Departure of the School Day

Upon arrival at school, all high school students are expected to enter the building by the High School Main Office doors, or the South Middle School bus lane doors. These doors are unlocked at 7:50 AM. If there is an athletic practice, band/choral practice, or other scheduled early morning event, students will have to be let in by their coach/sponsor. Students are to report to directly to the following areas; Auditorium, Cafeteria, Library, or with a pass to a teacher. At 8:10 AM, the students will be dismissed to go to their lockers and prepare for their school day at 8:20 AM. (This will allow for 10 minutes of transition from the designated locations to their lockers and then to their first period class.) Students are not permitted to leave the building without permission once they have entered. After the School Day Ends: The final bell for the day rings at 3:20 PM. Students who do not have an activity, detention, or appointment with a teacher must leave the building by 3:25 PM.

Keep Moving Policy

This policy is effective while students are transitioning during the day in the hallways. Students are directed to keep moving toward class from the 5 minute warning bell at 8:10 am until they reach each class during the school day. It will be in effect between all classes until the end of school. At lunch students must move toward their own locker and then the cafeteria only. This means that students are not allowed to stop in the hallways while in transition to their next class or lunch period. Failure to cooperate with this policy may result in disciplinary action.

Lockers (Student) and Damaged Books

- Student lockers are school property and remain under the control of the school at all times, however, students are expected to assume responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school officials at any time without notice, without student consent, and without a search warrant.
- Damage done to locker that needs any repair done on the locker will be at student's cost.
- Students should not share lockers with other students, or tell other students their combination.
- Students should not put anything in their locker to keep the lock from not working.
- Students are expected to keep their lockers clean, organized, and neat at all times.
- Do not bring valuables to school. The school is not responsible for any items that are stolen from student lockers. Only school locks may be used on student lockers. Do not reveal your combination to anyone and use only your assigned locker. If your locker does not work properly notify the office immediately.
- All books lost or damaged will be charged to the student.

Tardy

Tardy is considered not in the classroom when the last bell rings. If the student is tardy to school or class, they must check in at the office to receive a pass to get into class. Oversleeping, car troubles, are not considered as a valuable excuse, and will not be accepted as an excused tardy or absent. Tardiness may result in disciplinary consequences that include two warning per semester and will receive office detentions for any further infractions for tardiness. Excessive tardiness may lead to more severe disciplinary consequences.

6.10 General Building Conduct

The rules that are HAHS District policy are door-to-door policies; once students enter the front doors to the building, they are to abide by the rules until they exit the front doors.

Students shall not arrive at school before 7:50 a.m. as classes begin at 8:20 a.m. Students are dismissed at 3:20 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- A clear bottle of water (not glass) is allowed in the classroom as long as it doesn't become a distraction to the educational process. The water bottles have the right to be searched and inspected by the administration using the Breathalyzer machine. The water bottle permission may be cancelled or suspended by the administration if deemed warrant or misused.
- Students are not allowed to be in possession, distributing, purchasing, selling, or under the influence of medical marijuana while on school property.

6.20 School Dress Code & Student Appearance Guidelines

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment or interferes with the maintenance of a positive teaching and learning environment. Dress or grooming which is not in accord with the reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Students are to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. School administration has the authority to determine whether the student's attire is within the limits and guidelines of decency and modesty and can amend the dress code as fashion changes. Examples of clothing that are deemed unacceptable and are not permissible during school hours or at school-sponsored activities

include, but are not limited to the following: clothing that displays messages of alcohol, marijuana, illicit drug, violence, gangs, or are of a sexual nature; clothing that is excessively baggy, torn, or tattered; clothing that is immodest such as halter tops, tube tops, pajamas, tank tops, mesh tops, and spaghetti strap tops are not permissible unless a shirt is worn over them; clothing that exposes cleavage, torso, midriff, or naval; shorts, skirts, or dresses that are above mid-thigh; sunglasses, hats or hoods, or unusual headgear of any kind. Students attending school sponsored activities, whether home or away, are required to have a shirt on or they will not be allowed entry (Sept. 5, 2014).

Additional guidelines for students include, but are not limited to the following;

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, controlled substance ads or references, drug paraphernalia, violent behavior, discriminative/disrespectful messages, or other inappropriate images/messages.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang related messages and/or symbols (This includes how the clothing is worn).
- No Gang colors by any student, especially those who professes gang allegiance.
- No Clothing with satanic or demonic images/messages, violence, weapons, profanity, sexual images/messages, or criminal acts.
- Shoes and appropriate footwear must be worn at all times. No house slippers.
- Pants, shorts, skirts, etc. must be worn at the waist as designed, not sagging.
- Unusual or “costume” dress is not allowed.

Students wearing unacceptable (not allowed or questionable) attire will be asked to change into acceptable attire. Violators will be sent home to change or may be asked to cover up the inappropriate attire with another garment and may not be allowed to attend classes until this is corrected. Repeat offenders and/or insubordination may result in disciplinary consequences. Teachers and administrators are responsible for monitoring these student handbook guidelines of dress. If you have any questions regarding acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

6.30 Student Discipline: Prohibited Student Conduct - Gross Disobedience or Misconduct defined:

Any offense that has not been covered in other Board policies, but which is felt to be serious enough in the opinion of the administration, could result in suspension or possible expulsion from school according to the procedures outlined in the suspension and expulsion policies. Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
 - f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition

section of this handbook procedure.

5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. 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 is a site that was accessible within the school at the time 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 his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

Other Related Offenses:

23. Causing or attempting to cause physical injury or harm to any student, school personnel, or visitor on school premises or at any school related or school sponsored activity.
24. Threatening, slandering, or intimidating any student, school personnel, or visitor.
25. Any act which interferes with or disrupts the normal operation of school or a school activity.
26. Involvement in any conduct on school premises or at any school sponsored or school related activity which violates local, state or federal law where conduct poses a clear and present danger to the health, welfare, or safety, of other students, school personnel, or visitors.
27. Gambling, card playing, etc. on school premises or at any school related or school sponsored activity.
28. Violation of the school smoking policy. (No Smoking is allowed on school property).
29. Failure to comply with reasonable directions of any school personnel. This would include administrators, teachers, teacher aides,

- student teachers, bus drivers, maintenance personnel, cafeteria personnel, office staff or any authorized school personnel.
30. Dressing or grooming in a manner which constitutes a threat to the health and/or safety of self or others or in a manner which causes an interference with school work or creates a classroom or school disruption.
 31. Making or causing a false fire alarm, bomb threat, or any other knowingly false and disruptive rumor or phone call.
 32. Exhibiting disrespect to any student, school personnel, or visitor.
 33. Possessing, authorizing, or transmitting materials that are considered, by reasonable people, to be immoral, illegal, obscene, or pornographic.
 34. Failure to submit to personal, locker, or automobile search.
 35. Use or attempt to use a forged note, phone call, pass, report, school records, or any other deceptive or deceitful practice.
 36. Violation of probation conditions as established by the administration and Board of Education.
 37. Insubordination towards Administration and staff which violates school safety to promoter order and decency. This includes repeated violations of school rules and being in locations of the building that are unauthorized by administration and staff.
 38. Use or possession of fireworks, firearms, water guns, water balloons, flammable liquids, etc.
 39. Reckless driving on or near school premises before, during, or after school or at any school related or school sponsored activity. This would also include a school bus if the driving impedes the normal operation of the bus route or constitutes a danger to the bus driver and/or passengers.
 40. Gross repeated display of affection.
 41. Language: Profanity, Cursing, Crude, Vulgar, is not allowed. It displays a lack of character and educational vocabulary.
 42. Violation of suspension rules.
 43. Tampering with or causing to set off an emergency call back button or tampering with or causing to set off any Automatic External Defibrillator.

Any student found guilty of gross misconduct and/or disobedience may be subject to school detention, suspension, or even expulsion. Severity of the infraction and the penalty will be determined by the high school administration. A penalty may be appealed in writing to the principal. These offenses shall have been committed:

- On school property or under school supervision.
- While attending a school related or school sponsored activity.
- Upon school personnel while in discharge of official business.
- While on a school bus or other transportation authorized by school personnel.
- In any other circumstances as determined to have a bearing on school, personnel, or any school activity.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.

3. Social Probation / Withholding (loss) of privileges. This Includes extra-curricular opportunities.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study (Mega Wednesday) or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Board Discipline Advisory Hearing prior to Expulsion Hearing
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Also, there may be Police involvement when necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year: (1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The

expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Detention-Teacher Issued

Teachers may issue classroom detentions to students for violation of classroom rules/regulations. Teacher-issued detentions are to be served with the teacher who issued the detention. Failure to serve a teacher-issued detention may result in additional disciplinary action by the administration/Dean of Students.

Detention-Administration/Office Issued

Office detentions will be served on Tuesdays, Wednesdays, and Thursdays from 3:25 - 3:50 P.M. in the Study Hall. Failure to be in attendance or late for an office detention, may result in a other measures of disciplinary action. Detention and student discipline takes precedence over any after school extracurricular or school related activity. To reschedule an office detention, the student must present a parent note to the office or Dean of Students the day before the detention was scheduled.

Discipline Referral

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. The referring person should submit a referral report documenting the incident. Student discipline takes precedence over extracurricular activities. These concerns must be cleared up before the student reports to any type of extracurricular activity. Any time a student is sent out of a class with a discipline referral, the teacher who sent the student out of class will contact the parent/guardian of the student that day to inform him/her of the incident. Discipline Referral and Temporary Removal from Class to Study Hall-Students who are sent out of class with a discipline referral are required to go immediately to the High School Office to have a conference with the Dean of Students or Principal, prior to reporting to study hall. Once in study hall, students are expected to follow the rules and expectations of the supervisor. Failure to follow those rules and expectations may result in further disciplinary action.

Wednesday Extended Stay "Mega Wednesday - Detention" (3:25 – 5:55 in the designated location)

Students who fail to serve an office detention or have a more severe discipline consequence given to them by the administration may be required to attend a "Mega Wednesday". This consequence may include but are not limited to the following possible negative behaviors; repeated offenses, inappropriate language, walking out of class without permission, bullying, etc. The student will be called to the office the last five minutes of the school day. Any student who misses their Wednesday will have it rescheduled for the next Wednesday and will be assigned an In School Suspension in addition to making up the missed Mega Wednesday. In order to be able to participate in Senior week activities, all "Mega Wednesdays" (and other student disciplinary consequences) have to be served in advance.

In School Suspension (8:20-3:20)

- a. **In-school suspension student may attend and practice with his/her extracurricular activity, but will not be allowed to dress or participate that day in game.**
- b. Students are to report to the office to meet with his or her Dean before 8:20 a.m. prior to reporting to the ISS room.
- c. If the entire day of school is not completed in good standing, the day will have to be made up on the next school day of attendance.
- d. Students will be allowed to the restroom with permission only. Abuse of restroom break will result in a loss of restroom privileges.
- e. Students will be escorted to and from Lunch by administration and or the supervisor.
- f. The school handbook rules are still in effect during this time.
- g. Students must bring schoolwork and necessary study materials with them; they will not be allowed to go to their lockers.
- h. No talking or communicating verbally or nonverbally. There is to be a silent period throughout the day.
- i. Students are expected to use this as a supervised study time.
- j. Students are not allowed to sleep or lay their heads down.
- k. Students are not to leave their seats without permission.
- l. No food, candy, or beverages will be allowed.
- m. No cell phones, smartphones, electronic devices, games, playing cards, or other non-school related materials are to be brought to the school or ISS room. Chromebooks are for school educational purposes only. No videos, games, etc.
- n. Obey all instructions given by the In School Suspension Supervisor.

Suspension (Out of School)

- a. Section 10-22.6 of the Illinois School Code provides that the Board of Education has the power to delegate authority to the school administration to suspend pupils guilty of gross disobedience or misconduct for a period of up to ten school days.
- b. A suspension will become part of the student's temporary record file.

- c. A student who is on suspension will be allowed to make up any work missed during the period of suspension. However, all work is due the day the student returns from the suspension. Work that is not completed on the day the student returns from suspension will result in **zero** credit. Students who are suspended will need to take all necessary books/projects with them at the time of their suspension. All student work will be picked up in the High School Office between 3:30 and 3:50.
- d. Students who are suspended will not be allowed to go to classrooms or their locker while they are suspended from school.
- e. When a student is on suspension, he/she is not to be on or near school premises unless permission is given in advance by the administration. In addition, he/she may not attend or participate in any school sponsored or school related activities such as athletic contests, musical events, plays, etc.
- f. ALL students who are suspended are required to have a reinstatement conference with the Administration prior to returning to their regular class schedule. Parents/Guardians should call to set up an appointment with the Administration to schedule the reinstatement conference.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. Cross-references: PRESS 7:190, Student Discipline, PRESS 7:190-AP2, Gang Activity Prohibited

Expulsion

The Board of Education may expel pupils guilty of gross disobedience or misconduct for up to three hundred sixty school days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board of Education or its delegate(s) to discuss their child's behavior. The Board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

Aggressive Behavior Policy

Hoopeston Area CUSD #11 prohibits students from using any form of type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, without limitation, the use of force, noise, coercion, threats, intimidation, fear, bullying, or as deemed by the school district, any other comparable conduct. The parent or custodian of a student who exhibits a prohibited aggressive behavior will be contracted by the school administration. This notification will also include early intervention procedures intended to help the student avoid repetition of the behavior.

6.40 Anti-Bullying Policy: Complete Hoopeston Area CUSD #11 Policy is located at www.hoopeston.k12.il.us

Introduction

The Anti-Bullying Policy in full is located in the Board of Education Policy Manual and is also posted on the school district's website. The purpose of this policy on bullying is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly, and respectful environment that promotes teaching and learning.

Bullying/Cyber-Bullying Defined

"Bullying is intentional harmful physical or verbal behavior, including communications made in writing or electronically, initiated by one or more students and directed toward another student. It exists when a student deliberately seeks to exercise power (physical or social) in order to intentionally dominate and harass another student. It is typically repeated. It is an imbalance of power where the bully targets a student who has difficulty defending himself or herself." (*Illinois Principals Association*) This specifically includes any behavior that represents cyber-bullying (bullying through the use of technology or any electronic communication). It can be reasonably predicted to have the effect of one or more of the following:

- 1 Placing the student in reasonable fear of harm;
 - 2 Causing a substantially negative effect on the student's physical or mental health;
 - 3 Substantially interfering with academic performance;
 - 4 Substantially interfering with the student's participation in any school-based activities.
- (Paraphrased from IL legal definition in 105ILCS 5/27-23.7(b))

Bullying Prohibited

Bullying is NOT acceptable and is strictly prohibited by Illinois state law and HACUSD #11. Bullying behavior that is covered by this Policy is behavior that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, and may include incidents that occur off school grounds. No student

shall be retaliated against for reporting bullying behavior. A student's act of retaliation will be treated as bullying and shall be subject to appropriate discipline. 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 and shall be subject to appropriate discipline.

Bystander Responses

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, looking away, or otherwise actively encouraging the bully. Any student who is a bystander to any bullying behavior and who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline.

Report and Investigation

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or designee(s) 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 building principal or designee(s). Anonymous reports are also accepted by phone call or in writing.

- Maple Grade Center (217) 283-6665
- John Greer Grade Center (217) 283-6667
- Hoopeston Area Middle School (217) 283-6664
- Hoopeston Area High School (217) 283-6661

The principal or designee(s) responsible for student discipline shall as soon as practicable conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and an opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to school social work services, restorative measures, school psychological services, and community-based services. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code. The police may be notified of incidents involving bodily harm or property damage.

Notification: Students and Parents/legal guardians will be notified of this Policy annually through receipt of each school's Student Handbook. The Anti-Bullying Policy in full is also posted on the school district's website.

Conclusion: HACUSD #11 recognizes the importance of a safe, orderly, and respectful learning environment. The purpose of this Policy on Bullying is to ensure, to the greatest extent possible, that no student will be subject to bullying.

References:

PRESS 7:20, Harassment of Students Prohibited

PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment

PRESS 7:190, Student Discipline

PRESS 2:260, Uniform Grievance Procedure

Racial Harassment is prohibited

Any type of racial harassment, verbal or physical is not permitted at school functions and should be reported to school officials immediately. Appropriate action will be taken that may include police involvement.

6.45 Sexual Harassment & Teen Dating Violence is prohibited

Sexual harassment of students is prohibited: A person engages in sexual harassment whenever he or she makes 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: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. 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.

Nondiscrimination Coordinator: Social Worker and/or Designee of the building Principal

Complaint Managers: Dean of Students and Student Support Services

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

Cross-references: PRESS 7:20, Harassment of Students Prohibited PRESS 7:185, Teen Dating Violence Prohibited

Sex/Gender Equity

Hoopeston Area High School C.U.S.D. #11 has sex equity policies which forbid any type of discrimination on the basis of sex except where necessary to accomplish a specific purpose that does not impinge upon the essential quality or fundamental fairness in the treatment of students or employees of this district. Detailed copies of these policies may be obtained from any school building office or the central district office.

6.50 Cafeteria & Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until dismissed by staff, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch. Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- 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.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all staff.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- No food or drinks are to be taken out of the cafeteria.

Cafeteria Seating – Breakfast

High school and middle school students are not permitted to sit together at breakfast. Middle school students should sit on the West side of the cafeteria, and high school students should sit on the East side of the cafeteria. **Once finished with eating, students are expected to report to the auditorium until the 8:10 bell rings..**

Closed Campus Policy

Hoopeston Area High School has a “closed” campus policy. Once a student arrives at school, he/she is to remain on school property until school is out or he/she is properly authorized to leave. No one is to be in the parking lot or a vehicle during school hours, unless permission is given by school authorities. All visitors must check in at the office before entering the building.

6.60 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- a. Failure to receive appropriate permission from parent/guardian or teacher
- b. Failure to complete appropriate coursework and academic eligibility
- c. Behavioral or safety concerns
- d. Denial of permission from administration
- e. Other reasons as determined by the school

6.70 Access to Student Social Networking Passwords & Websites

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

references: PRESS 7:140, Search and Seizure

PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

6.80 Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students have unrestricted responsible use of electronic devices/cell phones in any area of the high school except in the following situations and /or areas. They may be used in classrooms, study hall, library, and offices with teacher approval and/or permission. Use is forbidden at all times in restrooms, locker rooms, and any other area with a reasonable expectation of privacy. The volume of these devices must be set on silent at all times during the school hours. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting), bullying/harassment.

Cameras/Photographs: Are not allowed to be used in the hallways, and/or classroom unless their use is relevant to the information being taught in that particular course, and teacher approval has been obtained by the student. Misuse of a camera will be treated as a cell phone/technology violation.

Students in violation of these rules and expectations may be subject to disciplinary consequences such, as but not limited to, the following; loss of these privileges, detentions, Mega Wednesday, In School Suspension, Out of School Suspension. Students who violate the cell phone policy will have the cell phone confiscated, and a parent or guardian may have to come to the high school to retrieve the phone.

The student may lose the privilege of bringing electronic devices to school and the parent/guardian may be notified and required to pick up the device in the school office. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Telephone Calls & Cameras

In case of an emergency, all phone calls made and received must take place in the HS Office with a pass from the teacher and/or office staff.. Cameras can be utilized in common areas, such as the cafeteria, with permission from the Administration.

Chapter 7 - Internet, Technology & Publications

7.10, E1 - HOOPESTON AREA CUSD #11 STUDENT ACCEPTABLE USE POLICY (April 2015)

Student Authorization for Electronic Network Access

This form accompanies Administrative Procedure 6:235- Acceptable Use of Electronic Networks. It must be signed when students will have unsupervised Internet access or when supervision will be minimal. Please submit this form to the Building Principal.

Dear Parents/Guardians: Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians will sign this *Authorization for Electronic Network Access* yearly while the student is enrolled in the School District. The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access. With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

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

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Acceptable Use Policy – Violation(s) may result in loss of privileges and further disciplinary consequences.

CYBER BULLYING MAY HAVE MORE SEVERE CONSEQUENCES (See HACUSD#11 Anti-Bullying Policy)

7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is

obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;

- d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- 4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference: PRESS 7:310, Restrictions on Publications

Chapter 8 - Search and Seizure

8.10 Search and Seizure (105 Ilcs 5/10 - 22.6e)

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. **Students:** School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. **Seizure of Property:** If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-reference: PRESS 7:140, Search and Seizure

Book Bags/Purses/Backpacks

These bags shall be placed in a designated area by the teacher within the classroom until the end of the period, or permission from the teacher to be in the designated area. **School Safety:** The administration does hold the rights to at any time of reasonable suspicion to conduct a search and seizure for concerns of drugs/weapons. In case of a lockdown, or K9 search, these bags will be placed outside of the teacher's room. Any defiance regarding this school safety policy and/or defiance with the administration will be treated as insubordination and may result in disciplinary consequences such as out of school suspension.

Chapter 9 - Athletics and Extracurricular Activities

9.10 Extracurricular Athletic Activities Code of Conduct (Requirements for Participation)

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional

requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Illinois High School Association Member School (IHSA)

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA and this Athletic Code, the most stringent rule will be enforced.

Weekly Eligibility:

To retain extra-curricular (all clubs, activities, athletics, except band and/or chorus) eligibility, a student is not allowed to be failing two or more courses taken. This is based on the (credits) of academic course work in the week preceding his or her extracurricular weekly eligibility, in order to participate in the following week. This policy abides by the Illinois High School Association requirements for participation.

Any student athlete failing one or more classes is required to attend the After School Assistance Program (ASAP) from 3:25 – 4:15 on Tuesdays, Wednesdays, and Thursdays during normal dismissal days.

Semester Eligibility:

To retain extra-curricular (all clubs, activities, athletics, except band and chorus) eligibility, a student is not allowed to be failing two or more courses taken. This is based on the (credits) of academic course work in the semester preceding his or her extracurricular semester eligibility, in order to participate in the following semester. This policy abides by the Illinois High School Association requirements for participation.

After School Assistance Program (ASAP)

Any in season student athlete that is failing a class must attend ASAP from 3:25 – 4:15 instead of practice where he/she will receive academic assistance with a certified teacher and get peer tutoring from a national honor society student. The student athlete will be issued a pass from ASAP to give to his/her coach upon arrival to practice. Please contact the administration if you have any questions regarding the ASAP requirement.

Requirements for Participation – Documents on File

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

*See IHSA Handbook for more information at www.ihsa.org

Extra-Curricular Activities

All extracurricular participants should conduct themselves at all times as representatives of Hoopston Area High School, its philosophy, and its goals. **Requirements**

1. Health Insurance and Physical Exam apply only to athletic teams and cheerleaders.
2. Must comply with all rules and regulations of the Illinois High School Athletic Association that pertains to the activity.
3. Must agree to care for school equipment used or issued and make necessary restitution whenever loss or damage is the responsibility of the student.
4. Must furnish the school with proof of passing a physical health examination given by a qualified medical doctor. This examination must have taken place after June 1 of the current school year.
5. Must purchase school accident insurance or furnish proof of such coverage through parent/ guardian, employer, family, or private. Hoopston Area High School cannot assume financial responsibility for accidents incurred in athletics. It should also be understood that complete coverage by any single policy is highly unlikely; therefore, the policyholder should fully understand the benefits of the

policy before allowing participation. Special consideration should be given to whether a policy will cover accidents incurred from inter-scholastic football.

6. Must comply with all policies as established by the sponsor of each activity in which the student is participating with the approval of the Extra-Curricular Council.
7. Must comply with all other policies in operation for Hoopston Area High School and Community Unit School District #11.
8. No type of participation is allowed until this form is completed and on file with the High School Office.
9. Must comply with the following policies in terms of individual student conduct:
 - a. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student shall, unless they are entering high school for the first time, have credit on the school records for twenty (20) credit hours of high school work for the previous semester, or be ineligible for the current semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received (3.022 Athletic Eligibility By-Laws)
 - b. Once eligible, in order to continue to participate in any school-sponsored or school supported athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements: doing passing work in at least 20 credit hours of high school work per week (3.021 Athletic Eligibility Bylaws). Academic eligibility will be checked weekly. During any period of ineligibility students will not be allowed to participate or practice until the specified academic criteria are met, but for a period not less than (7) calendar days.
 - c. Students who miss any part of a school day due to illness, personal business, etc. will not be allowed to participate or practice on that day unless cleared in advance with the activity sponsor and the attendance office.

School accident insurance is of two types:

- a. That which covers FOOTBALL ONLY.
- b. That which covers all sports and/or school activities other than football.

Behavioral Conduct-IHSA "Do What's Right" Good Sportsmanship Expectations

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports. [or] The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of

that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

An athlete who is absent from school after 8:45 A.M. on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein. A coach may have a sign-out sheet to be filled out by the players' parents and may only leave with their own parent.

Non-Public / Home Schooling / Part-Time Students (Extra-Curricular Activities)

IHSA (Illinois High School Association) By Law Eligibility Compliance: Home-taught students (part time) are not eligible to participate in extracurricular activities. However, they may participate in Co-curricular activities (graded courses such as Band / Color Guard). 5 classes make a student full-time due to the 7 course schedule. Nonpublic students, regardless of whether they attend a District school part time will not be allowed to participate in extracurricular activities.

Spectators

All spectators are expected to display appropriate and sportsmanlike behavior. Any behavior deemed unacceptable by the Administration, Staff, Coaches, and/or Officials may result in removal of the spectator for at least the remainder of the event. Any additional violations or violations that are of a severe nature that may threaten the safety of the participants, coaches, supervisors, officials, or other spectators may result in the permanent removal of the offending spectator. This removal may be applied to any and all school-sponsored events. School officials may require the assistance of local police agencies to remove an unruly spectator when deemed necessary by the Administration. Any student of HAHS who violates this policy may be subject to, at the least, Social Probation, Suspension, and potentially Expulsion.

Drug Testing (Random) - Extracurricular

HAHS along with Carle Hospital does random drug testing during the school year. The Hoopston Area CUSD No. 11 Board of Education believes that the use of alcohol or drugs by a student who participates in extracurricular activities presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Board encourages students to participate in extracurricular activities, but believes the opportunity to participate in school sponsored extracurricular activities is not a right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to participate in any school sponsored extracurricular activity program, students must agree to submit to random testing for the use of illegal drugs, if selected, in accordance with this policy. The purpose of this policy is to protect the health, welfare, and safety of students engaged in extracurricular activities. It is to better assure the student's health and physical fitness to participate in extracurricular activities and not to provide a means in which the District may use to punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for or participate in extracurricular activities and for no other disciplinary purpose.

Drug Testing – Extracurricular Financial Responsibilities: The school district will assume the cost of all drug testing. If your son or daughter fails the test, you may put in writing a request for a re-test at the guardian's expense. The request must be in three (3) days after being notified of a positive test. Any further questions on the drug testing procedures, you may visit the school website at: www.hoopston.k12.il.us or by calling the athletic director, at 217-283-6661.

Hoopston Area High School Extra-Curricular Policy

Statement of Philosophy

Participation in extracurricular activities (athletics and non-athletics) is a significant component of a high school student's development. Through participation, students develop many life-long skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for the rules and regulations. Concurrently, participating in extracurricular activities is a privilege made available to each student. As with all privileges, there are responsibilities. This privilege asks students to meet certain expectations beyond those found in the traditional classroom environment. There is no right of students to participate in extracurricular activities in the Hoopeston Area School District. This policy was developed to generate certain behavioral guidelines and expectations for those students who choose to take advantage of the activities and/or athletics offered to them by the school district. Evidence suggests that most abuse of tobacco, alcohol, steroids and other illegal drugs takes place away from the school setting. Hoopeston Area School District #11 strongly discourages students from attending and or being present at parties or other situations where these abuses take place. Students involved in extracurricular activities should not jeopardize their individual, team, or school reputation by attending these functions. Further evidence suggests that students are most successful in avoiding drug abuse when students, parents, school personnel, and the community are working together to have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time, adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be held accountable for their actions.

Rules of Conduct

Students participating in extracurricular activities at Hoopeston Area High School are highly visible to the student body, the Hoopeston Area School District community and the communities with whom Hoopeston Area students compete. The privilege of participation carries the responsibility of adherence to the extracurricular policy which reflects the role model status of student athletes and non-athletes which will bring credit to that person and to Hoopeston Area High School. Failure to conform to the extracurricular policy may result in appropriate disciplinary action by the principal and/or the athletic director. Behavior not specifically covered in the extra-curricular policy but clearly contrary to the spirit of the extra-curricular policy is subject to review by the principal and/or the athletic director, resulting in possible disciplinary action. Each Student will be given "due process" to insure that the disciplinary action fits the violation. It is possible that any offense could result in a harsher penalty being rendered at the discretion of the administration. Example: If a student/athlete has drugs in his possession at school for the purpose of selling them, that violation may result in a more severe consequence/penalty than a first strike.

Due Process Procedures

In cases involving the violations of any of the rules and regulations of the policy, the following guidelines and procedures will be implemented: Information concerning a violation of the rules and regulations may be obtained in writing from law enforcement officials. Information may be obtained through a voluntary admission by the student, which is initiated by the student. Furthermore, information may be obtained through an eyewitness account from law enforcement officials, middle school certified staff, high school certified staff, extra duty paid coaches, other paid certified staff, and Hoopeston Area School District #11 administration.

- a. The principal, Dean of Students and/or athletic director may conduct a due process meeting with the student pertaining to the violation.
- b. The principal, Dean of Students and/or athletic director may notify the parent/guardian of the consequence in writing via certified mail.
- c. If the parent/guardian feels there has been a violation in the implementation of this policy, they may request an appeal in writing to the district superintendent, and an appeal to the Hoopeston Area Board of Education.
- d. If an appeal request is made, the ruling of the Hoopeston Area School District #11 School Board is the final step of due process available to the student and parent/guardian.

Violating the Hoopeston Area Extra Curricular Policy

Any violation of the Hoopeston Area extra-curricular policy has occurred when the participant possesses, actively seeks, solicits, supplies, transports, sells, uses or is under the influence of tobacco, alcohol, steroids, or other illegal drugs, look-alike drugs, or possesses drug-related paraphernalia, violate the rights of others, theft, vandalism, violations which result in a police referral or arrest.

Consequences

- **1st Offense** –The participant will be suspended for 25 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 25 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 25 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.

- **2nd Offense** – The participant will be suspended for 50 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 50 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 50 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **3rd Offense** –The participant will be suspended for 75 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 75 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 75 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **4th Offense** – If a fourth violation occurs, the participant will be suspended for one calendar year from the date of meeting with Athletic Director, Dean of Students or Principal.
- **5th Offense**-If student should want to return to athletics or an extracurricular activity the student and parent/guardian must set a meeting up with Principal, Athletic Director, Dean of Students, Superintendent, and extracurricular committee to discuss the previous suspensions to gain permission to participate in extracurricular events. *(All suspensions must be completed to count. If a student goes out for a sport and quits the violation will start over in their next event).*

Explaining the Extra –Curricular Policy

The extra-curricular policy covers, but is not limited to the following organizations and activities: Non-athletic organizations- art club, author society, camera club, drama club, future homemakers of America, show choir, jazz band, national honor society, radio/TV club, S.A.D.D., scholastic bowl, spring musical, student council, thespian troupe #282, yearbook, and any other group not related to a particular class. Athletic organizations- boys baseball, boys basketball, boys cross country, boys track, cheerleading, football, girls basketball, girls cross country, girls softball, girls track, girls volleyball, golf, soccer, wrestling, and any other athletic organization/team. The extra-curricular policy is a twelve (12) month policy enforced year round, including the summer months, and to all school activities whether or not the student(s) is actively engaged in any activity/sport at the time of the violation. Therefore, this includes all violations that occur when school is in session and when school is not in session. If an extra-curricular policy violation occurs during the off-season, or the season length does not allow the student to successfully complete the suspension, the suspension shall carry on to the next sport season in which the athlete successfully participates and completes “in good standing”, according to the coaches discretion. The principal and/or the athletic director will inform the student of the number of contests in which the student cannot participate. First offense suspensions will be rounded up to the next whole number. Second suspension will start from the date of the last violation. If a student is suspended, he or she may be allowed to practice and participate in team functions but not allowed to participate in contests and events. When a student signs this student handbook agreement, he/she is bound by this agreement throughout his/her high school career. If by chance a student does not participate during one school year, he/she is still bound by the agreement if he/she decides to begin participation in a subsequent year. Once this student handbook policy agreement is signed for the current school term it will remain in effect for the remainder of the school term. Parent/guardians and student participants must understand that by signing this policy agreement, it will be sufficient for four (4) years at eh high school level, although the student and parent /guardian will be requested to review and sign the policy each year. This policy becomes effective for high school students after the student has completed his/her last day of 8th grade.

Extra –Curricular Eligibility: Compliance with the Illinois High School Association

The extra-curricular policy covers, but is not limited to the following organizations and activities: Non Athletic organizations- art club, author society, camera club, drama club, future homemakers of America, show choir, jazz band, national honor society, radio/TV club, S.A.D.D., scholastic bowl, spring musical, student council, thespian troupe #282, yearbook, and any other group not related to a particular class. Athletic organizations- boys baseball, boys basketball, boys cross country, boys track, cheerleading, football, girls basketball, girls cross country, girls softball, girls track, girls volleyball, golf, soccer, wrestling, and any other athletic organization/team. Band and Chorus are not included in this policy since they are considered co-curricular activities that are offered within the academic curriculum and involve a grade and are included in the student G.P.A., etc.

9.20 Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student’s guest in advance of the event. A guest must be “age appropriate,” defined as under 21. All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances. Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted (attempt made immediately). The school may also impose other discipline as outlined in the school’s discipline code. Cross-references: PRESS 6:190, Extracurricular and Co-Curricular Activities, PRESS 7:240-API, Code of Conduct for Extracurricular Activities

9.30 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. Cross Reference:

PRESS 7:305, Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Return to Play Policy

After the athlete has received written clearance by the doctor they will progress through a 5 step return to play progression. No athlete will return to full participation without going through the progression below. The progression is broken down into five steps after an athlete has been asymptomatic (symptom free) 24-48 hours without exertion. Each step equals 1 day, As long as the athlete remain symptom free he/she may progress to the next step the next day. If the athlete becomes symptomatic with a step, the step will be stopped and when asymptomatic (symptom free) again we will begin at the previous step or drop back to step 1 depending on the situation.

1. Begin low-impact activity such as walking, stationary bike, etc. No resistance training.
2. Initiate aerobic activity fundamental to specific sport such as skating, running, etc. Progressive addition of resistance training may begin.
3. Non-contact training and/or skill drills
4. Full contact training in practice setting

It is important to remember every individual recovers at a different rate, no concussion is ever the same. The student should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

Chapter 10 - Special Education

If you feel that your child has a disability for which he/she may qualify for special education services, please contact your child's principal to request a full case study evaluation. **(Spanish Version)** Si usted cree que su hijo / hija tiene una discapacidad para que él / ella puede calificar para recibir servicios de educación especial, por favor póngase en contacto con el director de su hijo para solicitar una evaluación de su caso de estudio completo.

10.10 Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Student Refusal of Accommodations: Recommendation by the V.A.S.E. Directory (K. Dunker-2017)

- 1. It is not acceptable for a student to refuse an accommodation because the IEP team has determined the accommodation necessary for the student to receive a free and appropriate education (FAPE).**
- 2. If a situation does occur where a student refuses an accommodation, the staff should document that refusal and the case manager should make contact with the parents.**
- 3. The refusal of the accommodation is an act of non-compliance.**
- 4. The case manager should schedule an IEP meeting with the parents and the student must be in attendance. At the meeting, the team should discuss the continued need for the accommodations. If the team agrees that the accommodations are not necessary for FAPE, then they should be removed from the IEP. If the team agrees that the accommodations are necessary for FAPE, a behavior intervention plan behavior must be created to address any future refusals. The behavior intervention plan should**

include consequences for non-compliance (example: not allowed to attend practice/game that day).

10.20 Discipline of Students with Disabilities

Behavioral Interventions: Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. **Discipline of Special Education Students:** The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Cross Reference: PRESS 7:230, Misconduct by Students with Disabilities. The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. This may be determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

10.30 Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference: PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

10.50 Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Chapter 11 – Student Records & Privacy

11.10 Student Privacy Protections

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

- a. Political affiliations or beliefs of the student or the student's parent/guardian.
- b. Mental or psychological problems of the student or the student's family.
- c. Sexual behaviors or attitudes.
- d. Illegal, anti-social, self-incriminating, or demeaning behavior.
- e. Critical appraisals of other individuals with whom students have close family relationships.
- f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- h. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

11.20 Student Records (Cross-reference: PRESS 7:340)

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs Academic awards, degrees, and honors Information in relation to school sponsored activities, organizations, and athletics

Major field of study Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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

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

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

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

11.40 Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter 12 – Parental Rights and Notifications

12.10 Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals. If you would like to receive any of this information, please contact the district office.

12.20 Standardized Testing

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

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

Cross-Reference: PRESS 6:340, Student Testing and Assessment Programs

12.30 Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes: Educational organizations and schools, Food bank and meal programs, Local service organizations (Goodwill, Salvation Army, etc.), Family shelters, Medical services, etc.

12.40 Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course. Cross-References: PRESS 6:60-AP, Comprehensive Health Education Program. PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

12.50 Parent Involvement Compact (Cross-reference: PRESS 6:170, Title I Programs)

The school annually has a meeting for all Parents/Guardians, which takes place on the Fall Orientation as well as the Fall and Spring Parent Teacher Conferences. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal. Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal. The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process.

Resources are provided by search, by county, and by categorical query.

12.60 English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact **Amy Linares at 217-283-6661**.

12.70 School Visitation Rights

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

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the district office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 Mandated Reporters

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

12.100 Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

12.110 Sex Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

12.120 Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>. Cross Reference: PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws

Student Rights and Responsibilities

All students are entitled to the rights protected by the United States and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate the District policies or rules may be subject to disciplinary measures.

Management Plan Availability Form Letter Asbestos Containing Building Materials (ACBM are present in our school)

In accordance with the Federal Asbestos Hazard Emergency Response Act, and accredited inspector and management planner have completed a review of the locations, quantities, friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce the exposure to asbestos fibers. Copies of the asbestos management plan for our school, including the inspection report, are located in the Superintendent's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form "Request for Inspection Management Plan" will be provided upon request. Should a request be made for a copy of the report, the district is allowed to charge a reasonable fee to make copies of the plan.