

2015-2016
HERSCHER HIGH SCHOOL
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"HOME OF THE TIGERS"

HHS SCHOOL SONG

Cheer cheer for old Herscher High
Wake up the echoes cheering her name
Send those volley cheers on high
Shake down the thunder from the sky
What though the odds be great or small
Old Herscher High will win overall
While her loyal sons are marching onward to victory
T-I-G-E-R-S, Herscher Tigers we're the best

WELCOME TO HERSCHER HIGH SCHOOL

Dear Students and Parents:

We would like to welcome you to the 2015-2016 school year at Herscher High School.

The faculty, staff, and Administration share the goal of making Herscher High School one of the best schools in Illinois. HHS has an excellent academic reputation and will provide students with a strong foundation for future endeavors. The high school years are yet another period of change: physically, mentally, and emotionally. Our curricular and extra-curricular programs have been coordinated to encourage and support individual development in all of these important areas. The efforts made by our students will be rewarded two ways: first, by our recognition of their achievements, and secondly, and more importantly, by the individual's self-realization of worth and the ultimate feeling of success. Let's all work together to make this year part of the solid foundation necessary to achieve this goal.

It is our hope that the positive approach with which this handbook is presented is reflective of past and, hopefully, future successes. Although many topics regarding the operation of HHS are included, there may be additional information that you may desire. Parents please do not hesitate to visit or call the school at 426-2103. This handbook is not a contract and is subject to changes and additions as deemed necessary by the Administration. Students, please direct your questions and comments to faculty and Administration immediately.

Best of luck to you this school year. We are all excited about making your years at Herscher High School as successful as possible.

George McKenna

Principal

Brad Elliot

Assistant Principal

HERSCHER HIGH SCHOOL STUDENT HANDBOOK STUDENT/PARENT SIGN-OFF FORM

PLEASE READ, SIGN, AND RETURN THE FRONT AND BACK OF THIS PAGE

Herscher High School administration requires all students and parents to acknowledge in writing that they have received a copy of the student handbook containing the Herscher High School disciplinary policy.

Please complete this form and return it to your first hour teacher. Your cooperation is appreciated.

I have received the 2015-2016 Herscher High School Handbook and have been given the opportunity to review the disciplinary policy. I acknowledge that if I do not understand any provision of the handbook it is my responsibility to seek out clarification from the administration.

STUDENT NAME (PLEASE PRINT) _____

GRADE (CIRCLE ONE) 09 10 11 12

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

DATE _____

**COMPUTER AND INTERNET ACCEPTABLE USE POLICY
STUDENT/PARENT SIGN-OFF FORM**

2015-2016

STUDENT ACCESS CONTRACT (Return entire packet with signature page)

I understand that when I am using the INTERNET or any other telecommunication environment any day or time (24/7), I must adhere to all rules of the Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted. I understand that Herscher CUSD #2 is not responsible for any damage or loss associated with a device which is not the property of the Herscher CUSD#2. Technology devices within the School building will be used to promote educational excellence and within the guidelines of the school handbook.

Student Name (Print)

Student Signature

Grade Level for 2015-2016 School Year

Date

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Herscher School District #2 to restrict access to all controversial materials, and I will not hold the District (or any of its personnel) responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use of downloaded material is not in a school setting. I hereby give my permission to allow use of technology hardware/Internet for my child. I understand that Herscher CUSD #2 is not responsible for any damage or loss associated with a device which is not the property of the Herscher CUSD#2. Technology devices within the School building will be used to promote educational excellence and within the guidelines of the school handbook.

Student Name (Print)

Student Signature

Grade Level for 2015-2016 School Year

Date

Parent or Guardian name (Print)

Parent or Guardian Signature

Date

..... Or

I do not give permission for my child to use technology hardware/Internet.

Parent or Guardian name (Print)

Parent or Guardian Signature

Date

BELL SCHEDULE

Students should not arrive before 7:45 a.m. and should not stay after 3:20 p.m. unless they are participating in a before- or after-school activity.

REGULAR BELL SCHEDULE

1 ST HOUR.....	8:00 - 8:50
2 ND HOUR.....	8:55 - 9:45
3 RD HOUR.....	9:50- 10:45
4 TH HOUR	10:50- 11:45
5 TH HOUR	

"A" LUNCH 11:45 – 12:15 CLASS 12:20 – 1:15

"B" LUNCH 12:15 – 12:45 CLASS 11:50 – 12:15 AND 12:50 – 1:15

"C" LUNCH 12:45 – 1:15 CLASS 11:50 – 12:45

6TH HOUR

7TH HOUR.....

PARENT/SCHOOL COMMUNICATION

Developing students mentally, emotionally, and physically requires the school and parents to communicate and work together. With this in mind, Herscher High School encourages parents to communicate with the school in matters involving their children. Likewise, the school will initiate communication with parents to keep them informed about their child's education.

ATTENDANCE POLICY

ATTENDANCE ASSISTANCE PROGRAM

Students who experience attendance problems will be referred to the Attendance Assistance Program. Counselors, working through the Regional Superintendent's Office, work with students and their families to resolve problems in the home that directly affect the student's ability to attend school on a regular basis.

ATTENDANCE COMMUNICATION

In an effort to keep parent/guardian informed, as well as enlist their support in resolving attendance problems, the school will make every effort to disseminate timely information concerning attendance records. Parents/guardians are encouraged to call the school at any time to check on the attendance of their son or daughter.

PHILOSOPHY

Herscher High School's educational program is built on the premise that regular attendance is vital to a student's success in school. Insuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. The student who is frequently absent misses social interaction, class instruction and discussions; even though written work may be made up if the absence is excused.

Herscher High School expects the parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Herscher High School will monitor each student's attendance and inform parents or guardians of any attendance problems.

Herscher High School has a 24-hour answering service and students should have their parent/guardian contact the High School Office at 426-2103 between 7:30 a.m. and 12:00 noon on every day of an absence to report the reason for the absence. If the office is not notified of the absence by noon, the student is in jeopardy of having that absence unexcused (see excused – unexcused absences).

Any student who has been absent and whose parent/guardian has not been contacted by the office must report to the office with a note from his/her parent/guardian explaining the reason for the absence.

A parent or guardian who knowingly and willfully permits a child to be truant 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.

NOTE: Students returning to school during their school day from a partial day's absence must report to the High School Office and SIGN IN. They will be given a pass to class. The students should have their parent/guardian contact the High School Office or send a note explaining the reason for the absence. Likewise, if it is necessary for a student to leave school before the end of the regular school day, he/she must report to the office to SIGN OUT. The student must have a note from his/her parent/guardian explaining the reason for leaving school. Administrative permission is required before a student will be allowed to sign out. Failure to sign in or sign out will result in disciplinary action.

COLLEGE DAYS

Seniors who find it necessary to visit a college may be granted two days for this purpose. A written request from a parent/guardian should be submitted to the Guidance Office for approval at least one day in advance. The student must also submit proof that he/she is meeting that particular college's entrance requirements. Students will be given a visitation form, which must be signed by a college official and returned to their guidance counselor following the visit. Failure to return the form to their guidance counselor will result in an unexcused absence.

EXCESSIVE ABSENCES

Students with excessive absences may be required to acquire a doctor's note for each day absent. Excessively absent students often have people around them who help or enable their absences to continue. Enabling is the process through which a parent or guardian fails to take some action or series of actions that could help a student with an attendance problem experience the consequences of his/her absenteeism.

Parent enabling is often an aspect of the larger issue of effective discipline, or gaining some control over a student's behavior and obtaining some student cooperation in the matter of regular school attendance.

Excessively absent students will continue to miss school until it becomes too uncomfortable to continue to do so. Consequences are a beginning. Consequences can create the discomfort necessary to set the stage for behavioral changes that will result in improved attendance.

When it is determined that a student has been excessively absent from school, the following steps shall be initiated to promote better attendance. If absences have not been the result of hospitalization, chronic medical condition or injury verified by a physician, the following procedures will be followed:

After five (5) cumulative days of absence in a semester, a conference with a guidance counselor will be arranged with the student. Parents will be notified of the number of absences their student has and steps will be discussed to ensure compliance with attendance policies.

After seven (7) cumulative days of absence in a semester without a doctor's note, the parent/guardian of the student will be notified that any further absences will be unexcused unless accompanied by a doctor's note. A doctor's note should be brought to the office upon the student's return to school. A doctor's note will not be accepted after four (4) days following the absence.

Students under the age of 17 will be referred to the Kankakee County Truancy Officer.

EXCUSED - UNEXCUSED ABSENCES

Absences will fall in either excused or unexcused categories. If the absence is excused, the teacher is obligated to allow the student to make up any work or tests that are missed. Generally, students will have as many days as they were absent to make up missed work. It is the responsibility of the student to make up the work. If the absence is unexcused, the student will not be allowed to make up missed work for credit. This includes, but is not limited to, quizzes, projects, and exams.

The High School Office must receive either a written note or phone call from a parent or guardian to excuse a student's absence.

The following is a list of various absences. Section I-A should be prearranged, if possible. Circumstances may be such that this would not be possible. The absence would still be excused. Section I-B are types of absences that require prearranging at least one day before the absence occurs.

I-A. - Excused absences

1. Illness of student.
2. Illness in family.
3. Funerals.
4. Acts of God that prevent the student from coming to school. (Floods, snowstorms, etc.)

I-B. - Excused absences that should be prearranged

Prearranging a student absence allows teachers to prepare their lesson plans accordingly. If an absence is anticipated, all consideration into letting the teacher(s) and support staff know at least a day in advance is appreciated. A prearranged absence made on the day of the absence is excused as long as proper notification is made prior to 12 p.m.

1. **School-related activities.**
2. **Junior and senior college visitation days.** (1 day for juniors, 2 days for seniors excused)
3. **Educationally relevant activities**
 - a. Church
 - b. Community
 - c. Political
4. **Court appearances:** Time spent in court needs to be verified in writing by an officer of the court and must be returned to HHS Administration for verification.
5. **Medical and dental appointments:** Medical and dental appointments should be limited to times when school is not in session. If it becomes necessary for a student to be absent for a medical or dental appointment, the absence should be pre-arranged. In such situations, the parent should contact the High School Office at least one day prior to the absence. However, due to circumstances beyond parent/student control, early notification is not always an option. In such cases, notification will be accepted until 12 p.m. the day of the actual absence. A student will not be excused to provide transportation for another student. All-day doctor/dentist appointments will be

unexcused unless verified as necessary by the doctor or dentist.

II - Unexcused absences

- A. Skipping school. (In this case, parent is not aware that student is not in school.)
- B. Working. (It is possible that a student could receive an excused absence to work in a family situation in case of extreme emergency.)
- C. Leaving school without administrative permission.
- D. Out-of-School Suspension

III. Student Disciplinary Referrals

- A. Students referred to the Administration for disciplinary reasons during class will have the opportunity to make up their assignments.
- B. Failure by the student to submit the assignments upon returning to class earns a zero grade.

DISCIPLINE PROCEDURES/DEFINITIONS

STUDENT DISCIPLINE

Herscher Community School District #2 has on file a School Board Policy regarding Student Discipline. The following information explains and elaborates on HCUSD #2's policies.

AFTER SCHOOL DETENTION (ASD)

Students will be assigned a two (2) hour After School Detentions for inappropriate behavior. Students will be notified of the detention assignment in person by an administrator and written notification will be mailed home to the parents/guardian. Students will be given one week's notice prior to the assigned ASD, so unless there has been previous discipline action, he/she will have two Wednesdays or Fridays to serve the assigned discipline.

After School Detention will be held each Wednesday and Friday from 3:20 until 5:20 p.m. Students are expected to bring school work or something to read the entire time. If a student refuses to work or is disruptive, he/she will be asked to leave. Students arriving late will not be allowed to attend and any student who does not attend or is asked to leave for any reason will be assigned a Friday Detention.

Participation in after school activities or work is not an excused absence from a detention. If the student has an excused absence on the day of the assigned detention or a doctor/dentist appointment (a doctor's note must be brought in), the detention will be scheduled for the following Wednesday.

Examples for which ASDs will be assigned: Cheating, Class Dismissals, Inappropriate Language, Dress Code violation, Inappropriate use of electronic devices, Pop / Food in Lockers/Hallway.

FRIDAY DETENTION

Friday Detention may be used to discipline students in relation to offenses such as truancy, tardiness, presenting forged parental/guardian notes, and other offenses deemed worthy by the Administration. Also, students having chronic discipline problems may be issued Friday Detentions. Friday Detentions will run from 3:20 p.m. to 7:20 p.m. Students will be responsible to provide their own transportation. If the student has an excused absence on the day of the assigned Friday Detention or a doctor/dentist appointment (a doctor's note must be brought in), the detention will be scheduled for the following Friday. Participation in after school activities or work is not an excused absence from a Friday Detention. The consequence for failing to report for Friday Detention is as follows:

1st Offense - One additional Friday Detention will be assigned plus the original Friday Detention will be reassigned

All Subsequent Offenses - 2 days external suspension

Any student who is removed from Friday Detention for failure to comply with the rules will be suspended out-of-school for a minimum of 2 days.

JUST CAUSE FOR SUSPENSION / EXPULSION

Herscher Community Unit School District No. 2 Board Policy #7:190 states as follows:

DISCIPLINE---Suspension - According to state and federal law, the Superintendent or designee shall be authorized to suspend a student from school for a period of up to ten (10) days for gross disobedience or misconduct. A suspended student may not be on school grounds or attend school activities. If a school closing were to take place during a suspension the day(s) would not count towards the suspension. The student would be suspended for the total number of school days in attendance. Example: If a student were suspended for three days and during the suspension a snow day occurred that snow day does not count as a suspension day. The student would still have to serve three attendance days of suspension.

Gross disobedience or misconduct providing just cause for suspension shall include, but are not limited to the following:

1. Willful disobedience of reasonable directives of members of the staff or administration.
2. Possession or use of drugs, look-a-like drugs, alcohol, or tobacco.
3. Willful injury or threat of injury to a staff member or another student.
4. Willful and/or repeated destruction or defacement of the school building or other school property.
5. Use of profanity directed toward a staff member.

6. Possession of a dangerous or potentially dangerous weapon or "look-alike weapon".
7. Such other behavior as the principal deems to seriously disrupt the maintenance of a constructive instructional climate.

DISCIPLINE---Expulsion - Herscher Community Unit School District No. 2 Board Policy #7:190 states as follows:

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale, or found to be under the influence of illicit drugs or "look-alike drugs", and/or alcoholic beverages.
3. Injury or threat to any school district employee, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use, or distribution of a dangerous weapon or "look-alike weapon".
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

Due Process shall be afforded to all students.

DISCIPLINE—Suspension Credit

A student externally suspended will have the opportunity to make up his work and receive credit for work missed on the **first offense and only the first offense** each school year. A first offense is defined as the first time in which a student is suspended from school during the current school term and may vary from one day to ten days depending on the severity of the incident. A student suspended more than one time may not choose when to make up the work; it is only available on the first offense. A student making up missed work must take any tests or quizzes missed during After School Detention. ALL daily work must be turned in upon the student's return to school.

Once a second suspension occurs, as well as any additional suspensions for the current school year, a student, upon request, may receive all assignments missed and turn those in to keep up with the class, but no credit will be given.

Any student expelled WILL NOT receive credit for assignments and/or tests missed.

STUDENT CONDUCT AND DISPOSITIONS

ALTERNATIVE PROBATION

Alternative Probation is used at Herscher High School for students that commit acts of gross misconduct. Students that are placed on Alternative Probation are not allowed to participate in any athletics or activities and are restricted from being on school grounds outside the normal school day. The period of time that a student is placed on Alternative Probation is at the discretion of the Herscher High School administration. A contract stating the terms of the Alternative Probation will be signed during a meeting with the student, parent/guardian, and administration. Students in violation of the Alternative Probation agreement are subject to further discipline up to and including a discipline hearing with the Board of Education with an administrative recommendation for expulsion.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles which are hazardous to the safety of others or interfere, in some way, with school procedure and the educational process. Such items include, but are not limited to: dangerous weapons, any type of article designed to cause bodily harm, water pistols, laser lights, illicit literature, matches, lighters, and fireworks. These items will be taken from the student and returned upon parent/guardian request. Additional disciplinary action may result which could include after school detention, Saturday detention, external suspension, and referral to the School Board for expulsion.

BREATHALYZERS / ALCOHOL SENSORS

Based on prior incidents of students under the influence of controlled substances/alcohol on school grounds and school events, students and/or visitors to school or school events may be randomly, or with reasonable suspicion, searched by using a breathalyzer or PAS III Passive Alcohol Sensor or a combination of both. A positive test for a controlled substance will incur disciplinary consequences and/or police contact.

BULLYING/CYBERBULLYING

Bullying may be defined as using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct and occurs more than one time. Bullying is not a single act of teasing. Cyberbullying, which is the use of information and communication technologies such as e-mails, cell phones, text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites to torment, threaten, harass, embarrass, or otherwise target another student, may also be subject a student to discipline.

Generally, there are three distinguishing features of bullying; it is deliberate/intentional, it happens more than once, and there is marked imbalance of power, which may be physical, intellectual, emotional, or social between the individuals involved. A person is bullied when he/she is exposed,

repeatedly and over time, to negative actions on the part of one or more persons.

Bullying is NOT a single act of teasing. In addition, it is distinct from the normal conflicts of childhood. It is NOT bullying when two students choose to engage each other physically or verbally. Thus, while all acts of bullying are aggressive, not all aggressive acts are bullying.

Accusations of bullying and cyberbullying will be investigated, and based upon the findings disciplinary actions may be taken. Any act or involvement/knowledge that creates a disruption to the learning environment may also be disciplined.

1st Offense will result in the student serving an after school detention. Assistant principal will contact the parents.

2nd Offense will result in a 2 day external suspension. A meeting with the parents may be requested at this point.

3rd Offense will result in the student being externally suspended for five (5) school days.

4th Offense will result in a ten (10) day external suspension and a possible request for a recommendation for expulsion.

Depending on the nature of the situation, the administration reserves the right to adjust the above consequences and interventions.

Student behaviors can be influenced at home and ultimately determine the amount and degree of bullying in any school. With that in mind, Herscher High School will continue to provide services for all those involved in bullying incidents through our Guidance Department. HHS will also continue to develop and apply expectations which advocate civil and appropriate interactions among students. We thank you for your involvement in your child's education, and hope that you address situations with your child at home.

In addition, Illinois law specifically addresses cyberbullying giving school districts throughout the state the ability to suspend or expel students that:

"have made an explicit threat on an internet website 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 reasonably be interpreted as threatening..."

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

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

Appropriate disciplinary action will be taken for any student that engages threatening behavior as defined by current Illinois law.

CARELESS DESTRUCTION OF SCHOOL PROPERTY

Students, who through the careless/misuse of school property damage or destroy school property, will be required to pay for the replacement/repair of the property.

CELLULAR/ELECTRONIC DEVICES POLICY

The use of cellular/electronic devices is a privilege, not a right, at Herscher High School. Students may use cellular/electronic devices before school, after school, during the passing periods, and during the students' assigned lunch period. However, the administration may revoke the privilege of using cellular/electronic devices for any student due to inappropriate use or repeated violations of the cellular/electronic devices policy. Examples of electronic devices include, but are not limited to smartphones, cellular phones/devices, mp3 players, portable gaming devices, tablets, laptops, netbooks, digital cameras, digital recording devices, and/or any device with an on/off switch or a battery. Students may be in possession of their cellular/electronic device during the school day with the expectation that the device will not be a distraction to the learning environment. The device must be turned off or placed on silent mode (turning the device on vibrate only is not acceptable.) Cellular/electronic devices may be used in the classroom for educational purposes if deemed appropriate by the classroom teacher. Phones are not permitted in the locker room and cannot be used to record a teacher or another student. Students are not permitted to wear headphones. One earbud may be acceptable. Students that are disruptive to the learning environment are in violation of the cellular/electronic devices policy and are subject to the following discipline:

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

1st Offense – After School Detention

2nd Offense and all Subsequent Offenses– Friday Detention

The school district is not responsible for lost, stolen, or damaged cellular/electronic devices.

NOTE: If it is determined that the device is being used in an unlawful activity (see bullying above), the student will face suspension with a possible recommendation for expulsion.

CHEATING (PER SCHOOL YEAR)

Examples of cheating include but are not limited to the following:

1. Copying from another student's test or helping another student during a test.
2. Providing other students with information regarding a test.
3. Submitting another's work as one's own.
4. Stealing copies of tests or answer keys.
5. Copying another student's homework, test, quiz, project, book report, assignment, or take home test.
6. Allowing another student to copy the work in #5 above.
7. Plagiarizing or presenting material taken from another source without appropriate documentation.
8. Changing answers on a test, assignment, project, etc.
9. Altering any educational records of the school electronically.
10. Using electronic devices to access information in a manner not specified by the teacher.

All people who are a party to cheating or plagiaristic activities will receive the following:

- | | |
|-------------|---|
| 1st Offense | zero for the assignment and student sent to the office |
| 2nd Offense | zero for the assignment and Friday detention |
| 3rd Offense | class removal and loss of credit in the class in which the offense took place |

CHRONIC MISBEHAVIOR (PER YEAR)

It is the belief of the administration that continual incidents of misbehavior impede the learning environment of HHS. Therefore, continual accumulations of disciplinary dispositions will result in the following disciplinary measures:

6 th Disposition	2 Days External Suspension
7 th Disposition	3 Days External Suspension
8 th Disposition	5 Days External Suspension and Parent Meeting
9 th Disposition	5 Days External Suspension and Parent Meeting
10 th Disposition	10 Days External suspension and Recommendation for Expulsion

For the purpose of this section, disposition refers to any disciplinary consequence, such as; ASD, Friday Detention, and/or External Suspension. The original disposition will be served as well as the additional consequence for chronic misbehavior.

CIVIL DISOBEDIENCE

Any student either individually or in a peer group who displays conduct that causes disruption of the educational process will be given a choice between returning to his/her assigned class or being suspended with a parent/guardian conference being necessary before or if the student is permitted to return to school. Future incidents will result in the possibility of expulsion.

CLASSROOM CONDUCT

Each teacher has behavior expectations for the students in their classroom in order to maintain an environment conducive for learning by all students. Teachers will do their best to curtail negative behavior within the classroom that may jeopardize that environment. If a student continues to exhibit negative behavior that becomes a disruption to the other students in the class, the student may be dismissed from the class. By following classroom rules it allows our faculty to teach, thus creating a productive classroom environment.

CLASSROOM MISCONDUCT PROCEDURES (PER SEMESTER)

A student may be withdrawn from a class due to continued disruptive behavior following the procedure below.

1st Offense – Office referral, any resulting discipline, and the classroom teacher will contact the parents/guardians

2nd Offense - Office referral, any resulting discipline, and the Assistant Principal/Dean of Students will contact the parents

3rd Offense - Office referral, any resulting discipline, and a conference will be required between the student, student's parent/guardian, classroom teacher, and school administration. During the conference, a contract will be signed informing the student and parent/guardian that the next referral from the classroom teacher will result in the student being withdrawn from the class, given a "zero", and assigned to Learning Lab.

4th Offense - Office referral, any resulting discipline, student withdrawn from the class, assigned Learning Lab, and given a "zero."

LEARNING LAB – Students sent to the office from Learning Lab will be treated in the same fashion for the first two offenses, as stated above. However, a third and fourth offense will result in the assigning of a Friday Detention and returning to Learning Lab. If the disruptive behavior continues, the student may be externally suspended for each subsequent offense.

Failure to report to the office when sent by the instructor will result in a Friday Detention. Leaving an instructor's classroom without permission is defiance and will result in a Friday Detention. The Administration reserves the right to proceed immediately to step four for flagrant violations of misconduct (such as vandalism or gross insubordination) and use any other reasonable disciplinary measures in order to protect the learning atmosphere in a particular classroom.

CLOSED CAMPUS POLICY

When students arrive on school grounds to begin the school day, they may not leave without receiving permission in the High School Office and signing out. Students not involved in school sponsored activities that leave campus, etc. after school forfeit the privilege of using school transportation/activity bus. Leaving and then returning to ride a bus is considered a violation of this policy.

- 1st violation - 2 Friday detentions
- 2nd violation - 3 days external suspension
- 3rd violation - 5 days external suspension
- 4th violation - 10 days external suspension
- 5th violation - Referral to the Board of Education for consideration of expulsion.

DOG SEARCHES

The use of trained drug sniffing canines in the search of the school and parking lots is intended to help deter individuals from bringing and using

illegal substances on school grounds. It is also a proactive means to demonstrate that Herscher High School is committed to a drug free school environment for the students, faculty, and staff.

DRINKING AND DRUGS

Students shall not possess, transport, consume, distribute, or be under the influence of alcoholic beverages, unauthorized drugs or look-a-likes on school premises or field trips. Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription or a current note from the student's parent/guardian authorizing the taking of the drug for medical purposes. No student may have possession of a greater amount of the medicine than is required for the day. Medical marijuana use is prohibited by students while at school.

Possession is defined as, but not limited to, having drugs or alcohol on the person, in lockers, concealed in carrying equipment, or in vehicles while on school grounds.

Students shall not possess, transport, consume, distribute, or be under the influence of any mood altering or controlled substance as defined by applicable federal, state, or municipal rule or regulation. This includes paraphernalia.

This policy is in effect at all school-sponsored and/or supervised functions or activities where students are present as spectators or participants.

This district shall comply with all applicable federal, state, and/or municipal rules or regulations governing the illegal possession, transportation, consumption, or distribution of controlled substances or look-a-likes.

Suspension or expulsion from school and extra-curricular activities may result if students fail to comply with the above policies.

FAMILY LIFE AND SEX EDUCATION

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

FIGHTING

Fighting between students in the school, on the school grounds, at a school activity, or to and from school, results in a suspension for all of the students involved in the altercation. The Administration will determine the days of the suspension for each student.

First offense of fighting will be a minimum of THREE days Out of School Suspension (OSS) with the possibility of police referral. The length of the suspension will be determined by the Administration after events surrounding the altercation have been investigated and weighed. Additionally, a parent conference with the student in attendance may be required before the student will be admitted back to school.

If a police referral is made and arrest of the student warranted, reasonable attempts to contact a parent or guardian will be made before that student is removed from school.

Consequences for the first offense may be modified if an aggressor is identified. A student acting in self-defense of him or herself may be exempt from suspension at the discretion of the Administration. Self-defense is considered to be protection of one's self and not physical retaliation towards another individual.

Students involved in more than one fight during the school year, will be externally suspended for **10** days. A recommendation for expulsion may be made for any and all students involved in more than one fight.

FORGERY

Altering or forging school documents (i.e. passes, absentee slips, I.D.'s, etc.); forging parent/guardian signatures; falsifying parent/guardian phone contacts; fraudulently representing forged parent/guardian notes or school documents as authentic will result in:

1st offense - 1 Friday detention / parent notification

2nd offense - 3 days external suspension / parent notification

3rd offense - 5 days external suspension / parent notification

4th offense - 10 days external suspension / parent notification

5th offense - Referral to the Board of Education for action, including possible expulsion.

GANG / OCCULT ACTIVITIES

Illinois School Code strictly prohibits secret societies or organizations that chooses its membership rather than upon the free choice of any student who is qualified by the rules of the school. This School Code strictly prohibits the membership or soliciting or any person to join any of these prohibited organizations.

Herscher High School will prohibit gang or occult activities both on school grounds and also at school activities. Prohibitions include:

- * Wearing, using, processing, or selling of gang clothing, jewelry, symbols, or signs.
- * Any gang gestures, signals, or hand signs.
- * Wearing clothing or jewelry in such a manner as to indicate gang/occult activity.
- * Asking anyone to join a gang/occult.
- * Committing any illegal act.
- * Pamphlets or books relating to occult and satanic activities.
- * Intimidation by two (2) or more people is considered gang activity.

Disciplinary action will include Wednesday Detention, Friday Detention, external suspension, and possible expulsion.

HAZING

Hazing is forbidden. Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects a student or other person to extreme stress, including extended deprivation of sleep or rest or extended isolation. Hazing can include exaggerated or excessive teasing in some instances. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does not change or lighten the responsibility of one who is doing the hazing. It may even be that the person who does the hazing or teasing may say or feel that they "didn't mean to harm anyone." Hazing is still wrong.

The following would be considered participants in hazing: any person or persons doing the hazing; any person or persons being hazed; or any person or persons who witnessed or knew about the hazing. Unauthorized initiation or hazing of students is prohibited by an act of the State Legislature (Chapter 720, Act 120, Section 5 of Illinois Compiled Statute) and is punishable in the Courts of Illinois with a fine of \$500, or imprisonment in the county jail not exceeding six months, or both.

INSUBORDINATION

The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action may include ASDs, Friday Detention, Out-of-School Suspension, and Expulsion.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

2015-2016

The following document is pursuant with Board Policy 6.235

Approved: March 11, 2013

Please read this document carefully and completely before signing.

The Internet links thousands of computer networks around the world, giving Herscher School District #2 teachers and students access to vast resources. Our goal in providing this service to teachers and students is to promote educational excellence in district schools by facilitating resource sharing, innovation and communication

Authorization for Computer Usage/Internet Access:

Each employee must sign this Authorization as a condition for using the district's Computer/Internet connection. Each student and his or her parent(s)/ guardian(s) must sign the Authorization before being granted access. School Board members are treated like an employee for purposes of this Authorization. The Computer and Internet Acceptable Use Policy is effective at ALL times (24/7) when using the District hardware and/or facilities.

All use of the Internet will be consistent with the District's goal of promoting educational excellence. The Authorization does not attempt to state all required or proscribed behavior by users. The failure of any user to follow the terms of the Authorization for Computer Usage Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Herscher School District does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. We (Herscher School District #2) firmly believe that the valuable

information and interaction available on this worldwide network outweigh the possibility that users may procure material that is not consistent with the Learning Objectives and Outcomes of the District.

The failure of any user to follow the terms of the Authorization for Computer Usage internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

In order to ensure smooth system operations, the System Administrators have the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

In addition the district technology director will have a current record of all staff and student's Logins that are to be kept in a secure area at the district office.

Computer and Internet Terms and Conditions

1. **Acceptable Use** - The purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers /Technology must support education, curriculum, and research that is consistent with the Learning Outcomes of the Herscher School District #2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Herscher School District #2, including yourself.
- d. Do not use the network in such a way that you would disrupt the use of the network by other users.
- e. All communications and information accessible via the network should be assumed to be private property.
- f. Student subscriptions to electronic mailing lists are not allowed on Herscher School District #2 accounts.
- g. Electronic mail (e-mail), communication and downloaded material are not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- h. From time to time, Herscher School District #2 system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

3. **Accuracy of Information** - Use of any information obtained via the Internet is at your own risk, Herscher District #2 specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Copyrighted (the exclusive legal right to the publication, sale, etc. of a literary or artistic work) information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.

4. **Security** - Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information or installing software onto the hard drives of Herscher School District #2 computers is prohibited; all downloads *must be to an external storage device*. If you feel you can identify a security problem on the Network, you must notify a teacher or principal. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers. All users of the Herscher School District network should know that there is no right of privacy

5. **Telephone Charges** *The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.*

6. **Indemnification** - *The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or rising out of any breach of this Authorization.*

7. **Vandalism** - Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, technology equipment, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but

is not limited to, the uploading or creation of computer viruses. *This also includes any vandalism to all computer hardware or computer software which is the property of the Herscher School District.*

8. **Inappropriate Use** - Herscher School District teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Herscher School District #2 Board of Education. The administration, faculty, and staff of Herscher School District #2 may request, to the system administrator, the suspension or termination of computer use of any user who violates these acceptable use practices.

9. **Unacceptable Use**- *You are responsible for your actions and activities involving the network. Some examples of unacceptable use: Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation; unauthorized downloading of software, regardless of whether it is copyrighted or without a virus; downloading copyrighted material for other than personal use; using the network for private financial or commercial gain; wastefully using resources, such as file space; gaining unauthorized access to resources or entities, invading the privacy of individuals; using another user's account or password; posting material that is authored or created by another without his/her permission; posting anonymous messages; using the network for commercial or private advertising; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials; and using the network while access privileges are suspended or revoked.*

Students that violate the Herscher CUSD #2 Acceptable Use Policy will be subject to the following discipline:

1st Offense – ASD

2nd Offense – Friday Detention

3rd Offense – 2-week loss of computer/network privileges

4th Offense – loss of computer privileges for the remainder of the school year

The administration reserves the right to modify any school related discipline in the event that extenuating circumstances dictate a more severe consequence up to and including a discipline hearing with the Herscher CUSD #2 Board of Education with an administrative recommendation for expulsion.

INTIMIDATION/THREATS

Intimidation by students of any kind shall not be tolerated. Disciplinary action will result in any situation of intimidation, harassment, or threats. Discipline may include referrals, Friday Detention, out-of-school suspension, and referral to the Board of Education for action, including expulsion. Groups/Organizations that advocate hate, violence, or racial intolerance are banned.

METAL DETECTORS

Students and visitors to Herscher High School may be subject to search with metal detectors.

PUBLIC DISPLAY OF AFFECTION

The school and school activities are not the place for any type of physical display of affection, such as kissing of any type, any type of intimate embrace, prolonged hugs, etc. will be treated as a disciplinary matter. The first incident of a public display of affection will result in an ASD. A second incident will result in a parent/guardian contact and an After School Detention. Any additional incidents will result in much stronger disciplinary action which may include Friday detention, out-of-school suspension, or referral to the Board of Education for action, including expulsion.

RACIAL/ETHNIC/HOMOSEXUAL/DEROGATORY SLURS

Racial, ethnic, homosexual, or derogatory slurs are not tolerated at Herscher High School. Students that are proven to have used any slur toward or in reference to another person will be disciplined accordingly. The discipline response may include ASD, Friday detention, out-of-school suspension, or a discipline hearing by the board of education with an administrative recommendation for expulsion.

SEARCH AND SEIZURE

School authorities may inspect and search school property and equipment owned or controlled by the school (lockers, desks, vehicles on school grounds) as well as personal effects left there by a student, without notice or consent of the student.

SEXUAL HARASSMENT

The Herscher District #2 Board Policies make provisions prohibiting sexual harassment of students and/or employees of the district. Incidences of sexual harassment and/or evidence should be reported to Building Principal or the Superintendent. Students and/or employees of the district in violation of this policy are subject to district discipline and possible criminal prosecution. Disciplinary action may include ASDs, Friday detention, out-of-school suspension, or expulsion.

No student shall, based on sex, 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.

SOCIAL ACTIVITIES

The following rules are in force for all dances at HHS:

1. Each Herscher student is limited to one guest who must be escorted by a Herscher student, and pre-registered in the High School Office.
2. Each student is responsible for his/her guest's conduct. Make certain that the guest understands and follows Herscher rules.
3. All dances will have a specific end time. The building must be cleared within 10 minutes of the activity's end time. Arrangements for transportation home must be made before arriving at the activity.
4. Tickets will be sold in the manner announced by the sponsoring organization.
5. If the student leaves the building without permission before an activity has ended, he/she will not be re-admitted.
6. If a student acts as if he/she is under the influence of alcohol or drugs, his/her parent/guardian will be called and asked to pick up their son/daughter. Normal school consequences will apply.

At all after school activities, normal school expectations will apply. Consequences for inappropriate behavior will include suspension from attending after school activities, out-of-school suspension, and possible expulsion.

STUDENT DRESS

PERSONAL APPEARANCES - A detailed explanation of what is contained in these policies will be distributed to all parents/guardians and students through the beginning of the school year newsletter and/or the building registration process. The Board of Education asks that all parents/guardians cooperate with building administrators in seeing that students are dressed appropriately for the educational setting.

The Herscher CUSD#2 Board of Education recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The purpose of the student dress policy is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process.

The Board authorizes the Administration to enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her educational objectives.
- Any apparel determined to be too revealing or draw undue attention to itself in style, fabric, or length is not acceptable.
- Excessively large (width and length) or extremely loose-fitting pant/shorts will not be permitted. Pant/shorts must cover undergarments and stay above the hip at all times.
- Torn, ripped, or disheveled clothing above the knees is prohibited. Tights, shorts, leggings, and tape over holes are not an acceptable solution for inappropriate attire.
- Shorts, skirts, shorts, tops, and dresses must extend to mid-thigh. Leggings, tights, or other tight legging like undergarments are not to be used as a substitute for pants. When wearing leggings and tights under shorts, skirts, or tops, the shorts, skirts, or tops must still extend to mid thigh length. Any holes in pants must not be higher than mid-thigh.
- Shoes must be worn at all times. Students must wear shoes that are safe and appropriate for the learning environment. Footwear requirements may change depending on the safety requirements of the individual classroom teacher.
- Obscene language or symbols, drug and/or alcohol symbols, satanic symbols, or suggestive/obscene materials on clothing are expressly prohibited. Shirts advertising bars, pubs, or places off-limits to minors are prohibited.
- Outerwear (coats, jackets, warm-ups, gloves, sunglasses, hats, bandannas, and other headwear) are not to be worn in the building. Carrying these items in the building is also prohibited, unless the student is directly entering or leaving the building.
- Bare midriffs, halter-tops, tube tops, spaghetti straps (straps must be 2" in width), revealing necklines, off-the-shoulder straps, and open-back clothing are prohibited. Also, attire with see-through, sheer, knitted, or fishnet materials are prohibited. Shirts must cover undergarments including bra and camisole straps.
- Wallet chains, studded belts, collars, and wristbands are not allowed.

Students, who have courses that require safety equipment or special dress codes, must adhere to wearing the proper equipment and/or clothing.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, inflammatory, or inappropriate messages on my clothing? (no)

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

DISCIPLINARY ACTION

Students that are in violation of the Herscher High School dress code will be asked to change into clothes that are appropriate for school. If a change of clothes is not available, the student will be allowed to wear their P.E. uniform. If the student chooses not to make the dress code alteration, the student will be sent home with an unexcused absence for the remainder of the day. In addition, on a student's first offense, the student will be given a written warning from the office. If a student violates the dress code for a second time during the school year, the student will be assigned an After School Detention. Continued violations of the student dress code may result in more severe consequences including Friday Detention and Out-of-school Suspension.

STUDENT DRIVING AND AUTO REGULATIONS

Driving to school is a privilege and not a right. Students may choose to drive to school but must understand it is their choice to do so. Bus service is provided to most students within the district. Being late to school due to car trouble, delays, traffic, etc. are still considered tardies or unexcused absences. If inclement weather is expected, students should seek to take the bus. It is a safer alternative than trying to navigate the district roads in inclement weather.

Students who drive will be assessed a non-refundable \$50.00 driving fee. Students who desire to drive to school are to secure a driving request from the office, which will be filled out and signed by the parent/guardian. After the fee and driving request are turned in to the office with verification of current auto insurance, it may be approved by the Principal or Assistant Principal and be kept on file in the office. The student will be permitted to drive to school as long as he/she observes the following:

1. There will be no reckless driving to or from school, on or near school property, near school buses, near school children, or with other students in or on the motor vehicles. No riding outside the passenger compartment, the bed of a pickup, on the hood, bumper or in the trunk of a vehicle.
2. The student will park in a reserved area in the parking lot north of the high school cafeteria. No parking will be permitted in any other area. If the north lot is full, students will be instructed to park in the football stadium parking lot immediately off of Elm Street.
3. Driving from the school grounds during the school hours or during the noon hour is not permitted unless prior special permission has been obtained from the office.
4. Sitting in parked cars or riding in cars during the school day or during the noon hour is not permitted.

In addition,

- Students are not to enter the student parking area during the school day or during the noon hour.
- Students are asked not to arrive before 7:45 a.m. unless participating in a scheduled before school activity i.e. weights, club meetings, music practices, etc. Upon arriving, students should leave their cars immediately.

Any vehicle entering school property is subject to search. The search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked, in or upon the vehicle.

Students who violate the above guidelines or are involved in moving violations are subject to disciplinary action. Students cited or witnessed speeding, not wearing safety belts, reckless driving, etc. at any point in time, either before or after school, on the weekends, etc. will be subject to the following disciplinary action:

1st Offense: Parent/guardian conference or call and loss of driving privileges for up to two weeks.

2nd Offense: Parent/guardian conference or call and loss of driving privileges for up to eight weeks.

3rd Offense: Parent/guardian conference or call and loss of driving privileges for remainder of the school year.

Students will not incur any refund of the \$50 parking fee for a suspension or loss of driving privileges. The fee is non-refundable.

Any student found driving to school while on a loss of driving privileges will incur additional loss of driving privileges. This includes driving to school but parking elsewhere other than the school i.e. side streets, private driveways, etc. The loss of driving privileges is done to help cement the partnership between school and parent and be used as a time for our parents to address safe driving practices with their son/daughter.

Administration reserves the right to suspend or revoke a student's driving privileges when they feel a student's driving may jeopardize their own safety or the safety of others.

TARDINESS (PER SEMESTER)

If a student is tardy:

- A. Students that are late to school must report to the High School Office. Students that arrive between 8:00a.m.-8:30a.m. will be issued a tardy. After 8:30a.m. the student will be issued a tardy and an unexcused absence to the hour(s) that they were late for or missed. A parent contact must be made or the student will be considered truant.
- B. During any other period, the student should report to class. DO NOT come to the High School Office for a pass.
- C. Students late to class up to 10 minutes will receive one (1) tardy. Any tardy over ten (10) minutes will be considered a class cut.

Students that accumulate tardies are subject to the following consequences:

5th Tardy – After School Detention

10th Tardy – Friday Detention

Every 5 Tardies after 10 - Two (2) Friday Detention

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.

THEFT

Students found to be in possession of or who take possession of other people's property without permission receive an out-of-school suspension up to ten days. In some cases, the police may be contacted. Further incidents may result in a referral to the Board of Education for action, including expulsion.

TRANSPORTATION POLICIES (DAILY ROUTE BUSES)

Students are asked to observe the following rules while riding buses at any time:

1. Do not smoke.
2. Do not be destructive.
3. Stay in your seat.
4. Be courteous and cooperative with the bus driver.
5. Do not use profane language.
6. Keep the bus clean.
7. Keep hands, head, and feet inside the bus.
8. Do not eat or drink on the bus.
9. Balloons are not allowed on the bus.
10. Observe the same conduct as in the classroom.
11. The bus driver is authorized to assign seats and write a referral for misbehavior on the bus.
12. If seats are assigned, students are responsible for their seat.
13. Bus passes require a note from home.
14. No public display of affection on the bus or extracurricular trips.
15. Visitors may not ride on the bus.

If any of the above rules cannot be maintained by a student, disciplinary action will be taken by the bus driver and/or the administration. This action can include individual conferences with the student, parent/guardian notification, assigned seating, after school detention, Friday detention, bus suspension, and out-of-school suspension.

For gross misbehavior, insubordination, and/or vandalism, a student will be referred immediately to the High School Office. The Administration reserves the right to suspend student's bus riding privileges immediately for any of the above misbehaviors. In the case of bus vandalism, the student will also be required to make restitution for any damages.

TOBACCO

The possession or use of tobacco (chewing/smoking/nicotine delivery device) on school property is not permitted. Students may not use tobacco at extracurricular activities, whether it be a home event or away from Herscher. A first incident will result in two (2) Friday detentions and parent/guardian notification. A second incident will result in three (3) Friday detentions as well as a parent/guardian conference. A third incident will result in two (2) day out-of-school suspension. A fourth incident will result in a five (5) day out-of-school suspension. A fifth incident will result in a ten (10) day out-of-school suspension and referral to the Board of Education for action, including possible expulsion. Tobacco products will be confiscated.

Students are not permitted to use tobacco in front of the school. The Herscher Unit School District #2 assumes the responsibility for the sidewalks in front of its building. Therefore, any smoking on the sidewalks in front of the school building will result in the usual disciplinary action being taken for smoking.

TRUANCY

A student who skips a class or Learning Lab, is ten (10) minutes or later to a class, leaves either assigned location or the building without proper authorization, or is absent from school due to truancy will be assigned the following per school year.

INDIVIDUAL CLASS CUTS:

- 1st Offense - Friday detention and a parent/guardian contact
- 2nd Offense - Friday detention and a parent/guardian contact
- 3rd Offense - 2 Friday detentions & parent/guardian conference
- 4th Offense - 3 day out-of school suspension
- 5th Offense - 5 day out-of school suspension
- 6th Offense - 10 day out-of school
- 7th Offense - Referral to Board of Education for expulsion

NOTE: Any truancy over two periods in length will be considered a full day.

DAYS OF TRUANCY (PER SCHOOL YEAR)

- 1st Offense - 2 Friday Detentions & parent/guardian contact
- 2nd Offense - 3 Friday Detentions & parent/guardian contact
- 3rd Offense - 3 Friday Detentions & parent/guardian conference will be made. Referral to Attendance Assistance Program
- 4th Offense - 5 Day out-of school suspension
- 5th Offense - 10 Day out-of school suspension
- 6th Offense - Referral to the Board of Education

Any student absent without valid cause is considered truant. The Administration reserves the right to decide the validity of absences.

VANDALISM

The intentional destruction, mutilation, and/or defacement of school property or private property shall not be tolerated. Charges will be filed with police authorities. Students will be required to pay full replacement cost for any damages.

VIDEO SURVEILLANCE

In the interest of the safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of the HHS campus, along with bus transportation. It will be understood that there is no reasonable expectation of privacy in these areas.

GENERAL SCHOOL PROCEDURES/POLICIES

ACADEMIC PROMOTION / RETENTION / REMEDIATION

Because it is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades and course work before being promoted and/or graduated, students that are found to be below the level of academic standards set by the Herscher C.U.S.D. #2 Board of Education will be required to participate in a remediation process to improve their academic abilities. The academic standards that students are measured against include, but are not limited to:

- Successful completion of curriculum (grade level & specific course work)
- Completion of Prairie State Achievement Exam (PSAE)
- Individual classroom work and performance

Failure to meet expectations in any one or a combination of these standards could require remediation. The form of the required remediation includes, but is not limited to:

- increased classroom time
- extended school day (after school)
- extended school week (Saturday)
- extended school year (Summer School)
- grade retention
- non-graduation

ALTERNATIVE SCHOOL PLACEMENTS

Students that are attending school in an alternative educational setting are not allowed on school grounds or at any Herscher High School event or activity for any reason during the time that they are assigned to the alternative school. Students that violate this policy will be asked to leave school grounds and will be subject to arrest for trespassing.

ASSEMBLIES

A number of school assemblies and special programs have been scheduled throughout the school year. Upon occasion, assemblies are held to help motivate or honor our athletic teams and other extracurricular activities. Other programs are scheduled with the intent that the entire student body may benefit from the presentation. During a pep assembly, students are asked to sit in the gymnasium in the following manner: Seniors – northeast side, Juniors – southeast side, Sophomores – southwest side, and Freshmen – northwest side. During a special program, all students are asked to sit on the north side of the gymnasium in the following manner: Seniors – east side, Juniors – center, Sophomores – west side, and Freshmen – balcony/mezzanine. Students will not be released from school during assemblies. Those students who choose not to attend the assembly are to report to Learning Lab.

BEHAVIORAL INTERVENTION POLICY

Purpose - The purpose of this policy is to describe the procedures authorized by the Board of Education of Herscher Community Unit District #2 relative to the use of behavioral interventions for students with disabilities. Herscher CUSD #2 insists that students with identified disabilities should be held, as much as possible & reasonable, to the same behavioral and social expectations & consequences as students without disabilities. Where a student's disability prevents him or her from conforming to school rules and expectations, special consideration & procedures will be employed. A fundamental principle of this policy is that "non-restrictive interventions--positive interventions designed to develop and strengthen desirable behaviors--shall be emphasized, and are preferable to use of "restrictive" interventions.

Procedures - It is the requirement of the Board of Education of Herscher CUSD #2 that employees charged with the implementation of this policy should incorporate procedures and methods consistent with generally accepted practice in the field of behavior intervention. Whenever a "change in placement" is being considered for a special education student for behavioral reasons, an IEP (Individualized Education Program) meeting will be convened to determine whether behavior is related to a child's disability (a "manifestations determination"). The IEP can only be revised and an IEP meeting can only be convened with proper notification to parents and appropriate staff.

Requirements for the Creation of a Behavioral Intervention Plan - Any student receiving special education services will require a behavior management plan as part of the IEP (Individualized Education Program) when his or her disability causes the student difficulty behaving appropriately. The IEP team will decide which behavior intervention strategies are most appropriate for the student. Unless the IEP team specifically devises a behavior management plan that differs from the school's customary discipline policies, those policies shall apply, and may include the use of "restrictive" and/or "non-restrictive" interventions.

Monitoring the Use of Restrictive Behavioral Interventions - The use of "restrictive" behavioral interventions shall be monitored as follows:

1. When expulsion is the intervention under consideration, the Board of Education shall monitor each such intervention;
2. When the intervention under consideration is: being dropped from a course, in-school, or out-of-school suspension, the Building Principal shall ensure that the intervention shall not constitute a change in placement, unless its use is preceded by a "manifestation determination", as described above.
3. When the intervention under consideration is: inhibiting devices, manual restraints, search of the student's person, time-outs (isolation/quiet room), or mechanical restraints (excluding restraint prescribed by physician or used as a safety procedure for transportation), the teacher or Building Principal shall ensure that the intervention is administered in such a fashion such as to ensure the student's right to placement in the least restrictive educational environment; and considers the student's physical freedom and social interaction.
4. See "Behavioral Intervention Policy Committee" below.

Emergency Situations - If a situation occurs in which immediate intervention is needed to protect students, staff, other individuals or the physical site from harm, school personnel may impose an intervention that has not been delineated in the behavioral management plan, as reflected in an IEP. When such an emergency intervention has been utilized, the parents of the student shall be notified as soon as possible. A description of the intervention applied shall be documented and placed in the student's temporary file.

Procedural Protection - All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

Behavioral Intervention Policy Committee - Herscher CUSD #2 shall maintain a Behavioral Intervention Policy Committee to monitor, review and make recommendations regarding the policy to the Board of Education. This committee shall meet on a regular basis and shall consist of parents of students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

ISBE Guidelines - This policy has been developed based on a review of the document entitled Behavioral Intervention in Schools: Guidelines for Development of District Policies for Students with Disabilities. Copies of these guidelines may be requested from the Illinois State Board of Education, 100 N. First Street, Springfield, Illinois 62777-0001.

DEFINITIONS

Behavioral Intervention - Interventions by which Herscher CUSD #2 school personnel attempt to alter inappropriate student behavior.

Change in Placement - Change in placement occurs when an IEP is altered so that a "substantial programmatic modification" is made, or when the new educational program is not comparable to the existing program. Placement does *not* change where slight modifications are made in the program. Thus, the introduction of new activities and change of classroom location or building, generally do not constitute placement changes. Likewise, suspensions in aggregate of 10 days or less do not constitute a change in placement.

Non-Restrictive Behavior Interventions - "Non-Restrictive" Behavioral Interventions are techniques which do not restrict a student from access to the regular school day, the regular school program, or to the same educational opportunities enjoyed by the student body at-large. Non-Restrictive behavioral interventions may include, but are not limited to, individual student counseling, rewards systems (behavioral modification techniques),

formal behavioral reports to parents, peer mentoring, in-school suspensions or time-out sessions in which the student is permitted to continue with his/her regular school work, and detentions which do not prevent the student from access to before-school, after-school, or Saturday school activities.

Restrictive Behavioral Interventions - "Restrictive" Behavioral Interventions are techniques which restrict a student from access to the regular school day, the regular school program, or restrict the student from the same education opportunities enjoyed by the student body at-large. Restrictive Behavioral Interventions would include, but are not limited to: out-of school suspension, in-school suspension or time-out sessions in which the student is not permitted to continue his/her schoolwork, and detentions which prevent the participating student from access to before-school, after-school or Saturday school activities.

BACKPACKS/BOOK BAGS

Backpacks, book bags, and purses are NOT to be carried from class to class during the school day. Exceptions may be made for students using crutches or having other medical concerns. If any type of bag is large enough to carry a notebook, it will be considered a backpack/book bag, and will not be allowed in the classroom. This may include purses.

CAREER CENTER

Permission to Drive: If there is any reason you need to drive, it must be approved at least 24 hours before the date requested to drive, by the High School Office AND no one is permitted to ride with you. When driving, no stops should be made, i.e. no McDonalds! Any driving or riding without the proper permission will result in Saturday Detentions. If you come late to school, you MAY NOT drive to Career Center.

Internships: YOU MUST WORK THROUGH THE GUIDANCE COUNSELOR! Contracts must be signed by parent, student and employer. Internship students must sign out in the office each day. No one rides with you. No stops should be made on the way to or from your job. Students must be back by 12:50 p.m.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of HCUSD #2 to ensure that students who are disabled are identified, evaluated, and provided with appropriate educational services. Herscher High School will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Any special education student whose gross disobedience or misconduct is not a manifestation of his/her disability may be suspended and/or expelled pursuant to the appropriate procedures. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, and buildings.

EDUCATION OF HOMELESS CHILDREN

Herscher High School shall comply with all state policies regarding the education of homeless students. Please contact HCUSD #2 with any questions regarding the education of homeless children.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records:

1. The right to inspect & review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The district official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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 consent to disclosure of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education record without consent to officials of another school in which a student seeks or intends to enroll.
4. 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. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing before October of the current school year, that he does not want any or all of the directory information disclosed. Directory

information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

FEES

Textbook/Materials/Activity Fee	\$200.00
Hot Lunch prices (per day).....	\$2.35/Student & \$2.65/Adult
Spectator Fee per event	\$3.00/Student & \$4.00/Adult
Driver / Parking Fee	\$50.00
Driver's Education.....	\$150.00
Student Insurance (24 hour)	\$40.00
Student Insurance (school time)	\$15.00
Football Insurance (Grades 10-12).....	\$25.00
Freshman football is covered on school time.	
Career Center	\$200.00
Individual Courses	Prices Vary

Applications for fee waivers may be submitted by a parent or guardian of a student.

FIELD TRIPS

A student's participation with all field trips will be at the individual teacher's discretion based on academic standing, completed work, and/or class attendance. In addition, a student's responsibility includes pre-arranging make-up work and being responsible for assignments, such as tests and homework, on the day following the field trip.

After seven days of absence without a doctor's note, per semester, from school or from any particular period, students may not go on field trips lasting more than one period for the rest of that semester. Participation in a field trip is subject to teacher/administrator discretion.

FREE OR REDUCED LUNCH

Students from families whose income qualifies them for free lunches according to the federal guidelines may secure an application from the office. After completing, the form should then be returned to the principal for review. If the application is approved, the student then qualifies for free or reduced prices for meals. Students are not permitted to exchange, sell, or give away these meal tickets. Disciplinary action will be taken with possible revocation of privileges if infringements occur.

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board Office, located at: 501 North Main Street, Herscher, IL 60941

GRADING POLICY

Grade reports will be issued to students two times a year at the conclusion of each eighteen (18) week semester. Progress reports will also be issued three times per semester, which is approximately every four and a half (4 ½) weeks. A student must pass 60 percent of the work for the semester in order to pass the semester. All grades will be calculated using a straight percentage calculation.

First 18 weeks	80 percent
Final Exam	20 percent

Music Grade will have one credit going toward the GPA. If a student is in Band and Chorus (Orchestra and Chorus), the grade will be averaged and it will be equal to one credit toward the GPA. Below 60% in performance/participation would warrant an 'F' in the class.

Remember, credit and grade point are two separate things. To pass the semester, a student must have 60 percent passing grades. A student may pass with 60 percent of A or 60 percent of D, but he/she must have a total 60 percent for a semester. Also, a minimum score must be attained on the semester exam in order for a student to receive credit for a class. That minimum score will be set by the administration and announced prior to semester exams. In determining grade-point averages and placement on Honor Roll, the following weighing system will be used:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 1 point

The names of any students who average 4.0 or above will be listed on the Honor Roll. However, any student who earns a D or less in any subject during a particular grading period will not be eligible for this honor. The high school does not have a set grading scale, but does have a

recommended one, although teachers are not required to use it.

GRADUATION REQUIREMENTS

Physical education and music classes receive the same credit as all academic classes currently do. Please read the requirement for your class, which can be found in on-line in the high school curriculum guide.

Graduates from Herscher High School will have attained a minimum of (22) credits upon completion of their course work while in attendance at Herscher High School. All students must carry a minimum load of (6) credits per year.

Beginning March 1, 2005, the HCUSD #2 stated that a student with a disability who will have completed four years of high school may participate in the graduation ceremony and receive a certificate of completion if the student's individual education program (IEP) prescribes special education, transition services, or related services beyond the student's four years of high school.

HALLWAY CONDUCT

Students are expected to conduct themselves in a respectful manner at all times. Each teacher will establish classroom rules and consequences and review them with students at the beginning of each term.

Student conduct in the halls, stairwells, etc. should conform to all school rules and regulations. Noise levels should be kept to a minimum. Students should use the passing period to go to lockers, use the restroom, get water, etc. Students must not congregate to the point of blocking passage on the stairs, in the halls, or doorways. If/when students are asked to move on to class full cooperation is expected.

Acceptable behavior in the halls before school, during lunch and between classes is as follows:

- Speak softly - No shouting, yelling, or horseplay in the halls.
- Do not block the halls, stairs, doorways, or entry/exit points.
- Avoid standing in groups and blocking other students and staff from proceeding to class

HEALTH POLICY

IMMUNIZATION CLINIC: All parents/guardians of children in our school district, kindergarten through grade twelve, who were notified by letter saying their child is in need of some of the required immunizations, must have the requirements completed with proof of completion by the time school starts. If your child has not met these requirements, he/she will not be allowed to enter school this fall.

PHYSICAL AND DENTAL: Illinois law requires that all ninth graders have a physical examination and dental check-up before they can be admitted to school. Therefore, all freshmen should contact their family doctor and dentist, who have the necessary forms and bring them to us when you register. You will not be allowed to enter school until these examinations and immunizations are completed and turned in.

STUDENT MEDICATION POLICY: The Board of Education recognizes that the Administration of medication to students during the school day is necessary in some instances to enable students to attend school during normal school hours. The Board of Education further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school-sponsored activities. The Board of Education hereby states its intention to comply with the laws of Illinois concerning the Administration of student medication and treatment of student medical emergencies. The Administration may promulgate regulations consistent with this policy to facilitate its implementation.

ADMINISTERING MEDICATION TO STUDENTS: When a student requires daily or regular medication such as insulin shots or medication for diseases that are kept under control by such medication, the responsibility for administering such medication rests solely upon the parent/guardian. Asthma inhalers may be carried by the student during the day provided the student's physician has indicated on the Medication Consent Form that the student is capable of self-administering the medication. School employees should not undertake to administer such medication as a matter of policy.

Because of increased demands upon the school and the primary responsibility of parent/guardian in this matter, the school will administer medication for less serious medical situations on a very limited basis according to the guidelines listed below. Medications prescribed to be taken 3 or 4 times a day can be given to students by their parent/guardian outside of school if the parent/guardian carefully plans a schedule such as before school, after school, meal time, and bed time.

1. Written orders are to be provided to the school on the district's MEDICATION CONSENT FORM. The physician will fill out and sign the lower portion of the form detailing the following:

< type of illness or disease	< side effects
< necessity for the medication	< name of drug
< benefits of the medication	< dosage
< time interval in which the medication is to be taken	
< physician(s) phone number(s) - office hours and emergency	

The parent/guardian is to complete and sign the upper portion of the MEDICATION CONSENT FORM and submit the form to the school.
2. The completed and signed MEDICATION CONSENT FORM as completed by the physician and the parent/guardian shall be placed in the pupil's file. These orders are to be renewed periodically. Copies of the MEDICATION CONSENT FORM can be obtained by students and/or parent/guardian from each building office.
3. Medication must be brought to the school office. Medication must be in a container appropriately labeled by the pharmacy or physician.

4. A locked cabinet in the office will be provided for storage of the medication.
5. Opportunities should be provided for communication with the pupil, parent/guardian, and physician regarding efficacy of the medication administered during school hours.
6. The school retains the discretion to reject requests for Administration of medicine.

PLEASE NOTE: THE PRECEDING INFORMATION MUST ACCOMPANY ANY MEDICATION BROUGHT TO SCHOOL.

The school has no alternative but to reject requests for administering medication until the information is provided to the school.

HERSCHER HIGH SCHOOL POLICY FOR ACCEPTANCE OF OUTSIDE CREDIT

Credit may be earned to make up a failure at Herscher High School in a required course through counselor-approved correspondence courses, BBCHS summer school, Kankakee summer school, or KCC Continuing Education night classes at BBCHS. Only two credits (4 semester classes) can be accepted outside of Herscher classes for graduation. This rule does not apply to transfer students or students who are older than 19 years old and have had their class already graduate. Seniors with enough credits for graduation may attend KCC.

HOME AND 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 more information on home or hospital instruction, contact your building principal.

ILLNESS/INJURY DURING SCHOOL HOURS

Students who become ill or who suffer accidental injury must report to the High School Office. Students should obtain a pass from their teacher to report to the High School Office. Do not go to the restroom or your car, but report directly to the High School Office. Students are reminded to keep an emergency phone number, other than their parent/guardian, on file in the office.

LIBRARY MEDIA CENTER GUIDELINES & PROCEDURES

Students are welcome to come and use the Library Media Center (LMC) as part of a class or on an individual basis for quiet study, research, or reading. Use of the LMC should be an integral part of the students' academic program. When using the LMC, please remember to be considerate of others. The following general guidelines and procedures apply to all students:

1. The LMC is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. All school rules regarding behavior apply while the library is open.
2. Cell phones, MP3 players, and other electronic devices may not be used in the library at any time, including before and after school.
3. All library materials that leave the LMC should be checked out. Most books may be checked out for three weeks. Reference books may be checked out for overnight use.
4. Current and back issues of periodicals are available for use in the LMC.
5. Library materials become the responsibility of the student who checked them out. Because of this, students should not lend library materials to anyone else. Lost, damaged, or destroyed materials must be paid for by the student who has checked them out.
6. Overdue notices are sent to the English teachers of any student with overdue materials. Fines are charged at the rate of \$.10 per day.
7. Use of LMC computers for Internet research or word processing is subject to the guidelines established by the Herscher CUSD #2 Computer and Internet Acceptable Use Policy.

Students who check into the LMC from Learning Lab will need to follow these additional guidelines:

1. Students should sit at tables or study carrels (one person per table).
2. Students should be on time and sign in (for themselves only) at the front desk upon arrival. It is expected that students who come to the LMC from Learning Lab will remain in the LMC for the entire period.
3. Scheduled classes in the library have priority for use of materials and computers, and there may be days when the number of Learning Lab students who may come to the library will be limited.
4. Except in emergency cases, passes to restrooms, lockers, etc. will not be issued.

LOCKERS

Each student has been assigned a locker. To protect valuables and textbooks, the student must observe the following:

- Keep your locker locked.
- Do not share combination numbers with other students.
- Use only your own locker.

In addition:

1. Report lock and locker problems to the High School Office so that they may be corrected.
2. Any misuse or tampering with lockers will be referred to the High School Office for action. Students may be charged for damaged lockers. Lockers are the property of the school district and may be inspected by school officials at any time. Students do not have absolute right to privacy.
3. Please do not affix objects such as stickers or mirrors to the locker.
4. A locker check may be held each semester to ensure that the above rules are observed. Locker checks may be announced or done randomly.
5. Locker searches may be held on a random basis. School District officials reserve the right to use law enforcement authorities and trained dogs to assist in searches of lockers and desks.
6. **Do not keep money or valuables in locker.**

The student is held responsible for his locker being locked and will be held responsible for lost books, etc.

LOITERING IN RESTROOMS

Restrooms are made for specific purposes. They are not to be used as a place to loiter. Students who are found loitering in the restroom may be disciplined.

LOST AND FOUND

Lost and found articles are kept in the Main Office. Articles found should be immediately turned in to the office. Unclaimed articles will be donated to charitable organizations.

LUNCHROOM/CAFETERIA

All students must report to the cafeteria during their assigned lunch period whether eating a lunch or not. Students will remain in the cafeteria until the bell rings to end their lunch period. Students are not allowed to be in any other part of the building or school grounds during their assigned lunch period.

MAKE-UP WORK

It is the responsibility of the student to see the classroom teacher for makeup work. Students will have one day for each day absent to complete make-up work. Any work not completed during this period will be recorded as a "zero".

Previously announced tests, quizzes, and assignments due or given on the day of an absence will be due on the day the student returns. Exceptions may be made for student absences of more than one (1) day.

PASSES

Each student must have a pass/handbook when outside the classroom while classes are in session. The only exception will be for those students passing from Learning Lab to the library. Failure to comply with the above may result in an after school detention issued.

PESTICIDE APPLICATION NOTICE

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PHYSICAL EDUCATION PARTICIPATION

Students that fail to dress for Physical Education will be subject to the following school discipline:

1st Offense – "Zero" for the day

2nd Offense - "Zero" for the day, ASD, the teacher will contact a parent/guardian

3rd Offense - "Zero" for the day, ASD,

4th Offense - "Zero" for the day, Friday detention, parental contact

5th Offense - "Zero" for the day, Friday Detention, the student be withdrawn from the class, assigned Learning Lab, and given a "zero"

Students ill or injured may be excused from physical education for one (1) day with parents/guardian's request and explanation of problem. A doctor's note is required for any problems of a medical nature which would keep the student from participating in physical education for more than one (1) day. All exposed jewelry and other similar items are considered hazardous to wearer and other participants and will have to be removed prior to participating in physical education activities. Refusal to comply will result in a no dress. Students have the option of renting a PE uniform in place of receiving a No Dress.

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

1. Enrollment in a marching band program for credit;

2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);
5. 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).

PLAGIARISM

Plagiarism is defined as representing another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another's work and the incorporation of a substantial or essential portion thereof without appropriate citation. Other examples of plagiarism are the acts of appropriating the creative works in such fields as art, music, and technology, or portions thereof, and presenting them as one's own.

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements which are paraphrased, summarizations of the work of another and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most teachers require certain forms of acknowledgement or references and may evaluate a paper or project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.

Some rules to follow when writing:

1. Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin.
2. Enclose within quotation marks all quoted material.
3. Make certain that paraphrased material is rewritten into your own style and language. The simple rearrangement of sentence patterns is unacceptable. Do not alter the essential idea of the source.
4. Provide specific in-text documentation for each borrowed item.
5. Provide a reference entry for every source cited in the paper.
6. Omit sources consulted but not used.

Lester, J.D. (1993), *Writing Research Papers: A Complete Guide*. New York: Harper Collins College Publishers, p. 130.

POSTERS

All posters, artwork, club-meeting advertisements, etc. to be hung in the school must be initialized by the Principal. **Unauthorized posters will be removed immediately.**

PRIVATE PROPERTY

Students may not congregate nor loiter on private property around the school campus. Students found violating this policy will receive consequences including, but not limited to, ASDs, ISSR, Saturday detention, or external suspension.

PUBLICATION - DISTRIBUTION OF MATERIALS

Materials of any kind not directly related to class work or school organizations will not be distributed or posted on the school premises. All materials must be removed as soon as possible after the activity has taken place.

REPORT CARDS

The computerized report cards and progress reports are reported by the teachers in STI Classroom. Report cards are mailed at the end of the first and second semesters. The report card contains the course name, the credit attempted, the semester 1 or 2 for all year; and for the semester report card, the exam and final grade. The bottom of the report card shows 1st or 2nd semester, the absences for the current semester and to date from the beginning of this school year, the current GPA for the semester GPA, the accumulative GPA, graduation credits earned for the prior semester, the prior semester class rank, and the rank percentage. All grades may be checked online using INOW Home. Please refer to information in this handbook for details.

SAFETY AND DISASTER DRILLS

FIRE PROCEDURES - When the fire alarm sounds, pupils and teachers should leave the building by the directions posted in the classrooms. Make certain to close outside windows, turn off lights, and close the door. Individuals should withdraw to a distance of 100 feet from the building and remain there until told to return by the staff.

DISASTER DRILLS - Students and faculty should leave their rooms following the directions posted in the classrooms. In all cases, go to the first floor and lie or sit in an area away from the outside door or window with your head on your folded arms and with your knees drawn up under your stomach or chin. Please maintain a walkway of 3 feet in the corridor. It is **IMPERATIVE** that all remain quiet so that if specific instructions are given over the public address system, they may be heard easily.

BUS SAFETY DRILLS - Bus safety drills are scheduled each semester to review emergency information regarding bus evacuation.

SCHEDULE CHANGE POLICY - The decisions that students made last spring have already been taken into account for the planning of this year's class schedules. Teachers have been hired according to the needs of the students assessed at pre-registration. The increasing number of student changes caused immeasurable problems for the staff and the computer. Grades, grade-point average, class rank, and permanent records may be affected when a student changes his/her schedule. The change policy, developed in the spring of 1987, allows a student to change his/her schedule at the following times:

1. At the end of the spring term.
2. At the summer scheduled change dates.

All other changes must be initiated by administrators, teachers, or counselors because of conflicts, errors, balancing of classes, or failure to meet prerequisites. This policy also applies to second-semester changes. All schedule changes must be requested before school begins.

SCHEDULE CHANGE POLICY

Students can request changes in their schedules for either semester during a week in June when schedules are finalized for the following school year. Administrators, counselors, or teachers must initiate any changes after that date and generally only due to course conflicts, balancing of classes, or failure to meet prerequisites. Students will not be allowed to schedule or withdraw from a class based on teacher preference or teacher conflict.

SCHOOL BUILDING

All persons have a sense of pride. Think twice before you do anything to the school building that may cause any part of it to look unsightly. Persons visiting our building judge the school by its appearance. Don't be responsible for giving the entire student body a poor reputation. Use waste baskets. Do your part to keep the building clean. Be prepared to reimburse the school district for any damage to facilities or equipment resulting from careless use. Report immediately to a faculty or staff member any damage observed.

SCHOOL STUDENT RECORDS POLICY

- I. It shall be the policy of Herscher Community Unit School District No. 2 to comply with the requirements of the Illinois School Student Records Act and the Illinois Office of Education regulations for implementation of the Act.
- II. The Superintendent shall establish and adopt such administrative policies and procedures as are necessary to comply with the records Act and with Illinois Office of Education regulations for implementation of the law.
- III. The principal of each building shall serve as the official records custodian. He/she shall see that the records are assembled, maintained, and released in accordance with the provisions of the law and the regulations of the Illinois Office of Education.

The following statements serve as notification of the Illinois School Student Records Act to parent/guardian and students. The school maintains two types of records about each student:

Permanent Records - The law requires permanent records to contain basic identifying information (students' and parent/guardian name(s) and address(es), birth date and place, and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and all scores on college entrance examinations), attendance record, accident report and health record, and record of release of permanent record information. The law also permits but does not require that the permanent record contain honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record. Permanent Records will be kept 60 years.

Temporary Records - These consist of all information not required to be in the permanent record and may include family background information, individual or group intelligence test scores, aptitude test scores; reports of psychological evaluations including information in intelligence, personality, and academic information obtained through test administration, observations, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files (including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals); any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student; and a record of release of temporary record information.

Parents/guardians and students have the right to inspect and obtain copies of permanent records. Parents/guardians have the right to inspect and obtain copies of temporary records. At age 18 students accede the rights of parents/guardians for access to temporary records. Parents/guardians and students exercise control over, access to, and release of student records. Professional employees of the school have access to school records for legitimate educational interests.

Parents/guardians have the right to challenge contents of student's records on the basis of accuracy, relevance, or propriety, except for grades. A request for a hearing citing the specific entry or entries to be challenged and the basis for the challenge, should be submitted in writing to the chief administrator of the attendance center (forms for doing so are available from the school). An informal conference will be held within 15 school days after the challenge notification has been submitted.

If the challenge cannot be resolved in this conference, a hearing officer will be appointed and a hearing held within 15 days of the informal conference. Both parties may be present with counsel, may present evidence, call witnesses, and cross-examine witnesses. Both parties have the right to a written copy of any decision(s) and the reasons for it within 10 school days of the hearing. Either party may appeal this decision to the Superintendent of the Educational Service Region within 20 days.

Without the consent of the parent/guardian or student, no school student records or information shall be available to other persons, except as the law permits. The law permits the following exceptions without parental or student consent: to an employee or official of the school or school district or State Board with current demonstrable educational or administrative interest in the student; to the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; pursuant to court order and with prompt written notice to parent/guardian; and to any person specifically required by State or Federal Law.

The school will review temporary school records periodically for the purpose of deleting and/or destroying information which is no longer relevant to the student's progress. The school will publish a schedule of such review. Parents/guardians have the right to inspect and obtain copies of information that is to be destroyed.

Parents/guardians may request that any or all directory information not be released about his/her child. Directory information consists of identifying information (name, address, gender, grade level, birth date and place, parent/guardian name(s) and address(es); academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major fields of study and period in attendance in the school.

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

Parents/guardians have the right to inspect and challenge the information contained in school record prior to the transfer of the school student record to another school district, should the student transfer.

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

Upon graduation or permanent withdrawal of a handicapped student (as defined in Ill. Rev. Stat. 1975, Chapter 122, Article 14 and the Rules and Regulations to Govern the Administration and Operations of Special Education), psychological evaluations, special education files, and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent/guardian or to the student if the student has succeeded to the rights of the parent/guardian. The school shall explain to the student and the parent/guardian the future usefulness of these records.

A parent/guardian or student may request that a student's records not be sent to the Military Recruiters. A parent/guardian must notify the district in writing by October 1st of this year to object to the release of directory information to the military.

SEX OFFENDER REGISTRY

Public Act 94-004 requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

STANDARDIZED TESTING

Herscher High School utilizes the Educational Planning and Assessment System (EPAS) for our students. This incorporates the Explore, Plan, and ACT tests. The data collected from these tests will: help us guide students in class selection, measure the growth of our students, help us determine if our students are on track for college/career readiness and if they are not on track help to provide interventions, help students do their best on the ACT, and assist in making instructional and curriculum decisions. Freshman will take the Explore test in the fall and a practice Plan test in the spring. Sophomores will take the Plan in the fall and a practice ACT in the spring. Juniors will take a practice ACT in the fall and the ACT/PSAE in the spring.

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.

STUDENT HANDBOOK / PLANNER

The student handbook/planner has been designed to help students manage their time and plan their day so that they can take an active part in controlling their academic achievement. The planner is an integral part of the instructional program at HHS. **The handbook/planner should be cared for and utilized in the same manner as a school textbook. Students will have to replace damaged or lost planners as they would textbooks. When a new handbook/planner is purchased for replacement, the passes section "will be adjusted" at the time of purchase.**

HHS requires every student to:

- Have and utilize the planner every day in each class.
- Maintain the planner in its entirety, including total pages and content.
- Use the planner for hall passes. The handbook is required to move throughout the campus.
- Replace lost, stolen, or damaged planners. Planners may be purchased in the Main Office for \$5. When a new handbook/planner is purchased

for replacement, the passes section "will be adjusted" at the time of purchase.

- Students are to carry their own planners. Using another students' planner will result in a warning and discipline referral documenting the incident. Future offenses will be followed by detention(s).
- Cover decoration of planners must be tasteful with a substantial amount of the original cover visible.
- **The title page with the student's name must remain intact.**
- None of the hall pass pages should be removed, even when filled.
- Students without planners will be referred to the Assistant Principal's Office for an initial warning and discipline referral documenting the incident. Future offenses will be followed by detention(s).
- No student should be allowed to leave the classroom without a planner with a hall pass signed by the teacher. Absolutely no passes out of the classroom the last ten minutes of the hour unless there is an emergency or office request.

Teachers will expect students to:

- Bring the planner to class daily.
- Record assignments and due dates in the planners.

In an effort to make the best of school opportunities, teachers will also help with time management and academic progress by providing advice about handbook use. In addition, the planner may be used to:

- Relay messages from the school to home about routine matters.
- Communicate directly (by parents and teachers) through the daily section in the planner.

SCHOOL ASSIGNED TEXTBOOK/MATERIALS PLAN

The student is totally responsible for the books he/she rents from the school. Any book that is lost or damaged will be assessed an additional fee for its replacement or repair.

THEFT PREVENTION

Help stop theft by:

- Marking all personal property sufficiently to deter theft and allow for easy identification.
- Reviewing the Student/Parent Handbook, CARE OF SCHOOL PROPERTY - Lockers, we emphasize regular use of locks, reasons for using only assigned lockers, obvious reasons why lock combinations should be known only to the assigned user, and need for office notification of locker problems or tampering. The majority of all thefts are the result of students failing to use their locker and/or lock properly.
- Being alert! Watch out for your friend's locker; lock it if they forget. Suspicious behavior should be reported to the office. If something is missing, tell your friends to be watching for the item(s). Give good descriptions. Serial numbers, trademarks, sizes, colors, or flaws should be noted and reported to the immediate supervisor as quickly as possible. The probability of recovery decreases with any delays in reporting missing items.

Herscher schools are not responsible for, nor insured against, theft of student or staff personal property. Some homeowner insurance policies will cover your losses due to theft even if it occurs in school.

VISITORS

All visitors must report to the Main Office immediately upon entering the high school. School visits to students and/or teachers during regular school hours are discouraged. Visitors may see teachers after school. Herscher students are asked not to bring guests to school during school hours, unless prior approval has been given by the Administration. Visitors may not ride the bus. Unauthorized visitors will be asked to leave and law enforcement agencies will be contacted.

WITHDRAWING FROM SCHOOL

All school property shall be returned to the office. It is the student's responsibility to obtain a "drop card" from his/her counselor. After the card has been signed, it must be returned to the office.

WORK PERMITS

The school provides a service to the students in securing a work permit. A student, under the age of 16, desiring a work permit will need to get a certificate of physical fitness and a statement by the prospective employer from the office and have them completed before the permit can be issued.

HERSCHER HIGH SCHOOL CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES POLICY

ACADEMIC REQUIREMENT FOR EXTRACURRICULAR / ATHLETIC PARTICIPATION

Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in school-sponsored extra-curricular activities, students must be passing at least 25 credit hours (5 classes) of high school classes per week and semester. Any student-participant failing to meet these academic criteria shall be suspended from the activity for seven (7) calendar days, or until the specified academic criteria are met, whichever is longer.

EXTRA-CURRICULAR PARTICIPATION WHEN ABSENT

Any student absent from school in the afternoon the day of an activity, unless excused by prior arrangement, cannot participate in or attend the extra-curricular activity of the same afternoon or evening. Additionally, a student must be in attendance by 11:00 a.m. the day of an activity to be considered eligible for participation in that activity.

REQUIRED PARENT MEETING – All parents who wish to have their son/daughter participate in a sport during the **2015-2016 school year** must attend an athletic parent meeting.

PHILOSOPHY – Co-curricular/extra-curricular activity participation is a privilege, not a right. The students who represent Herscher High School in the numerous activities offered are expected to meet the highest standards and represent themselves as excellent role models. Therefore, the behavior of each individual, on and off the competition area, is very important. The following Code Policy applies to all members of teams, organizations, and groups at Herscher High School:

IHSA DRUG TESTING – Any student/athlete, who is participating in an IHSA Athletic Event, is subject to Random Drug Testing administered by the IHSA.

CODE OF CONDUCT

- I. Each sponsor/coach in season may establish rules for the squad which may affect the member's participation on that squad. These rules and regulations will be discussed with the squad prior to the final selection for the season. Each participant will receive a written copy, and a copy will also be placed on file in the Athletic Director's/Principal's Office. Items which might be included in this section of the code are:
 - a. Promptness & regularity at practice / meetings
 - b. School citizenship
 - c. Academic achievement
 - d. Attitude
 - e. Curfew hours
 - f. Eating habits
 - g. Dress & grooming
 - h. Others as approved by the Administration
- II. All participants are expected to respect the law as students, as athletes, and as citizens. The Code of Conduct will be in effect for one calendar year whether or not the participant is actively engaged in sport(s)/activities at the time of the violation. Suspensions not completed in a sport/activity season will carry over to the participant's next activity. Suspension for a violation out of season will occur in the first sport/activity he/she participates. The following violations will not be tolerated:

The possession, use, distribution, or sale of alcoholic beverages; the possession, use, distribution, or sale of drugs, look-a-like drugs, paraphernalia, or controlled substances; the possession, use, distribution, or sale of tobacco in any form. (Possession is defined as having on one's property, school locker, in a vehicle, or being on a premise where alcohol/and or illegal substances are being used.)

Inevitably, violations of this section of the code will be evidenced and factual reports submitted to the coach/sponsor and/or the Administration. The coach/sponsor will then review the violation with the student and submit the findings and recommendations to the Administration. At that point, the following procedures will be implemented.

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.⁷

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

A. First Offense

1. Suspension from participation for 20% of the scheduled activity. Because of weather factors, baseball and softball schedules will be set at 25 and 25 games respectively. Where fractions occur percentages will be rounded up to the whole number.

B. Second Offense

1. Suspension from participation/competition for 40% of the scheduled activity. Where fractions occur percentages will be rounded up to the whole number.
2. If the offense occurs in the same activity season, the student will be suspended for the remainder of that season even though there may be more than 40% of schedule remaining. If there is less than 40% of schedule remaining, the remainder of the participant's suspension will be served in his/her next activity season.
3. Participation in a substance-abuse education program along with a complete drug/alcohol screening/evaluation with a licensed treatment agency or provider approved by the school. Failure to comply will result in the suspension being invoked.

C. Third Offense and Subsequent Violations

1. Suspension for one calendar year. The suspension will be in effect from the date that it is determined the participant is in violation of the code and continued for one (1) calendar year.
2. Participation in a substance-abuse education program along with a complete drug/alcohol screening/evaluation with a licensed treatment agency or provider approved by the school.

III. Suspension Carryover

- A. If a participant's suspension carries over to another activity season, the participant must complete that activity season for the suspension to be considered served. If he/she fails to complete the activity season, the suspension time served will be voided, unless it is for illness, injury, or other reasons beyond the participant's control.
- B. During academic ineligibility, suspension time will cease and not start again until the participant is eligible.

IV. If a participant, prior to being found in violation, initiates alcohol/substance abuse, no penalty will be levied against the student at that time, but the incident will count as a 1st offense under the Code of Conduct if the student subsequently violates the Code of Conduct.

V. BEHAVIORAL EXPECTATIONS

- A. Participants will not exhibit behavior that is considered detrimental to his/her team, organization or school. Some examples of inappropriate behavior will include, but are not limited to: insubordination, unsportsmanlike conduct, theft, fighting, vandalism and violating local/state laws. The participant will receive consequences of not less than a reprimand not greater than a suspension from activities for one (1) calendar year. The Athletic Director, Guidance Counselor and two coaches/sponsors will determine the length of the consequences if it is not specifically set somewhere else in this policy.
- B. Out-of school suspension - participants may not practice nor participate in any activities.
- C. The coach/sponsor may impose suspensions on participants for behaviors he/she feels is a detriment to the best interest of his/her

team/organization, with approval of Principal or Athletic Director.

VI. AWARDS

A. General Requirements

1. The participant must attend all practices, contests, meetings & participate in these activities to the best of their ability.
 2. The participant must complete the entire activity season.
- B. More specific award requirements will be posted by the head coach/sponsor of each activity.
- C. Music awards will be based on a point system that will be distributed to each individual at the beginning of the school year.

VII. INJURIES

- A. Injuries must be reported to the coach immediately and an accident report filed in the Principal's Office.
- B. Athletes held out of competition by an M.D. must have clearance by the doctors to resume competition.
- C. A coach, at his discretion, may request a doctor's statement concerning the condition of an athlete for competition.
- D. If an individual has any special medical problem, the parent/guardian must inform the Athletic Director in writing. This is essential for safe-guarding an athlete's health.

VIII. ITEMS TO BE COMPLETED BEFORE AN ATHLETE MAY PRACTICE

- A. A current athletic physical examination filed in the Athletic Director's Office. A physical exam is current if it has been given within one year of the competition.
- B. Purchase of insurance through the school-sponsored program or the signing of a waiver by a parent/guardian.
- C. A signed Athletic Training Code Pledge.

IX. STUDENT PARTICIPANTS - It should be noted that team/activity members disciplined under the Code of Conduct will also be responsible to the school district policy and the discipline as specified in the student handbook. For example, school policy reads that a student will not possess, consume, or be under the influence of alcohol on the school premise or at school-sponsored activities. If a team/activity member violated that policy, he/she will be disciplined under that policy as well as the Code of Conduct.

X. REVIEW OF CODE VIOLATION - A participant charged with a violation will be informed of the charges and given the opportunity to explain or respond. Parent/guardian will be notified of the suspension by letter from the Athletic Director/Principal.

XI. PARTICIPANT QUITTING AN ACTIVITY

A **Freshman** or **Sophomore** who tries out for a sport and quits that sport before the first contest may participate in any preseason conditioning of a sport he/she chooses to participate in the next season.

If he/she quits that sport after the first contest the athlete will not be eligible to participate in any preseason conditioning until the last contest of the sport he/she quit has been played.

A **junior** or **Senior** who starts practice in a sport and quits that sport, regardless of when he/she quit, will not be allowed to participate in any preseason conditioning for any upcoming sport until the final contest has been played in the sport he/she quit.

Exception: A Junior or Senior trying out for a sport in which he/she has not participated in before in high school will have the same privilege as a Freshman or Sophomore.

QUITTING A SPORT AND PARTICIPATING IN ANOTHER IN THE SAME SEASON:

No Athlete may quit a sport after the first contest and participate in another sport in that season or participate in any preseason conditioning for another sport until the final contest has been played in the sport he/she quit.

A **Freshman** or **Sophomore** may quit a sport before its first contest and participate in another sport in that season provided:

1. The athlete has spoken to the coach of the sport he is quitting and his intentions of playing another sport are made known.
2. All equipment from the sport he/she is quitting is turned in.
3. Both coaches are aware of the situation.

XII. Students who violate the Code of Conduct will be subject to consequences in each activity that he/she participates in. For example, if a student participates in an athletic activity and another extra-curricular activity and violates the Code of Conduct, the individual will serve consequences in each of these activities.

XIII. PRACTICE SESSIONS AND ATTENDANCE IN SCHOOL

A. Participant must attend each scheduled practice session

B. Exceptions

1. Pre-arranged events approved by the particular coach/sponsor.
2. Illness.
 - a. If in school all day, the athlete should contact the Coach personally for excused absence before going home.
 - b. Excuses from doctors, school nurse, and parents will be recognized if (a) above is not possible.

C. Attendance in School

1. The athlete is expected to be in school by 11:00 a.m. the day of an athletic contest, and the entire day after such contest.

2. The only exception to this policy will be by pre-arranged administrative approval.

XIV. SCHOLASTIC ELIGIBILITY

- A. IHSA MINIMUM STANDARDS. An athlete must be passing on a weekly basis, five (5) credits of classroom work per week.
- B. Grades will be checked on Thursday of each week. The period of ineligibility will be from Monday through Sunday.

XV. EQUIPMENT

- A. One of the values of athletics is to teach responsibility and this should apply to the care of athletic equipment as well as school property. Each athlete is expected to take excellent care of the equipment provided.
- B. When athletes are issued high school equipment, they must accept full responsibility for it and if it is lost, must pay the cost of replacing it.
- C. Any time it is established that an athlete has taken or has in his/her possession athletic equipment which should have been returned to the athletic department: He/she will be charged the replacement cost of such equipment.
- D. Athletes owing for not having checked in equipment for (1) sport will not be issued equipment in another sport until the obligation is met.

XVI. UNEXCUSED ABSENCE AT SCHEDULED ATHLETIC EVENTS

- A. Absence from scheduled athletic events must be pre-arranged and approved by the particular coach.
- B. Minimum Penalty for Violation
 - 1. First Offense will be a suspension from one athletic contest.
 - 2. For each succeeding violation the athlete will be suspended from participation in two games.

XVII. TRAVEL

- A. Team buses will leave school on schedule (which will be posted). The entire team will travel to and from out-of-town events by school sponsored means. If you miss the bus, do not bring equipment as you will not be permitted to compete. All team personnel will come home on the bus unless a parent verbally asks or by written note requests to the coach for the team member to go home with said parent. Also, athletes will be allowed to ride home with another parent if the athlete's parent writes a note requesting such and the parent the athlete is riding with signs for the student prior to their leaving after the contest.
- B. Penalty for violation will include but not limited to reprimand, suspension from participation and dismissal from activity.

ACTIVITIES FOR WHICH THIS POLICY APPLIES (BUT IS NOT ALL INCLUSIVE)

CO-CURRICULAR/EXTRA-CURRICULAR

Band/Marching Band	National Honor Society	Speech Team
FFA	Interscholastic Athletics	Chorus
Color Guard	Plays	Show Choir
Orchestra	Math Team	Jazz Band
Student Council	Scholastic Bowl	Class Officers

I.H.S.A. Rules - This information has been provided by the Illinois High School Association (IHSA), which is responsible to supervise and control the interscholastic programs of its member schools. IHSA Office, 2175 McGraw Drive, PO Box 2715, Bloomington IL 61702, Phone: (309) 663-6377; Fax: (309) 663-7479 or by visiting their website at www.IHSA.org.