

# **Hardin County CUSD #1 Parent-Student Handbook**



**School Year  
2022-2023**

**(Reviewed and Approved on June 27, 2022)**

**Addendum to the School Handbook:**  
**School Operations during a Pandemic or Other Health Emergency**

*This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.*

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

**The Illinois Department of Public Health, Southern Seven Health Department, and the Center for Disease Control policies and procedures will supersede the rules in the school handbook during a pandemic or other health emergency.**

**Board of Education**

Greg Warren-----President  
 Nicholas McDowell-----Vice-President  
 Denise Hastings-----Secretary  
 Britt Belford-----Member  
 Gene Fatheree-----Member  
 Greg McDowell-----Member  
 Colby Potts-----Member

**Administration**

Andy Edmondson -----Superintendent  
 Susan Armstrong-----Principal  
 Ira Cruson-----Dean of Students  
 Wendell Robinson-----Title I Director

**Staff**

Guidance Counselor-----Kelsi Love  
 Nurse.....Jordan Prince  
 Maintenance.....Keith Williax, Aaron Bishop  
 Technology Director.....Larry DeGrave  
 Athletic Director-----Hunter Cullum  
 Special Education LEA-----Braci Fulkerson  
 SRO-----Jason Rister

**Administrative Assistants**

Teresa Golden  
 Jessica Daymon

**Secretaries**

Angie Love  
 Sharon Patton  
 Gretchen Vinyard

**Kitchen**

Ruth Potts- Head Cook  
 Tammy Feazel  
 Tammy Davis  
 Peggy Robinson  
 Jae Goolsby

**Custodians**

Kay Payne  
 Rosemary Winters  
 Chris Jones  
 Penny Darling  
 Deyon Foster (Grounds)  
 Barry Pennell

**Elementary Staff**

Art-----Tonya Conn  
 Speech.....Kate Maddox, Braci Fulkerson  
 EC/PreK.....Kim Bainbridge  
 Reading/Title.....Judith Barnard, Holly Cook, Melinda Foster, Wilda Young, Joe Austin  
 Special Education.....Shelly Banks and Marge Stunson  
 C.D. Classroom.....Samantha Eastman, Kate Maddox, Braci Fulkerson  
 Kindergarten.....Stephanie Mosby and Michael Milligan  
 Grade 1.....Janet Moore and Ben Yanez  
 Grade 2.....Kathleen Robinson and Kayla Rice  
 Grade 3.....Justin Kizziah and Megan Shortland  
 Grade 4.....Madison Miller and Grace Vaughn  
 Grade 5.....Dana Blair and Jeff Robinson

**Pre-K - 12 Aides**

Brenda Hall  
 Kelly Oxford  
 Jessica Headlam  
 Lisa Oxford  
 Janice Foster  
 Kristina Winters

Mike Burton  
 Kendra Williams  
 Addi Warren  
 Dakota Capeheart  
 Darian Jackson  
 Kassi Ketten

April Vela  
 Carolyn Rush  
 Kali Lane  
 Makayla Lane

**Junior/Senior High Teaching Staff**

Cassie Belford-----Social Sciences  
 Tonya Conn-----Jr/Sr High Art Teacher  
 Denver Cowsert -----9<sup>th</sup> -12<sup>th</sup> Grade Special Education  
 Hunter Cullum-----6<sup>th</sup> -12<sup>th</sup> Grade Physical Education  
 Travis DeNeal-----Ag. Construction/Ag. Sciences  
 Erica Dial-----Business/Computers/Yearbook  
 John Hall-----Agriculture Sciences/Welding  
 Cale Jausel-----6<sup>th</sup>-8<sup>th</sup> Grade Social Studies/Math  
 Candice Jones-----6<sup>th</sup>-8<sup>th</sup> Grade Science/Math  
 Ian Jones-----Biology/Chemistry/Physical Science  
 Rachel Kizziah-----H.S. English  
 Chris Mahoney -----6<sup>th</sup> -8<sup>th</sup> Math  
 Christy Martin-----6<sup>th</sup>-8<sup>th</sup> Interventionist  
 Angie Mayfield -----6<sup>th</sup>-8<sup>th</sup> Grade English/Language Arts  
 Candice Potts-----H.S. Math/Physics  
 Heather Sanders-----H.S. English  
 Reima Shetler-----H.S. Math  
 Allison Sisk-----Driver Ed./Health  
 Lorna Sparrow-----6<sup>th</sup>-8<sup>th</sup> Grade Special Education  
 Natalie Vaughn-----Family & Consumer Science/Foods/Resource Management  
 TBD-----6<sup>th</sup>-8<sup>th</sup> Grade English/Language Arts

**\*\*\*WELCOME\*\*\***

Welcome to Hardin County Community Unit School District #1! The faculty, staff, and administrators look forward to working with our students and their parents during the 2022-2023 school year.

Please take time to read the Student Handbook, noting any changes. If you have questions or concerns, please ask. The provisions of this handbook are not to be considered as an irrevocable contractual commitment between the school and the students; rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced **and are subject to change at any time as deemed appropriate and needed by the administration to continue to establish an effective and safe school environment for learning.**

Hardin County School belongs to the community. It exists to meet students' educational needs. Many programs, courses, and activities are available. A well-qualified and experienced staff of teachers, administrators and support personnel have been employed to provide students with programs and services necessary to allow them to increase their knowledge levels, improve their skills, and develop attitudes that will prepare them for the future.

It is our hope that each student will learn, grow, and mature as a result of the experiences he/she has as a student at Hardin County School. How well and how much students achieve is dependent upon individual efforts. Regular attendance, preparation for classes, participation in school activities, completion of homework, and respect for the rights of others, as well as for oneself, are major factors in what is achieved.

When violation of school disciplinary rules and regulations occurs, it is the responsibility of involved teachers and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school, as well as helping the individual student develop self-discipline.

Parents can make important contributions to the educational development of their children. All parents are therefore urged to assist the schools in directing the energies of young people along constructive lines and to assist the school in the development of good citizens.

The Board of Education, administration, faculty, and support staff are committed to making Hardin County School a good place to learn and to grow. We urge all other stakeholders to make a commitment to do likewise. We challenge students to do their best as they *strive for excellence* throughout the school year, and as they transition to the workplace and/or continued educational opportunities.

Sincerely,

Administrators and Board of Education  
Hardin County Consolidated Community Unit District # 1  
4 School Road  
Elizabethtown, IL 62931  
618-287-2411

## TABLE OF CONTENTS

<b>Section 1: Introductory Information &amp; General Notices</b>	<b>10</b>
MISSION STATEMENT	10
SCHOOL DAY	10
EMERGENCY SCHOOL CLOSINGS	10
CHANGE OF ADDRESS OR PHONE NUMBER	10
CUSTODIAL RIGHTS	10
VISITORS POLICY	10
PARENT VISITATION	10
PARENT'S SCHOOL VISITATION RIGHTS	11
STUDENT VISITORS	11
PICKING UP STUDENTS	11
PICKING A CHILD UP FROM SCHOOL EARLY	11
EQUAL OPPORTUNITY AND SEX EQUITY	11
ANIMALS ON SCHOOL PROPERTY	11
VOLUNTEER PROGRAM	11
INVITATIONS & GIFTS	12
TREATS AND SNACKS (K-8)	12
VIDEO & AUDIO MONITORING SYSTEMS	12
STUDENTS WITH FOOD ALLERGIES	13
CARE OF STUDENTS WITH DIABETES	13
FUNDRAISER GUIDELINES	13
SUICIDE AND DEPRESSION AWARENESS AND PREVENTION	13
ACCOMMODATING BREASTFEEDING STUDENTS	13
PTO GUIDELINES	13
LOST AND FOUND DEPARTMENT	13
LOCKERS	13
TELEPHONE	14
PERSONAL PROPERTY	14
ACCOMMODATING INDIVIDUALS WITH DISABILITIES	14
COMPLAINTS	14
ADMISSION OF STUDENTS	14
CLASSIFICATION OF STUDENTS	14
TRANSFER STUDENTS	14
HOME SCHOOL CREDIT	14
<b>Section 2: Attendance, Promotion &amp; Graduation</b>	<b>14</b>
ATTENDANCE	14
STUDENT ABSENCES	15
TRUANCY	15
EXCUSED ABSENCE POLICY	16
ILLNESSES/INJURIES DURING THE SCHOOL DAY	17
REQUESTS TO LEAVE SCHOOL EARLY	17
PRE-APPROVED ABSENCE	17
TARDIES / EARLY DISMISSAL POLICY ELEMENTARY	17
TARDY POLICY JR./SR. HIGH	17
COLLEGE DAY FOR SENIORS	17
RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE	18
MAKE-UP WORK	18
RE-ENROLLMENT	18
DRIVERS' EDUCATION	18
DRIVER'S LICENSE CANCELLATION	18

	7
GRADES AND REPORT CARDS	18
PARENT CONNECT	18
DEFICIENCY REPORTS	18
STUDENT PROMOTION / RETENTION POLICY	18
GRADING SCALE	18
POINT VALUES FOR REGULAR GRADES	18
POINT VALUES FOR WEIGHTED GRADES	18
INSTRUCTION GRADING AND PROMOTION	19
WEIGHTED GRADING SYSTEM	19
CLASS RANK	19
VALEDICTORIAN AND SALUTATORIAN	19
HALL OF FAME	19
MARSHALS	19
HONOR ROLL	20
NATIONAL HONOR SOCIETY SELECTION PROCESS	20
INCOMPLETE GRADES	20
HOMEWORK	20
EXTRA CREDIT WORK POLICY	20
PHYSICAL EDUCATION REQUIREMENT JR./SR. HIGH SCHOOL	20
EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT	20
CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES AND COURSE SUBSTITUTIONS	21
DUAL CREDIT/DUAL ENROLLMENT COURSES	22
EXCHANGE STUDENTS	22
HOME AND HOSPITAL INSTRUCTION	22
ENGLISH CLASSES	23
SCHEDULING AND SCHEDULE CHANGES	23
8TH GRADE GRADUATION REQUIREMENTS	23
HIGH SCHOOL GRADUATION REQUIREMENTS	23
PARTICIPATION IN GRADUATION CEREMONY	24
<b>Section 3 – Student Fees and Meal Costs</b>	<b>24</b>
FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES	24
SCHOOL FEES	25
BREAKFAST AND LUNCH PROCEDURES	25
<b>Section 4: Transportation &amp; Parking</b>	<b>26</b>
BUS TRANSPORTATION	26
BUS RULES AND REGULATIONS	26
SPECIAL BUSES	27
BUS CHANGE REQUESTS	27
PARKING ON CAMPUS	27
DRIVING ON CAMPUS	27
<b>Section 5: Health and Safety</b>	<b>27</b>
IMMUNIZATION AND PHYSICAL EXAMINATIONS	28
DENTAL EXAMINATION REQUIREMENTS	28
VISION EXAMINATION REQUIREMENTS	28
HEALTH SERVICE GUIDELINES	29
STUDENT MEDICATION	29
SELF-ADMINISTRATION OF MEDICATION	29
ADMINISTERING MEDICINE TO STUDENTS	29
ASTHMA MEDICATION/SELF-ADMINISTRATION	30
PREVENTION OF ANAPHYLAXIS	30
GUIDANCE AND COUNSELING	30
SAFETY DRILL PROCEDURES AND CONDUCT	30

COMMUNICABLE DISEASES	31
HEAD LICE POLICY	31
GENERAL BUILDING CONDUCT	31
CAMPUS SECURITY	31
DUTY TO WARN	32
DRESS CODE	32

## **Section 6 – Discipline & Conduct** 33

STUDENT DISCIPLINE	33
PROHIBITED STUDENT CONDUCT	33
WHEN AND WHERE CONDUCT RULES APPLY	35
EXAMPLES OF SERIOUS DISCIPLINARY ACTIONS	35
DISCIPLINARY MEASURES	35
CORPORAL PUNISHMENT	36
WEAPONS PROHIBITION	36
GANG AND GANG ACTIVITY PROHIBITED	36
RESPECT TOWARD STAFF	36
PROFANITY POLICY	37
PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT	37
BULLYING AND PREVENTION PLAN	37
SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED	39
SMOKING/USE OF TOBACCO	40
SUSPECTED DRUG/ALCOHOL POSSESSION OR USE	40
FIGHTING AND PHYSICAL VIOLENCE	40
UNAUTHORIZED PERSONAL PROPERTY	40
STUDENT USE OF ELECTRONIC DEVICES	40
MULTIPLE DISCIPLINARY INFRACTIONS	41
DETENTION POLICY	41
IN-SCHOOL SUSPENSION	41
SUSPENSION	42
SUSPENSION FROM ALL SCHOOL RELATED ACTIVITIES	42
SUSPENSION/EXPULSION FROM OTHER SCHOOLS	42
EXPULSION	42
POLICE INVOLVEMENT	43
DUE PROCESS	43
ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES	43
STATEMENT OF STUDENT RESPONSIBILITIES	43
STUDENT PRIVILEGES	43
EXTRACURRICULAR VOTING PROCEDURES	44
HOMECOMING AND PROM CANDIDATE ELIGIBILITY	44
JUNIOR/SENIOR PROM	44
SCHOOL TRIPS AND ACTIVITIES	44
SUSPENSION FROM SCHOOL TRIPS/ACTIVITIES FOR ALL STUDENTS	44
8TH GRADE AND SENIOR TRIP ELIGIBILITY REQUIREMENTS	44
ATHLETIC EVENTS	45

## **Section 7 – Internet, Technology & Publications** 45

INTERNET ACCEPTABLE USE POLICY	45
GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS	46
GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES	46
ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS	47
ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS	47



	9
<b>Section 8 – Search &amp; Seizure</b>	48
SEARCH & SEIZURE	48
<b>Section 9 – Extracurricular &amp; Athletic Activities</b>	48
ATHLETIC RULES AND CODE OF CONDUCT	48
<b>Section 10 – Special Education</b>	52
EDUCATION OF CHILDREN WITH DISABILITIES	52
<b>Section 11 – Student Records &amp; Privacy</b>	53
STUDENT PRIVACY PROTECTIONS	53
STUDENT RECORDS	54
STUDENT BIOMETRIC INFORMATION	56
<b>Section 12 – Parental Right Notifications</b>	56
TEACHER QUALIFICATIONS	56
FAITH’S LAW NOTIFICATIONS/EMPLOYEE CONDUCT STANDARDS	56
COMMON CORE STANDARDS	56
STANDARDIZED TESTING	56
PARENT/TEACHER CONFERENCES	57
HOMELESS CHILD’S RIGHT TO EDUCATION	57
STUDENTS WITH BACKGROUND OTHER THAN ENGLISH	57
SEX EDUCATION INSTRUCTION	57
KINDERGARTEN	57
PROGRAM FOR CHILDREN ELIGIBLE FOR ACCELERATED PLACEMENT	57
SCHOOL VISITATION RIGHT FOR PARENTS	59
PESTICIDE APPLICATION NOTICE	59
MANDATED REPORTERS	59
SEX OFFENDER NOTIFICATION LAW	59
SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS	60
AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS	60
SCHOOL-PARENT HANDBOOK	61
SCHOOL-PARENT COMPACT	61
SCHOOL RESPONSIBILITIES	61
PARENT RESPONSIBILITIES	62
STUDENT RESPONSIBILITIES	62

## Section 1: Introductory Information & General Notices

### MISSION STATEMENT

*The mission of Hardin County K-12 School System is to continuously refine its educational system so that students master specific standards in a safe, caring environment in order to become lifelong learners capable of assuming productive roles in society.*

### SCHOOL DAY

The school day for students in Preschool will be: Early Childhood: 8:00 a.m. to 10:45 a.m.  
Pre-Kindergarten: 12:15 p.m. to 2:45 p.m.

The school day for students in K-5, including special education classes, will be: 8:00 a.m.-2:45 p.m.

The school day for students in 6-12 will be 8:00 a.m.-2:42 p.m.

### EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, the District's School Reach Phone Service will be utilized. It is the parent's responsibility to inform the District of current emergency phone numbers. Parents may also check the school website at [www.hardink12.net](http://www.hardink12.net), download the school app, or listen to the following local television and radio stations:

WPSD - Channel 6	WSIL - Channel 3	WKYX – AM570 (Paducah)
	KFVS - Channel 12	WOOZ - FM-(Z100)

The District subscribes to an all-call service called School Reach. If a parent/guardian or student would like to receive these calls, they must contact the office to be enrolled.

**For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.** Whenever possible, announcements will be made the night before the closing. Please do not call school employees for this information.

### CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the office and the bus company immediately of any change of address or phone number. It is best to come to the school in person to make bus change requests.

### CUSTODIAL RIGHTS

No student will be released from school to any adult other than the custodial parent without the written or oral permission of that parent. A copy of the custody section of the divorce decree should be on file in the office for the school to know who has custodial rights among divorced parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the order.

### VISITORS POLICY

All visitors, including parents and siblings, are required to enter through the front doors of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of the reason for their being at school. -Visitors are not allowed in any area of the school during the regular school day without proper authorization by district administrators. If a parent/guardian needs to see his/her child, office personnel will have that student to report to the office. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Parents should make every effort to keep from disturbing students while they are in class. Visitors must sign in, stating name, date and time of arrival, and the classroom/location they are visiting. Approved visitors will take a visitor's tag identifying themselves as guests and place the tag on outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in an unobtrusive manner. All visitors must return to the main office to sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Students are not allowed to bring visitors to school. This includes siblings and friends. Parents and visitors are not to eat lunch with students without administrative approval.

No person on school property or at a school event shall perform any of the following acts: 1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person. 2. Behave in an unsportsmanlike manner or use vulgar or obscene language. 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. 4. Damage or threaten to damage another's property. 5. Damage or deface school property. 6. Violate any Illinois law or municipal, local or county ordinance. 7. Smoke or otherwise use tobacco products. 8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. 9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. 10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies. 11.11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

### PARENT VISITATION

While we encourage parents/guardians to visit the school, we require that all parents/guardians stop at the office upon entering the building. If parents wish to meet with a child's teacher, they are required to contact the teacher or school ahead of time to schedule a mutually convenient time for the meeting. It is important that the meeting does not interfere with or interrupt the teacher's regular class.

### **PARENT'S SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends.

Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed (4) hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.

For regularly scheduled, non-emergency visitations, the school district will make time available for visitation during both regular school hours and evening hours.

The school district will provide documentation to the parent of the time and date of each school visitation upon a parent's assertion of his/her rights under the Act.

### **STUDENT VISITORS**

Student visitors accompanied by a parent/guardian may be permitted to visit the classrooms as a guest of the school, provided it has been coordinated through the building principal/dean of students's office and classroom teacher. Visitation of school age children, accompanied by a parent, will be limited to one hour. Students may not bring visitors to school. Junior High/High School students will not be allowed to visit teachers or classrooms without permission from the building principal/ dean of students.

### **PICKING UP STUDENTS**

Those who are picking up a student(s) are asked to park their vehicle in the southwest gravel lot to join the pick-up line. Those picking up an elementary student are asked to then proceed carefully around the building to the west entrance of the elementary school when directed to do so by school staff. Those picking up a jr./sr. high student are asked to proceed carefully around the building to the southeast entrance of the high school when directed to do so by school staff. Teachers/staff will direct pick-up students to the appropriate entrance. High school students who drove to school should meet younger siblings in the commons area and then proceed to the parking lot when dismissed from school. If special accommodations are needed, please contact the school office.

### **PICKING A CHILD UP FROM SCHOOL EARLY**

If parents wish to have a child leave early, please contact the school in person or send a note. Since a child will be released only to parents/guardians, parents will be required to come to the office, and the secretaries will call the student out of class. The school will not release a child to a friend or distant relative without parents' written permission.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to educational or extracurricular programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage. Any student or parent/guardian with an equal opportunity or sex equity concern should contact the complaint manager listed in the policy manual.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal/dean of students in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **VOLUNTEER PROGRAM**

The Superintendent or his/her designee directs the use of resource persons and volunteers within the District, including recruitment, screening, placement, training and utilization, with the following procedures:

Those interested in becoming a volunteer for the District are asked to fill out an application form and waiver of liability form. Those interested can find these forms through the Office.

**Qualifications** – Resource persons and volunteers may come from all backgrounds and all age groups. The main qualification is for the individual to have a desire to give his or her time and talent to enrich student learning opportunities and the school community.

**Individuals Not Allowed to Serve as a School Volunteer** – No individual who is a "sex offender," as defined by the Sex Offender Registration Act or a "violent offender against youth," as defined in the Violent Offender against Youth Registration Act may serve as a school volunteer. Individuals convicted of other crimes over five (5) years ago may be considered as volunteers, depending on the nature of the offense and time since the offense. The School District shall have complete discretion and final authority to decide whether a person will be permitted to serve as a school volunteer.

### **Background Screening**

Whenever an individual submits a new volunteer information form, the Superintendent or his/her designee shall review the Illinois Sex Offender Registry, <http://www.isp.state.il.us/sor>, and the Violent Offenders Against Youth database maintained by the State Police, <http://www.isp.state.il.us/cmvo>. In addition, the Superintendent or his/her designee shall review each new list received from law enforcement containing the names of sex offenders (authorized by the Sex Offender Community Notification Law) and violent offenders against youth (authorized by the Violent Offender Against Youth Community Notification Law) to determine if any volunteer appears on it.

The Superintendent may also require an individual to submit to a criminal background check, at the volunteer's expense, if the individual will be in regular and consistent contact with students, either on school property or at school-sponsored functions. The Superintendent may require any other volunteer to also submit to a criminal background check, at the volunteer's expense.

- Background checks shall consist of a fingerprint analysis submitted to the Illinois State Police and Federal Bureau of Investigation.
- Criminal background checks performed by employers or other organizations within the past two years, which meet the District's criteria above, may be submitted if the volunteer has worked for the business during the past two (2) years. The District may accept this background check or it may require the volunteer to submit to a new criminal background check.
- Any background check that is older than two (2) years shall be void and the volunteer shall be required to submit to a new background check.
- Note that money collected for the criminal background checks does not stay in the District.

#### **Recruitment**

School personnel may recruit resource persons and volunteers through the following resources: parents/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities.

If a staff member other than the Superintendent recruits someone, the staff member must provide the individual's name and address to the Superintendent.

#### **Selection and Placement**

School administrators, or their designees, shall have the sole authority to select individuals to serve as volunteers. The selection of individuals to serve as volunteers shall be on the basis of an individual's qualifications and availability and the school's needs. The individual will be assigned to a staff member only with the staff member's consent. The relationship between the individual and staff member should be one of mutual respect and confidence.

#### **Requirements**

Each volunteer must register in the school's main office at the beginning of each visit and wear a name badge while in the building. Unless he or she has already done so during the current academic year, the individual must complete an information form and waiver and present photo identification.

Absent an indication on the form that the individual may not qualify, the individual may proceed to the assigned activity.

#### **Training**

Each academic year, when an individual first completes the registration form, the Superintendent or his/her designee shall give the individual a copy of this administrative procedure along with other pertinent information. The staff member to whom the individual is assigned is responsible for explaining what is expected of the individual. The Superintendent or his/her designee may arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

#### **Utilization Rules for Volunteers**

- Classroom volunteers will only work under the direct supervision of a certified teacher.
- Volunteers may not discipline students either verbally or physically
- No volunteer is to have access to student records, employee records or any other information protected by the Privacy Act.
- Volunteers may not participate in the evaluation of student class performance, such as grading papers, completing report cards, etc.
- Volunteers may never be left alone in the classroom, hallways, or playground with individual students or a group of students.

#### **Termination of Volunteer Service**

The services of a volunteer may be terminated at any time without cause by the building principal, dean of students, Superintendent and/or Board of Education. An individual will be prohibited from being a volunteer if he or she behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on or off school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any Board policy or school rule, including these procedures.

#### **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

#### **TREATS AND SNACKS (K-8)**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

#### **VIDEO & AUDIO MONITORING SYSTEMS**

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

### **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or dean of students at (618) 287-2141.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the building principal/dean of students.

### **FUNDRAISER GUIDELINES**

All organizations or extra-curricular activities planning to raise funds, must **first** fill out a form entitled "application and procedures to solicit students for fund-raising", and receive approval from the building principal/dean of students BEFORE starting the fundraiser. The forms are available in the main office.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

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

### **ACCOMMODATING BREASTFEEDING STUDENTS**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

### **PTO GUIDELINES**

Elementary PTO shall be governed by board approved by-laws. the building principal/dean of students shall approve all correspondence before it is sent out with students, or posted in the building or newspaper. All activities must also be calendared and approved by the building principal/dean of students.

### **LOST AND FOUND DEPARTMENT**

The lost and found articles should be turned in to the office. Loss of property or large amounts of cash should be reported promptly. Students are discouraged from bringing expensive personal items to school. An effort will be made to return items to owners. It is the school's recommendation that students label personal items so they can easily be returned when found.

### **LOCKERS**

Each student is assigned a locker in order to secure school materials and personal belongings. Each student is responsible for his/her own belongings. Lockers are school property and may be searched by an administrator or teacher without the student's permission. Students will be held accountable for items found in the locker assigned to them. Students should never reveal their locker combination to anyone. Students are cautioned not to bring or store expensive/valuable items to school, especially large amounts of money. Defacing/damaging any locker will result in disciplinary consequences.

### TELEPHONE

There is a telephone by the office window that students may use before school, during lunch, and after school. ***No passes out of class are to be issued to use the telephone.*** Students will not be brought from class to receive telephone calls. Important messages will be forwarded to the student. Junior/senior high school students are not allowed to use the phone in the nurse's office.

### PERSONAL PROPERTY

In order to maintain school safety, deter thefts of personal property, and discourage students' bringing unnecessary items to class such as cell phones and MP3 players, all purses, bags, and backpacks must be locked in the student's locker during the school day.

### ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

### COMPLAINTS

Any student who has a complaint is free to discuss the complaint with an individual teacher, counselor, or administrator, when that person is available. Students are not to voice a complaint in the presence of other students. Students who show disrespect to any staff member of the school district will be disciplined accordingly. This disciplinary action may include all measures up to and including suspension/expulsion. A complaint is not a forum for any student to attempt to "show up" any member of the Hardin County staff. Any attempt to embarrass or question the authority of district employees shall be grounds for quick and appropriate disciplinary action. Parents are welcome to discuss issues with appropriate staff following the established chain of command. The discussion, however, should be in private and exemplify a high degree of mutual respect. Any adult who displays disruptive action while visiting school staff members will be subject to arrest and denial of visitation privileges.

### ADMISSION OF STUDENTS

The Hardin County CUSD #1 Board of Education declares that all students enrolling for the current school term must meet one of the following conditions:

1. Be a legal resident of the district.
2. Pay a non-resident pupil tuition charge upon enrollment.

(The residence of a person who has legal custody of a pupil is deemed to be the residence of the pupil.)

\*\*\*All students must be legal residents of the district and meet IHSA and SIJHSAA standards to be eligible for participation in any and all extracurricular activities, including athletics.

The following items are required to be considered for admission to Hardin County District Schools:

1. Affidavit of Custody and Control
2. Proof of Residency as required by the State of Illinois
3. Updated Immunization/Physical
4. ISBE Transfer Form (if transferring from another Illinois school district)

Note: \*\*\**Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Hardin County Community Unit School District #1 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and a penalty of no more than thirty (30) days in jail.*

### CLASSIFICATION OF STUDENTS

In order to become a sophomore, a student must have four (4) units of credit, a junior must have nine (9) units of credit, and a senior must have at least thirteen (13) units of credit. Information concerning individual classification and requirements is available in the office.

### TRANSFER STUDENTS

Students transferring from Hardin County Schools should follow these procedures:

1. Oral/written notification by the student's parent/guardian should be turned in to the guidance office.
2. Outstanding fees, breakfast/lunch charges, and/or fines should be paid.
3. Parent/guardian signatures should be on transcript release forms.
4. All school-owned property (books, uniforms, etc.) should be returned.
5. A "Student Transfer Form" should be obtained from the guidance office.
6. The student must sign a request to withdraw form.

### HOME SCHOOL CREDIT

Home school credits are not accepted by the Hardin County School District. Students entering Hardin County School District will be placed at the grade level deemed appropriate by Hardin County School District officials

## Section 2: Attendance, Promotion & Graduation

### ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The District shall not be responsible for the educational progress of any student who fails to maintain regular attendance. The District will not be liable for the progress of any student who is removed from the school for extended periods of time, contrary to law or good educational procedures. Excessive absenteeism by a student will result in that student being referred to the appropriate District Truancy Program and the Regional Superintendent's Office.

### STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], attend a civics event, or other reason as approved by the building principal/dean of students. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

### TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

A student who misses 10 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

#### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>4</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

### **Parent/Guardian Responsibility**

In the event of any absence, the student's parent or guardian is required to call the school at 618-287-2141, ext. 302 or ext. 308, before 8:20 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a call will be placed to the home reporting that the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **EXCUSED ABSENCE POLICY**

All absences are unexcused until a valid excusal is produced. Excused absences are absences with valid cause. Any absence that is not qualified below will be considered unexcused.

1. Observance of a religious holiday
2. Death in the immediate family, family emergency
3. Situations beyond the control of the student
4. Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
5. Mental or behavioral health-related reasons for up to 5 days before a medical note is required
6. Attend a civics event (1 day- Jr./Sr. High School students only)
7. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.
8. Other reasons as approved by the principal (such as college days, etc.)

A parent/guardian can excuse an absence by providing a written and signed note, a phone call, an email, or a fax to the office at **618-287-8381**. This notice should be delivered by 9:00 a.m.

A student may be absent for no more than 9 days per year (or 5% of the previous 180 days) without other documentation such as a doctor's note, court summons, or other original documentation. After 9 excused absences by the parent/guardian, additional documentation will be required in order for the student to receive an excused absence.

**Doctor/dentist/court excuses may be faxed to the office at 618-287-8381.** A student must present the doctor/dentist excuse to the office within 2 days of return to school. It is not the office personnel's responsibility to make calls for students to get these excuses. Doctor/dentist/court excuses do not count toward the student's 9 day limit.

Truancy is any absence from a required school function or school session that is neither approved nor known about by the school or parents. Truancy will result in disciplinary action and possible suspension from school. Additionally, truant minors will be reported to the State's Attorney and other truancy prevention programs.

### **Elementary**

Students in grades K-1 must be in attendance for 120 instructional minutes to be counted as present for ½ day and 240 instructional minutes to be counted as present for a full day.

Students in grades 2-5 must be in attendance for 150 instructional minutes to be counted as present for ½ day and for 300 instructional minutes to be counted as present for the whole day.

### **Jr./Sr. High**

1. Students must be present by 9:27 a.m. to be counted as tardy. After 9:27 a.m., students will be counted absent.
2. Students must be present by 11:30 p.m. to be counted for one half-day credit.
3. Students must be in school until 11:00 a.m. to be counted for one half-day credit.
4. Students should keep in mind that a full day is completed at the end of the regular school day which is 2:42 p.m.

**\*\*\*Students must be in attendance at least half-day in order to participate in or to attend any school function, athletic event, or extracurricular activity on that day. Administrators reserve the right to deny entrance into such functions for students who have failed to attend at least half-day. Additionally, any student who fails to attend at least one half-day and is reported participating in or attending a school function will receive disciplinary consequences. All decisions rest with administrators.**

When it is necessary for a student to be absent, the student must either bring a written excuse from a parent/guardian or have the parent/guardian notify the school by telephone upon the student's return to school. The excuse will state the number of days absent and the reason for the absence.

Absences are classified as excused or unexcused. This classification is made by school administration. A lack of written documentation or parental notification regarding the absence will automatically result in an unexcused absence with disciplinary action being taken.

### **ILLNESSES/INJURIES DURING THE SCHOOL DAY**

Before a student can leave school due to illness, he/she must have approval of the school nurse or the building principal/dean of students. The office secretary and teacher should be notified. Additionally, the parents/guardians will be notified to pick up the student. It will be the parents'/guardians' responsibility to provide transportation

A school nurse is on duty during the school day. All illnesses/injuries should be reported to the classroom teacher and then to the nurse. The following procedures should be followed:

1. Report to the classroom teacher for a pass to go to the nurse's office.
2. Do not go to the nurse's office between classes without a pass. The nurse is required to report this offense to the principal's office for possible disciplinary action. The phone in the nurse's office is off limits to students.



3. The school nurse, in consultation with the building principal/dean of students, if necessary, will determine when students need to leave school early due to illness.
4. The office will make any necessary arrangements if/when the nurse is not available.
5. It is the responsibility of the parents/guardians to provide transportation, unless permission is given by a /parent/guardian for a student to provide their own transportation.
6. If the above steps are not followed, disciplinary action will be taken.

Note: Excessive visits to the nurse will result in access being denied. The school district reserves the right to require a full medical examination be submitted for students who have multiple visits to the nurse.

**For emergency illnesses/injuries the following procedures should be followed:**

1. When an accident/serious illness occurs during the school day, the classroom teacher will notify the school nurse and principal's office immediately.
2. The student's parent/guardian or a responsible person designated by the parent/guardian will be notified as soon as possible.

**REQUESTS TO LEAVE SCHOOL EARLY**

Students will not be allowed to leave school early unless contact has been made with a parent/guardian. Requests should be limited to doctor/dentist appointments or court appearances. All early dismissal requests must be approved by the principal's office. It is the discretion of the building administrator as to what will be accepted as an excused reason. Excessive use or abuse of this privilege will result in unexcused absences and rejection of future requests. If someone other than the parent/guardian is to pick up the student from school, the parent/guardian should notify the school office. Students are not allowed to leave with others unless contact has been made with a parent/guardian.

**PRE-APPROVED ABSENCE**

There may be occasions when a student must be away from school. Requests for a pre-approved absence must be made as far in advance as possible. It is the discretion of the building administrator as to whether the request will be granted and whether the absence(s) will be excused. A pre-approved absence counts toward the student's (9) absence limit per year.. Any student who has missed (9) days during the given year and is therefore subject to the attendance policy will not be eligible for a pre-approved absence, also any student who is not in good academic standings will not be permitted pre-approved absence. All assignments missed during the pre-approved absence are due on the first day the student returns to school.

**TARDIES / EARLY DISMISSAL POLICY ELEMENTARY**

Students are expected to arrive at school and to classes on time. Very few tardies will be considered "excused". If students are tardy to school, they should bring a signed note from their parent/guardian or have the parent/guardian telephone the office. **A note or phone call from parents/guardians does not mean that the tardy will be excused. The decision of excused/unexcused will be made by the building administrator.**

If a student arrives after the regular beginning of his/her school day (students are allowed in the classrooms at 8:00 a.m. and a *tardy bell* rings at 8:03a.m.), the student must report to the office. There, the student signs in on the tardy roster and a tardy slip is issued to admit that student to class. Valid excuses for tardiness are the same as those for excused absences. Dismissals prior to 2:42 are treated the same as tardies.

It is recommended and expected that requests to leave the building prior to dismissal of school will be presented to the principal's/dean of student's office. Parents/guardians are requested to come to the office to pick up their child. Students will only be released to the parent, guardian or relative pre-approved of the student, unless otherwise notified. All permits to leave school must be approved by the office. Teachers are not authorized to release the child. The proper procedure for the students is to present the early dismissal request to the office or for the parent/guardian to notify the school in person. The request must be written and signed by the parent/guardian and have a phone number where the parent/guardian can be contacted. Students will go to their regular classes and will be called by the office when their transportation arrives. On occasions when school is to be dismissed early, parents/guardians will receive advance notification.

**TARDY POLICY JR./SR. HIGH**

If students are tardy to school, the parent/guardian should call the office or send a signed note with the student explaining the tardiness. A note or phone call from the parent/guardian does not mean that the tardy will be excused. The decision of excused/unexcused will be the decision of the administration. Very few tardies will be considered excused. Tardiness to class is defined as not being in the room when the bell rings. It is the student's responsibility to report to class on time. Students wishing to go to the restroom should report to their next class and obtain permission from the teacher rather than risk being late to class.

Tardies are assigned for students who are late to one period. Students who arrive at school after the 1st period has ended will be considered absent, and the absence will count towards the student's (9) day limit.

**Consequences for every 3<sup>rd</sup> accumulated tardy per semester are as follows:**

- ◆ 3<sup>rd</sup> tardy – lunch detention
- ◆ 6<sup>th</sup> tardy – 2 lunch detentions
- ◆ 9<sup>th</sup> tardy – in-school suspension, call to parent/guardian
- ◆ 12<sup>th</sup> tardy – in-school suspension, call to parent/guardian

**\*\*\*Any student, upon obtaining his/her 9th tardy in one semester, will be assigned an in-school suspension.**

**\*\*\* After 9 tardies, a parent/student conference is required with the administration to discuss further disciplinary action.**

**COLLEGE DAY FOR SENIORS**

Each senior will be given one pre-approved college day to visit a college. Students must be sure to clear the upcoming visit with the principal or counselor to receive an excused absence. Pre-approved absence policy applies. No more than (2) seniors will be allowed to go the same day without administrative approval. College Day permission forms may be picked up at the principal's offices and must be signed by a college official and submitted to the office upon return to school. Failure to do this could result in an unexcused absence.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal/dean of students at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **MAKE-UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit, however, it is the student's responsibility to see his/her teacher for make-up work. Students who are unexcused from school will not be allowed to make up missed work. It will be the teacher's discretion as to how to administer the make-up work once the student returns to school. Students will be permitted the same number of days as he/she was absent to turn in the make-up work.

### **RE-ENROLLMENT**

Re-enrollment will be denied to any individual above the age of seventeen (17) years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

### **DRIVERS' EDUCATION**

Drivers' Education is provided for students in grades 9-12 who have passed a minimum of eight (8) courses during the previous two (2) semesters or have received a waiver of this requirement from the local superintendent of schools. Students who are not promoted from ninth to tenth grade may be required to wait until second semester to take drivers' education. All students must pass the classroom portion of driver's education in order to receive a high school diploma. Driving school classes shall not count toward the fulfillment of this requirement. A \$20.00 lab fee shall be charged for students wishing to take the driving portion of driver's education. While all students are required to pass the classroom portion of drivers' education in a public high school, behind-the-wheel instruction is not mandatory. Parents and students desiring to utilize this service must have the \$20.00 non-refundable fee paid prior to the first day of driving. Students who fail the behind-the-wheel portion of drivers' education will not be entitled to the return of the \$20.00 fee. \*\*\*Any student who misses 5 days of driver's education will be dropped from the program.\*\*\*

### **DRIVER'S LICENSE CANCELLATION**

Per Public Act 94-0916, no driver's license or instruction permit shall be issued to any applicant who is under eighteen (18) years of age and not legally emancipated by marriage, unless he/she is a high school graduate, is enrolled in a GED course, has obtained a GED, is enrolled in high school or college, or is receiving home instruction. Likewise, a driver's license or instruction permit will be canceled if a student under eighteen (18) years of age drops out of school.

### **GRADES AND REPORT CARDS**

Each student will receive a report card at the end of each nine-week grading period. Report cards are to be picked up by parents at Parent Teacher Conferences, taken home for parents to examine, or sent by mail. For questions regarding grades, parents should contact the classroom teacher, and then, if necessary, the building principal/dean of students.

### **PARENT CONNECT**

Parent Connect is a very useful tool available to parents so that they will have the ability to view school information over the internet. Parents will have access to grade reports, attendance reports, and discipline reports for their student. Parents may access Parent Connect through log in information provided to students at the beginning of the school year.

### **DEFICIENCY REPORTS**

Deficiency notices will be mailed to parents at mid-quarter when the quality of the student's work is at the failing level or when the level of work is considerably below the level of expectation.

### **STUDENT PROMOTION / RETENTION POLICY**

The decision to promote or retain a student to the next grade level shall be based upon successful completion of the curriculum, attendance, performance based on standardized or other valid testing, or any other criteria established by the school board. Student retention may occur after a panel of applicable grade level teachers (ie. elementary, jr. high) review a student's performance in the above identified areas and make said recommendation to the principal and/or superintendent.

#### **Jr. High**

Students who fail two or more of the core academic subjects (math, language arts, science, or social studies) for the year will be ineligible for promotion to the next highest grade level. Retention decisions are at the sole discretion of the school, teacher, and building administrator. A student will not be promoted based upon age or any other social reason not related to academic performance.

#### **No Social Promotion Policy**

Students must be able to meet local goals and objectives and must perform at the expected grade level in order to be promoted to the next grade level. Decisions to promote or retain students in any classes shall be based on successful completion of the curricula, attendance requirements, and performance standards based on standardized testing and/or any other criteria established by the Board of Education. Students who fail to meet the qualifications for promotion shall be provided remedial assistance, which may include, but shall not be limited to, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and, failing to show progress through those strategies, retention in grade.

### **GRADING SCALE**

A+ = 100-99  
B+ = 89-88

A = 98-92  
B = 87-82

A- = 91-90  
B- = 81-80

C+ = 79-78  
D+ = 69-68

C = 77-72  
D = 67-62

C- = 71-70  
D- = 61-60  
F = 59 and Below

#### POINT VALUES FOR REGULAR GRADES

A+ = 5.25  
B+ = 4.50  
C+ = 3.50  
D+ = 2.50

A = 5.00  
B = 4.00  
C = 3.00  
D = 2.00  
F = 0.00

A- = 4.75  
B- = 3.75  
C- = 2.75  
D- = 1.75

#### POINT VALUES FOR WEIGHTED GRADES

Weighted classes contain additional point values for grades. Weighted classes include College Bound English IV, Spanish II, Chemistry I and II, Biology II, Physics, Advanced Math, Speech, and Calculus. Weighted classes may be rotated depending upon the demand for that particular class.

A+ = 6.25  
B+ = 5.50  
C+ = 4.50  
D+ = 2.50

A = 6.00  
B = 5.00  
C = 4.00  
D = 2.00  
F = 0.00

A- = 5.75  
B- = 4.75  
C- = 3.75  
D- = 1.75

\*In order to receive additional point values for weighted grades, at least a "C" must be earned in the weighted class.

#### INSTRUCTION GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading, develop procedures for reporting academic achievement to parents and students, and determine when the requirements for promotion and graduation have been met. Every teacher shall maintain an evaluation record for each student assigned to the teacher and shall administer the approved grading system. The teacher has the responsibility and right to determine grades and other evaluations of students within the grading policies of the District based upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. The final grade assigned by the teacher cannot be changed unless a District administrator first notifies the teacher concerning the nature and reasons for such change.

The reasons for which a student's grade may be changed include, but are not limited to: 1. A miscalculation of test scores; 2. A technical error in assigning a particular grade or score; 3. An inappropriate grading system used to determine the grade; or 4. An inappropriate grade based on an appropriate grading system.

The Superintendent, or designee, shall promulgate administrative procedures implementing this policy. The administrative procedures may provide for additional reasons for grade changes and shall provide a procedure through which requests for grade changes may be made. Should a grade change be made, the change shall be reflected in the grade or evaluation record maintained by the teacher. The change must be made by the administrator authorizing the change, who must initial the grade or evaluation record to indicate his or her approval of and responsibility for the change.

#### WEIGHTED GRADING SYSTEM

The following guidelines will be used to determine class rank:

11th and 12th Grades:

Valedictorian: At least 5 weighted classes  
Highest GPA

Salutatorian: At least 5 weighted classes  
Second Highest GPA

Class Rank 3 and Down: GPA

#### CLASS RANK

Class rank is determined by accumulated points earned divided by the number of units completed. Students will be ranked based on grade level equivalent work.

#### VALEDICTORIAN AND SALUTATORIAN

Grades for eight (8) semesters' work will be averaged to determine the Valedictorian and Salutatorian. All grade point averages will be rounded to three points from four places to the right of the decimal. To be considered for Valedictorian, a student must take at least five (5) weighted classes and have all A's or the highest overall G.P.A. To be considered for Salutatorian, a student must take at least five (5) weighted classes and be ranked second (2<sup>nd</sup>) after the Valedictorian. In order to be eligible for Valedictorian or Salutatorian, a student must be in attendance all of his/her junior and senior year at Hardin County High School. Seniors opting for "early-out" will not be considered for valedictorian/salutatorian honors.

#### HALL OF FAME

The (6) senior students with the highest grade point averages as determined by grade level equivalent work at the end of the seventh semester will be elected to the Hall of Fame. To be considered for the Hall of Fame, a student must have taken at least four (4) weighted classes. Students must have been in attendance all of their junior year and the first semester of their senior year at the Hardin County High School in order to be eligible.

#### MARSHALS

The top two students of the junior class will be selected as marshals based on the grade point average of the first five (5) semesters. In order to qualify as marshal, the student must meet the academic qualifications to be in good standing as a member of National Honor Society.

### HONOR ROLL

At the end of each quarter an honor roll will be compiled. To qualify for high honor roll, a student must have a grade point average of 4.50 and above. To qualify for regular honor roll, a student must have a grade point average of at least 4.00-4.49.

### NATIONAL HONOR SOCIETY SELECTION PROCESS

The National Honor Society faculty council has set a criteria for the NHS selection process. Students who have a minimum cumulative grade point average of 4.5, accumulate at least fifteen (15) curriculum points per semester (see below), and demonstrate service and leadership through documented activities will be invited to join the NHS. Once inducted, the members must maintain a cumulative average of at least 4.25 and must accumulate at least fifteen (15) curriculum points per semester. Failure to maintain these standards will result in a probationary period of one semester. By the end of the probationary period the grade point and fifteen (15) curriculum point standard must be reestablished in order to avoid dismissal from the chapter. Each student is entitled to only one probationary period. Once dismissed, a student becomes ineligible for future consideration. In order to be eligible for scholarship money, students must be seniors who have been active National Honor Society members for one calendar year.

#### Curriculum Point System: Points per semester

Five Points	Four Points	Three Points	Two Points	One Point
English I,II,III,IV	Algebra II	Speech	Pre-Algebra	All Other Classes
Geometry	Biology I	Algebra I	General Science	
Advanced Math	Chemistry I	Physical Science	Life Science	
Calculus		All Social Studies		
Biology II				
Chemistry II, Physics				

### INCOMPLETE GRADES

Incompletes are not considered to be a part of the district grading policy. Incompletes are assigned when extreme circumstances, such as a sudden illness, accident, or family emergency, prevent the student from completing work on time. Any incomplete that is not made up within two (2) weeks of the end of the grading period will be changed to an "F". The administration reserves the right to extend this time period depending upon the circumstances for which the incomplete was assigned.

### HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students must fulfill all course requirements of each teacher. Students are encouraged to use the time spent at school wisely to maximize the amount of class work and homework completed. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

### EXTRA CREDIT WORK POLICY

Students are expected to complete all assignments given by classroom teachers. At the teacher's discretion, extra credit work may be given, but **only** if all regularly assigned work has been completed. **Students are not eligible for extra credit work if the minimum assignments have not been completed.**

### PHYSICAL EDUCATION REQUIREMENT JR./SR. HIGH SCHOOL

P.E. is a required class for graduation. P.E. class will meet each day during the semester for a full class period. Grades are assigned based on meeting dress requirements, attendance and participation, and assessment of the level of mastery of appropriate physical education standards. Assessments include personal observation, paper and pencil assignments/quizzes/tests, and/or completed skill sets. To meet participation requirements, the student must be active in at least (1) of the assigned activities for that day. The student may not sit or lie on the floor/bleachers. The teacher will give rest/break times as needed depending on the activities scheduled for that day. Curriculum will align with State goals to meet various fitness, health, and awareness goals including but not limited to: flexibility, heart health, strength, stamina, and coordination as well as mental, emotional, social, and physical well-being. Equal and alternative assignments will be established to meet the needs of students who cannot participate in the standard assignment/activity for the day(s). To meet dress requirements the student must be wearing the school shirt, school shorts or blue/gray/black sweatpants, and tennis shoes. Credit will not be given for partial dress. The student may not wear P.E. clothes over the clothes worn to school that day. The school dress code must be followed as well. P.E. uniforms are available in the office for \$15.00 and include T-shirt and shorts. P.E. locks are available for a refundable fee of \$3.00. The fee is returned at the end of the year when the lock is given back to the teacher. Students are encouraged to lock up all belongings during class. Locks will be provided for Jr. High students. High School students will be required to purchase their own lock and give the code to the Physical Education Instructor. The school is not responsible for items lost or stolen during class. The student will receive one (1) free no dress/no participation day per quarter for any legitimate reason. The student will not be allowed to participate in any class activity on this day. After the one (1) free day is used, students will be assigned detentions for not dressing and/or not participating in class. In extreme cases, students may be assigned an out-of-school suspension for repeated violations.

### EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 9-12 may submit a written request to the building principal/dean of students 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;
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); or
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).
6. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1
7. A student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting.
8. Completion of a vocational or technical course (see "Substitutions for Required Courses" section of handbook)

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

The time of year when the student's participation ceases;

The student's class schedule; and

The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

### **CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES AND COURSE SUBSTITUTIONS**

#### **Credit for Non-District Experiences**

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

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

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

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

#### **Substitutions for Required Courses**

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

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

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### **Correspondence Courses**

1. Juniors and Seniors will be allowed to take correspondence courses from an accredited college, university, or an approved on-line program.
2. Only (1/2) credit will be accepted for core courses and classes required to meet state mandates in each area of English, math, science, or social studies for a total of (2) credits.\*\*

3. In order for any course to be accepted by the District, final examinations will be taken by participating students at the school site and will be proctored by school staff, when required/requested by an off-site institution.
4. A student must have attempted/taken a core class prior to taking a correspondence course, unless not offered by the school (e.g. foreign language).
5. A Senior must have completed all credits by the graduation date in order to participate in the graduation ceremony.

\*\* An exception to this requirement would be a student who was deemed a remote learner under the current state mandate.

### **DUAL CREDIT/DUAL ENROLLMENT COURSES**

Southeastern Illinois College (SIC) offers college courses to high school students through the SIC Early College Program (ECP). Qualified students (see ECP qualifications below) may choose to take ECP courses as dual credit or dual enrollment at a reduced cost. Hardin County Community School District #1 is not responsible for paying any costs accumulated by students choosing to participate in the Early College Program at Southeastern Illinois College.

Juniors and seniors may elect to take ECP course(s) during their high school fall and spring semesters for “dual credit.” Dual credit is defined as when “... an academically qualified high school student enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.” Juniors or seniors taking dual credit for the first time may take up to (2) ECP courses during the semester. Upon successful completion of their first semester of ECP dual credit courses, these students may opt to take more than (2) ECP the following semester. Any course designated as “dual credit” will have criteria established by both Hardin County Community Unit School District #1 and Southeastern Illinois College. In order to receive dual credit students must be able to fit their ECP course into their regular high school schedule. Students should realize that it is possible to receive high school credit for the class but fail to meet the criteria for college credit which requires a C or better grade in the class. In order to receive the college credit, students should miss no more than five (5) days per semester barring unforeseen circumstances. In the event of hospitalization or like event, the instructor and administration will determine the student’s status for the class. No student will be allowed to take a SIC on-line course for dual credit if that course is offered at Hardin County School, ex. English 121, unless approved by an administrator.(ICCB Rule 1501.507(b) (11) Credit Hour Claims). Some Hardin County teachers are qualified to offer dual credit courses to our students, please understand such courses are subject to change as they are evaluated by SIC semesterly.

Students who wish to take ECP courses for college credit only may do so as a “dual enrollment” student. Dual enrollment students may take ECP courses with the understanding that these courses count as college credit but not as credit towards high school graduation. Freshmen and sophomores may take ECP dual enrollment course(s) during the summer semester only. Freshmen and Sophomores taking an ECP program for the first time may only take (1) ECP course during the summer.

The following are basic qualifications and guidelines for high school students to participate in the Early College Program and should be considered along with previous requirements given for dual credit/dual enrollment courses:

1. Students must earn a 4.25 cumulative GPA in high school.
2. Students must take the NextGen Accuplacer placement test and score at college level.
3. Students must complete the SIC ECP Registration Form (see School Guidance Counselor or SIC Dual Credit Coordinator)
4. Juniors and Seniors must select an “SIC Online” period(s) for the ECP course they wish to receive dual credit for unless their Hardin County High School teacher is offering the dual credit course.
5. Freshmen and Sophomores may only take dual enrollment courses during the summer semester.
6. Students will not receive high school credit for courses not on their regular high school schedule.
7. Students must speak with the High School Guidance Counselor before dropping any dual credit courses.
8. Students who opt to drop a dual credit course before the end of the high school semester will have the grade, at the date the course was dropped, reported on their high school transcript unless school administration decides there is time for the student to earn credit in another course.

\*\*\*Additional information about dual credit/dual enrollment courses offered by SIC can be found by visiting [www.sic.edu](http://www.sic.edu), selecting “academics” then “high school students.”\*\*\*

### **EXCHANGE STUDENTS**

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by the administration. Exchange students on J-1 visas are not required to pay tuition. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District policies and regulations governing students. An exchange student will be granted a diploma if he/she completes the criteria for graduation established by the State of Illinois and the local Board of Education. The Board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal/dean of students. International study course work not meeting district requirements may be placed in the student’s permanent record and recorded as an international study experience.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

#### ENGLISH CLASSES

No student will be allowed to enroll in the next level of an English class without first passing the preceding one. For example, no student will be allowed to enroll in English II until successful completion of English I has been fulfilled. Administration may make adjustments for unique situations.

#### SCHEDULING

Pursuant to Public Act 101-654 and Public Act 102-209 (effective in the fall of 2023), students who meet or exceed State standards on State assessment tests in English language arts, math, and science must be automatically enrolled in the following school year in the next most rigorous level of advanced course offered by the high school.

#### SCHEDULE CHANGES

Students will have the first (5) five school days at the beginning of the first semester, and the first (3) three days at the beginning of the second semester to make appropriate schedule changes per administration approval. Administrators may waive this rule in extreme cases.

#### 8TH GRADE GRADUATION REQUIREMENTS

Any student failing two (2) core subjects may be retained in his/her current grade. Other factors such as performance on State or other normed achievement tests may be considered when making decisions on retention. Eighth (8th) grade students must have all required credits completed by graduation date to participate in the graduation ceremony.

**\*\*\* Students are required to successfully pass the State and Federal Constitutions to be promoted.**

#### HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

#### State Mandated Graduation Requirements

- (a) (4) Four years of language arts.
- (b) (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) (2) Two years of science.
- (e) (2) Two years of social studies, of which at least one year must be the history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) (1) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision.
- (g) (½) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.
- (k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.**

### Additional Hardin County CUSD #1 Requirements

Twenty (20) Credits are required to graduate. College bound students may have additional requirements.

1. (½) Drivers' Education Credit
2. (½) Resource Management Credit
3. (½) Life Skills Credit
4. (3½) P.E. Credits – (Unless Dr. Excused or Exempted)
5. (4) Elective Credits
6. Passing the United States and Illinois Constitution tests.
7. Completing the assigned standardized testing per grade or subject.
8. Seniors must have all credits completed by graduation date to participate in the graduation ceremony.
9. No student may graduate prior to his/her graduating class.

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

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following: (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid. (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

### **PARTICIPATION IN GRADUATION CEREMONY**

Participation in the eighth and twelfth grade graduation ceremonies is a privilege that may be revoked at any time by district administrators. For students who have worked hard and have had good attendance, this is a chance to walk with pride and show the community that academic success has been attained. Students may, however, be excluded from this ceremony if:

1. The student has had an excessive number of disciplinary infractions as determined by the school officials.
2. Students have not met the minimum requirements for graduation.
3. Students have not completed disciplinary assignments to the satisfaction of the administrators.
4. Students owe outstanding debts to the school or agents thereof as determined by the School officials
5. Students fail to attend scheduled graduation practices.
6. Administrators anticipate behavior or other factors which would damage the credibility of the school.
7. Students who are disruptive/disrespectful during graduation practice may be excluded from participation in graduation ceremonies. Any disciplinary action assigned during practice must be completed.
8. Diplomas will be held until after graduation ceremonies are completed. Any action deemed by school administration as inappropriate or disruptive will be grounds for disciplinary consequences. Disciplinary consequences may be assigned for completion up to (2) weeks after the conclusion of the school year. Students will not receive diplomas or have transcripts cleared for release until all disciplinary consequences have been fulfilled.

## **Section 3 – Student Fees and Meal Costs**

### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met.

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal/dean of students will give additional consideration where one or more of the following factors are present:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Unemployment;
4. Emergency situations; or
5. When one or more of the parents/guardians are involved in a work stoppage.



The building principal/dean of students will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal/dean of students.. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>3</sup>

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### SCHOOL FEES

#### Subject to change per board approval.

Textbook Rental =	\$40.00 Per Student (3 or more in family \$90.00)
Driver's Education Lab Fee =	\$20.00
P.E. Uniforms =	\$15.00
Parking Tag =	\$10.00

Parents who qualify for a fee waiver will have the textbook fee and the Driver's Education Lab fees waived. Applications for free/reduced lunch have to be submitted on a yearly basis for approval. Applications should be submitted at the beginning of the school year and/or when income changes. Office personnel will gladly assist any parent who needs help in completing the form. However, any money owed prior to receiving the fee waiver will have to be paid. Student bills carry over on a yearly basis. Be reminded that parents and staff members are subject to being taken to small claims court in order for the District to collect fees owed.

### BREAKFAST AND LUNCH PROCEDURES

Students may not leave campus once they arrive at school for breakfast or during lunch. During breakfast, students may go to their lockers to prepare for the day. Students do not abuse this privilege by making multiple trips during breakfast time. During lunch, students must proceed directly to the commons, and, after getting their lunch, shall immediately sit at a lunch table. For lunch, students shall remain in the commons until the bell rings, at which point they shall make sure their area which they were seated is clean, dispose of any trash in the appropriate receptacle, and exit the commons to their assigned location. Students shall follow all rules during breakfast and lunch.

#### Jr High/High School

1. WALK! File into the commons and into the breakfast or lunch line in an orderly manner.
2. No pushing/shoving or yelling/screaming at any time.
3. Do not cut in line.
4. There is no saving of seats for other students.
5. Trays and silverware must be returned to the proper area.
6. Do not throw any food or beverage containers at any time.
7. Show proper respect for all cafeteria personnel and lunchroom supervisors.
8. Do not go into the gym until given the directive to do so.
9. No food or drinks are allowed in the gym at any time.
10. Keep your hands off other students' food and/or drinks.
11. Keep your table neat and clean. Report major spills/messes to the custodian or supervisor on duty immediately.
12. There are no assigned seats, unless assigned by administration. Students should remain seated unless it is time to go to the gym or time to go to class.
13. Be quiet when announcements are being made over the intercom or by the supervisor on duty.
14. Drink machines are available only after all students have gone through the lunch line.
15. Only one (1) student may use the telephone at a time; do not crowd the office window.
16. Students must have permission from the supervisor on duty to leave the commons area for any reason (this includes hallways, classrooms, nurse, etc.).

**\*\*Students who misbehave  
will be assigned  
disciplinary consequences.**

#### Elementary School

1. Students shall walk to breakfast and lunch and shall be orderly and quiet during breakfast and lunch.
2. No pushing, shoving, loud talking, yelling, screaming, or other disruptions at any time.
3. Students shall not cut in line.
4. Students shall not save seats for other students.
5. Trays and silverware must be returned to the proper area.
6. Do not throw any food or beverage containers at any time.
7. Show proper respect for all cafeteria personnel and lunchroom supervisors.
8. Keep your hands off other students' food and/or drinks.
9. Keep your table neat and clean. Report major spills/messes to the custodian or supervisor on duty immediately.
10. There are no assigned seats, unless assigned by administration. Students should remain seated unless it is time to go to recess.
11. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
12. Students must have permission from the supervisor on duty to leave the commons area for any reason (this includes hallways, classrooms, nurse, etc.).

**\*\*Students who misbehave  
will be assigned  
disciplinary consequences.**

## Section 4: Transportation & Parking

### BUS TRANSPORTATION

The district provides bus transportation to and from school for all students. Students are not permitted to ride a bus other than the bus to which they are assigned. A school official must approve any exceptions in advance. While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal/dean of students. All school rules apply while students are on the bus, at a bus stop, or waiting for the bus. Students are expected to conduct themselves in an appropriate manner while riding the school bus. The administration reserves the right to issue disciplinary consequences for students who violate bus rules of conduct. Students may be suspended from riding the school bus for up to (10) consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, the Board of Education may suspend the student from riding the school bus for a period in excess of (10) days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Any student who is suspended from riding the bus to school is expected to be in attendance during the bus suspension. Any absence during the time of the bus suspension must be covered by a doctor/dentist/court excuse in order for the student to receive an excused absence and to be allowed to make up any work missed. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the school's transportation provider.

### BUS RULES AND REGULATIONS

In the interest of student's safety and in compliance with State law, students are expected to observe the following rules.

1. Be at the bus stop 5 minutes prior to scheduled a.m. pick up time, so drivers can see students, and buses can stay on schedule.
2. Stay off the road at all times while waiting on the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus or attempt to get off the bus until the bus has been brought to a complete stop.
4. All students will have an assigned seat. Do not leave that seat while the bus is in motion.
5. Be alert for a danger signal from the driver.
6. Remain on the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. Treat bus equipment as valuable furniture. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. No animals, weapons, flammables, glass, or balloons are allowed on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Be courteous to fellow pupils and the bus driver.
15. Help look after the safety and comfort of smaller children.
  
16. Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do this except by proper authorization from a school official.
17. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
18. No food or drink is to be consumed on the bus at any time.
19. Observe other rules as set up at any time by school employees.
20. Students are to ride their assigned bus.
21. No one may ride any school bus route other than school officials or busing personnel.

Violations of these rules may result in the following consequences:

- 1st offense..... verbal warning
- 2nd offense..... parent/guardian contacted and detention
- 3rd offense..... student not allowed to ride a bus for 2 days and parent/guardian conference scheduled.
- 4th offense..... student not allowed to ride a bus for 3 days and parent/guardian conference scheduled.
- 5th offense..... student not allowed to ride a bus for 5 days and parent/guardian conference scheduled.
- 6th offense..... student not allowed to ride a bus for a minimum of 10 days, with the option of being suspended from bus riding for the remainder of the year. A conference will be held with parent/guardian, bus driver, administration and School Board.

While actions taken may vary according to the seriousness of the student's misbehavior, the following cases of gross disobedience can result in immediate suspension of bus riding privileges:

1. fighting
2. vandalism
3. use of flammables
4. use or possession of tobacco, illegal drugs, alcohol
5. sexual harassment
6. strong profanity
7. insubordination to the bus driver
8. violations that endanger the safety of the children while riding the bus.

It shall be the duty of the bus driver to report students violating the above rules to the building principal/dean of students. The building principal/dean of students will be responsible for determining what actions are to be taken and maintaining the necessary documentation. If a parent/guardian desires a review of the bus suspension, a request may be submitted to the superintendent. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

### **SPECIAL BUSES**

Special buses may run for ball games, field trips, music contests, or other special events that occur outside of school hours. A student who rides a special bus to school events must return on that bus unless permission is given by the sponsor for the student to return with his/her parent/guardian. The parent/guardian must make the request in person and/or sign a trip consent form indicating such a request. All school rules and bus rules apply on the bus to any school function/event.

### **BUS CHANGE REQUESTS**

A signed letter or note will be required whenever parents/guardians wish a student to ride a bus other than the one assigned or the one they normally ride. Parents must include in their letter the name, address, and phone number of the person or household to which they desire the student to go. Phone calls will not be accepted. Notes will be collected each morning by the office and a bus note issued to the student. The office staff should receive these messages no later than 2:00 p.m. in order to ensure delivery prior to dismissal. Drivers will not let students ride a bus other than the one to which they are assigned without a bus note signed by a school official. Parents of grade K-2 students are required to have visual contact with the driver before the child/ren will be permitted to get off the bus.

### **PARKING ON CAMPUS**

Students must have a numbered parking tag in order to park their vehicles in the parking lot in front of the building. To park in any other area, students must have permission from a school official. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School parking lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Vehicles may not be parked in the bus lanes or fire lanes at any time. Vehicles in these locations may be ticketed by police officers and/or towed at the owner's expense.

### **DRIVING ON CAMPUS**

Students must have a parking tag and permission forms signed by parents before vehicles may be driven to school. Each student will receive permission forms in their registration packets at the beginning of the school year.

**The privilege of driving on the campus may be withdrawn from any student who violates any of the following regulations without prior notice.**

1. Campus speed shall not be in excess of (10) miles per hour. Cars must be driven safely at all times and must yield to pedestrians.
2. Student driving/parking access shall be limited to the main entrance and the front parking lot. Students driving around the building to either side or rear during school hours will be in violation of their driving privileges and subject to loss of such privilege.
3. Upon arrival at school, students should proceed immediately into the school building. Sitting in parked vehicles or congregating in the parking lot will not be allowed.
4. Vehicles driven to school by students must be parked in the student parking lot in front of the building in the space corresponding to the parking tag.
5. Students will rarely be given permission to go to their vehicles during the day. If a situation arises where a student absolutely must go to his/her vehicle, permission must be granted by an administrator. This request also gives implied consent to allow the administrator to search the student vehicle.
6. All student-operated motor vehicles driven to school and parked on school premises must be in safe operating condition, and each driver must certify that the vehicle for which a permit is requested is legally insured for public liability and licensed.
7. Students are not allowed to drive their cars to the auto shop for the purpose of doing repairs on their cars unless permission is given by the building administrator **and** the instructor.
8. Students who in any way interfere with or block the flow of bus traffic may have their driving privileges suspended.
9. Spinning tires in the gravel/asphalt and/or otherwise driving recklessly will result in driving privileges being suspended.
10. Students will not be allowed to leave school grounds riding in the open bed of a pickup truck.
11. Vehicles such as four-wheelers, dirt bikes, or any other recreational vehicle that is not properly licensed and insured will not be allowed to be driven to school.

Students leaving the school property without permission during the school day will be punished as per the discipline policy. Any student who has driving privileges revoked is expected to attend school as scheduled. Any absence during the time of a driving to school suspension must be accompanied by a doctor's note in order for the absence to be excused. Failure to provide such medical documentation will result in disciplinary action taken up to and including supervised study session, suspension of the driving suspension, and/or out-of-school suspension. Failure to abide by the parking policy will result in possible towing of vehicles at the owner's expense, and driving to school privileges will be revoked.

## **Section 5: Health and Safety**

### **IMMUNIZATION AND PHYSICAL EXAMINATIONS**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. ALL students in grades 5-12 who plan to try-out or play a school sport, will also need to have a sports physical on file with the school nurse.

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

**DENTAL EXAMINATION REQUIREMENTS**

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

**VISION EXAMINATION REQUIREMENTS**

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

<p><b><u>EARLY CHILDHOOD; PreK; KINDERGARTEN</u></b>  <b><i>MUST HAVE:</i></b>                  1) A complete physical exam from a licensed physician given within 1 year prior to entry.                  2) A lead screening.                  3) 5 Diphtheria, Tetanus and Pertussis (DPT or DTaP) injections with the last one administered on or after age four. (2 mos.; 4 mos.; 6 mos.; 15-18 mos.; 4 yrs.)                  4) 4 Inactivated Polio with the last one administered on or after age four. (2 mos.; 4 mos.; 6 mos.; 15-18 mos.; 4yrs.)                  5) 2 Measles, Mumps and Rubella (MMR) injections with the last one administered on or after age four. (15 mos.; 4 yrs.)                  6) 3 Hepatitis B Vaccine doses.                  7) A dental exam by May 15.                  8) Vision exam by licensed optometrist by October 15<sup>th</sup>.  <b><i>RECOMMENDED:</i></b>                  9) A T.B. skin test given 1 year prior to entry.                  10) Hearing exam by licensed physician.</p> <p><b><u>SECOND GRADERS</u></b>                  1) Must have a dental examination by May 15.</p> <p><b>*NOTE:</b> Head Start physicals will be accepted if done within 1 year prior to entry into the elementary school and signed by a physician.</p>	<p><b><u>SIXTH GRADERS</u></b>  <b><i>MUST HAVE:</i></b>                  1) A complete physical examination by a licensed physician given within 1 year prior to entry.                  2) All immunizations required for entering the public school were brought <u>up to date</u>.                  3) Proof of three Hepatitis B vaccine doses or the series started.                  4) Proof of receiving 1 dose of Tdap (tetanus, diphtheria, acellular pertussis).                  5) A dental exam by May 15<sup>th</sup> or report card will be held.</p> <p><b><i>RECOMMENDED:</i></b>                  6) A T.B. skin test                  7) A vision exam</p> <p><b><u>NINTH GRADERS</u></b>  <b><i>MUST HAVE:</i></b>                  1) A complete physical examination by a licensed Physician given within 1 year prior to entry.                  2) All immunizations required for entering the public school brought <u>up to date</u>.</p> <p><b><i>RECOMMENDED:</i></b>                  3) A T.B. skin test                  4) A vision exam                  5) A dental exam</p>
<p>Beginning with the school year 2015-2016, children entering school at any grade level, Kindergarten through 12<sup>th</sup>, shall show proof of having received two doses of MMR and Varicella. Children entering 6<sup>th</sup> thru 12<sup>th</sup> grades, 1 dose of Tdap. Also, children entering 6<sup>th</sup> thru 12<sup>th</sup> grades Meningococcal Conjugate Vaccine: 6<sup>th</sup> grade 1 dose of MCV4 (1<sup>st</sup> dose on or after 10<sup>th</sup> birthday). 12 graders 2 doses of MCV4 (2<sup>nd</sup> dose on or after 16<sup>th</sup> birthday). Proof must be submitted to the school <b>no later than October 15<sup>th</sup></b>.</p>	

**Exemptions**

A student will be exempted from the above requirements for:

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

### HEALTH SERVICE GUIDELINES

A school nurse is on duty or on call during the school day. All injuries should be reported to the teacher and then to the nurse. The following procedures should be followed:

1. In case of sickness, report to the teacher for a pass to go to the Nurse.
2. The office will make arrangements if the nurse is not available.
3. Do not ask the nurse for a pass. She will not issue it.
4. If the above steps are not followed, disciplinary action will be taken.

**Excessive visits to the nurse will result in access being denied. The school district reserves the right to require a full medical exam be submitted for students who have multiple visits to the nurse.**

The above steps are for minor injuries/sickness. For emergency care the following procedures should be followed:

1. When an accident/serious illness occurs during the school day, the teacher shall notify the principal's office immediately.
2. The student's parents/guardian or a responsible person (designated by the parent/guardian) will be notified as soon as possible.

### STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." These forms are given to parents/students in the registration packets at the beginning of the school year. Forms are also available in the office and the nurse's office.

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

### SELF-ADMINISTRATION OF MEDICATION

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

Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the child in self-administration. In the event the dosage is not administered as ordered, the reason therefore shall be entered in the record. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber. **All prescription and over the counter medications shall be brought to school in the original package with the manufacturer's original label, ingredients, dosage instructions, and child's name on it.**

### ADMINISTERING MEDICINE TO STUDENTS

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. Medications directed to be given (2) or (3) times a day need not be given at school unless accompanied by a written note. Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the child in self-administration. In the event the dosage is not administered as ordered, the reason therefore shall be entered in the record. The school nurse may, in conjunction with a licensed prescriber and parent/guardian, identify the circumstances in which a child may self-administer medication. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the child's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the school nurse. A procedure shall be established for written feedback to the licensed prescriber and the parent/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed prescriber. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber. All medications (*including non-prescription drugs*) given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. This excludes standing orders.

A written order for prescriptions and non-prescription medication must be obtained from the child's licensed prescriber. The order includes:

- Name
- Date of Birth
- Licensed Prescriber and Signature
- Licensed Prescriber phone/emergency number
- Name of Medication
  - Dosage
  - Route of administration
  - Frequency/time of administration
- Date of prescription
- Date of order
- Discontinuation date
- Diagnosis requiring medication

- Intended effect of the medication
- Other medication the child is receiving
- Time interval for re-evaluation

**\*\*\*Note: All medications must be brought to school in the original package.**

Over the counter medications shall be brought in with the manufacturer's original label with the ingredients and the child's name affixed to the container. In addition to the licensed prescriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of an emergency. It is the parent's/guardian's responsibility to assure that the licensed prescriber's orders, written request and medications are brought to the school. Medications must be stored in a separate locked drawer or cabinet. Medication requiring refrigeration should be refrigerated in a secure area. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse will dispose of it and document that medications were discarded. Medications will be discarded in the presence of a witness. The Hardin County School District retains the right to reject administration of medication.

#### **ASTHMA MEDICATION/SELF-ADMINISTRATION**

As stated in *The Illinois School Code* 105 ILCS 5/22-30, schools are required to permit the self administration of asthma medication, provided that the parents of the pupil provide written authorization for self-administration and provide written certification from the physician that the student does have asthma and is capable of self-administration. The school must inform the parents, and they must sign an acknowledgment that school district personnel incur no liability (except for willful and wanton conduct) for injury arising from self-administration. An authorization form may be obtained from the school office for this self-administration procedure.

#### **PREVENTION OF ANAPHYLAXIS**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the building principal/dean of students.

#### **GUIDANCE AND COUNSELING**

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

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

#### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

##### **Severe Weather Plan**

Faculty and students will be notified over the intercom system when a storm warning has been issued.

1. Students in classrooms without windows will remain in the classroom.
2. Students in the commons move to the hallway.
3. Students in all classrooms with windows move to the hallway.
4. Students in the gym move to the locker rooms.
5. Students are to stay away from windows.
6. Faculty and students should duck and cover and should remain quiet until additional instructions are given.

##### **Earthquake Plan**

In the event of an earthquake, faculty and students should take the following actions:

1. **DUCK** or drop down to the floor.
2. Take **COVER** under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect the head by covering it with arms. Avoid danger spots near windows, hanging objects (lights), mirrors, or tall furniture.
3. If taking cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
4. If outside, get into an open area away from trees, buildings, and power lines.
5. After the tremors have stopped, wait for a signal from a school official to leave the building with the classroom teacher.
6. Always remain calm, walk in an orderly manner, and be quiet in order to hear additional instructions.

7. Remain with a teacher at all times until additional instructions have been given.
8. Never touch any exposed wiring.
9. Do not re-enter the building until being notified by a school official to do so.

#### **Fire Plan**

The fire alarm is a loud, continuous buzzing noise.

1. Each classroom should have the appropriate exit posted by the door to be used in the event of a fire. Be familiar with these exits.
2. Walk in an orderly manner and be quiet to hear additional instructions.
3. Do not stop to get any personal possessions.
4. Remain with the teacher at all times until additional instructions have been given.
5. Do not re-enter the building until notified by a school official to do so.

#### **Lock Down Status**

For security reasons, the administration reserves the right to place the campus under lockdown status. Faculty and students will be notified by the intercom system. During this time, teachers will hold students in the classroom with the door closed and locked. Faculty and students should stay away from windows and doors. No student will be allowed in the halls and/or any other part of the building during lockdown status. Students should remain calm and wait for additional instructions.

#### **COMMUNICABLE DISEASES**

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

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

#### **HEAD LICE POLICY**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. The following procedures for head lice/nits will be followed.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students (Lice/Nits) will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation. Parents/guardians are encouraged to consult with their own physician concerning treatment.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and nits. Infested children are prohibited from riding the bus until cleared by the school nurse.
5. If head lice/nits are detected on a child more than once, school administrators may require the child to remain out of school for a longer period of time. The local health department and/or the Department of Children and Family Services (DCFS) may be notified.

Since it is impossible for school personnel to screen every child every day for lice, we ask parents/guardians to please examine their own child for lice on a regular basis. Please instruct your child not to wear another person's hat or clothing and to never use another person's comb or brush. Please remember that head lice are fairly common in young children and their presence does not mean that your child or home is dirty. If head lice are found on your child, please don't panic or try to place blame. Just follow the written instructions from the school nurse so that your child may return to school as quickly as possible.

#### **GENERAL BUILDING CONDUCT**

Students shall not arrive at school before 7:45 a.m. Classes begin at 8:00 a.m. and Jr./Sr. High School students are dismissed at 2:42 p.m. and Elementary are dismissed at 2:42 p.m. each day. Students should exit their bus or vehicles and proceed directly into the building. High school and junior high students will go to the commons until the bell rings for first hour class. Loitering outside the building or in undesignated areas will not be allowed. Running, pushing/shoving others, and yelling/screaming in the building will not be tolerated. Students should act appropriately at all times. Hardin County Junior/Senior High School will enforce the closed campus policy. Students must remain at school at all times. Students who must leave during the school day must have permission from their parents and check out through the office. Students who leave school without permission and/or do not follow proper checkout procedures will be assigned disciplinary consequences, and the local truancy officer and/or local sheriff's department may be contacted. Please be reminded that parent permission to leave school does not necessarily mean the student will receive an excused absence. Before a student may leave school due to illness, he must have approval from the school nurse and/or school administrator. Failure to go through the nurse for an illness will result in the student receiving an unexcused absence. Repeated incidents of this violation will result in disciplinary action. Students will not be allowed to leave campus for personal business. It is the student's responsibility to bring items to school necessary for the day's activities, including all extracurricular activities. Students will not be allowed to leave school to get forgotten items. Students may use the telephone and request that someone from home bring the forgotten items to school. Students who leave school without permission and/or do not follow proper checkout procedures will be assigned disciplinary consequences.

\*\*\*No student will be allowed to leave campus during the school day unless contact has been made with a parent/guardian.

#### **CAMPUS SECURITY**

1. Students are not allowed to go outside the building during the school day without permission from a school official.
2. Students who attend auto shop classes must enter/exit the building using the main (front) doors.
3. Students are only allowed in the kitchen during appropriate breakfast and lunch times.
4. High school students are not to use the junior high hallway at any time.

5. After classes end for the day, students are not allowed in the building except for school-related activities such as athletics, clubs, meetings, and rehearsals/practices. Students should never be in the building after school hours.
6. Students found and/or reported in unauthorized areas will be assigned disciplinary consequences.
7. Students are not allowed in the teachers' lounge at any time.
8. Students will not be allowed to excessively have their lunch brought in to them.

#### DUTY TO WARN

Every student at Hardin County High School has an expressed duty to warn appropriate school personnel of any threat made against the school or another individual. School safety is the responsibility of everyone.

#### SCHOOL DRESS CODE

Dress code enforcement begins at home. Parents/guardians have the primary responsibility of making sure their children understand and adhere to the Hardin County CUSD #1 dress code, and arrive at school appropriately dressed and groomed.

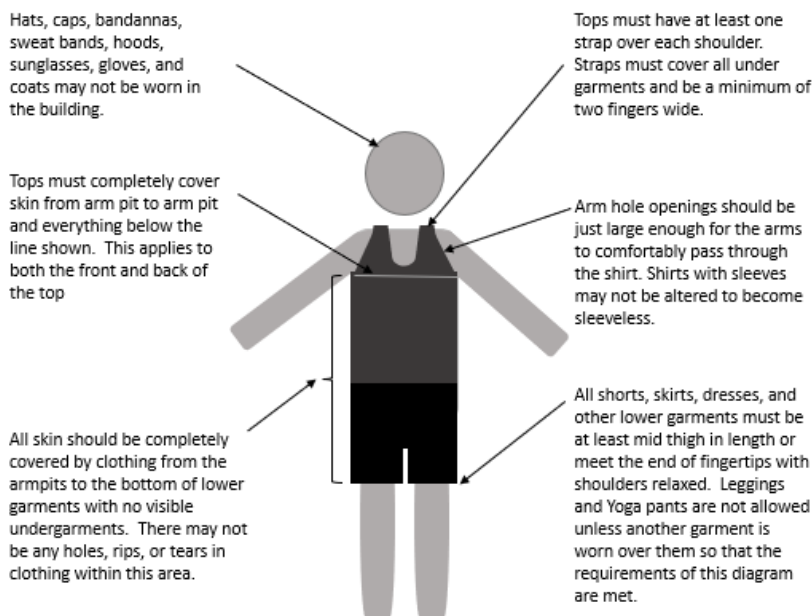
The dress code described below cannot fully predict all circumstances. For that reason, the school administration has the authority to prohibit any attire that creates, lends, or adds to disruption in the school environment. Further, the administration shall have the authority to prohibit any attire, symbol, badge, or sign which has a material or substantial disruptive effect on the work and discipline of the school. Specific attire/footwear for certain classes will be included in course syllabi or this handbook.

The following guidelines will be used, but are not limited to, for determining appropriate school attire, understanding that age appropriateness and body maturity will be determining factors for enforcement:

- Clothing and/or apparel that causes or is likely to cause a disruption to school activities.
- Student dress, including all accessories and tattoos, may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, tobacco, firearms, violent behavior, or other inappropriate images.
- Student dress, including all accessories and tattoos, may not display lewd, vulgar, obscene, or offensive language/pictures/symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in any of the shop areas, labs, or during physical education.
- No large outer garments are to be worn to class that could conceal inappropriate items not conducive to the educational process.
- Miscellaneous items that are prohibited, including but not limited to: pajama pants, slippers, robes, blankets, pillows, stuffed animals, accessories that could be used as weapons or jeopardize the safety and well-being of the students or others. Clothing should be worn for the purpose for which it was designed.
- Other dress code guidelines may be determined by the Administration as new styles of clothing become popular that may not be in line with appropriate school attire.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The following guidelines will be used, but are not limited to, for determining appropriate school attire, understanding that age appropriateness and body maturity will be determining factors for enforcement:

- In addition to all other dress code requirements, all students will be expected to meet the requirements outlined in the following dress code diagram:



Students who wear inappropriate clothing will be told to change. If alternate clothing is not available here at school, students will be loaned an outfit consisting of a t-shirt and/or gym shorts or they may be allowed to use the telephone to request a parent/guardian to bring them appropriate clothing. If contact cannot be made with a parent/guardian, the student will wear the school provided outfit. Students who refuse to cooperate and/or refuse to comply with the dress code will be assigned disciplinary consequences, which may include an out of school suspension for insubordination.



## Section 6 – Discipline & Conduct

### STUDENT DISCIPLINE

One of the most important lessons students should learn is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training, which develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With an understanding of the purpose for discipline, students may form a correct attitude toward it. Self-restraint and self-discipline are the foundations for developing into a productive and contributing citizen of our society. By practicing proper conduct, students will enhance the learning environment for themselves and others.

Students must adhere to a code of good conduct and behavior not only for their own benefit but also for the benefit of others. All students have a right to learn as much as they can while they are at school; therefore no student has the right to deprive others of a quality education or to jeopardize the safety of others. Students are expected to conduct themselves in a manner that will reflect positively on the school and student body. In an attempt to ensure proper conduct and behavior, teachers are authorized by *The Illinois School Code* to remove disruptive students from their classes but should do so only in cases that are warranted. Students who have to be removed from the classroom on a consistent basis should be referred to the school administrator. The superintendent and/or principal may suspend students who are consistently disruptive in class.

All teachers and staff members of the District, including substitutes, have the obligation and authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies to all students at all locations and includes conduct away from school at school-sponsored events and activities. In accordance with 105ILCS 5/24-24, teachers and administrators may use reasonable force as needed to maintain safety for other students, school personnel, or for the purpose of self defense or the defense of property.

Parents are expected to support the school district regarding disciplinary actions. When parents enroll their children in Hardin County Community School District #1, it is implied and understood that the children will abide by the rules and regulations. Failure and/or refusal of parents to abide by the policies and procedures established by the school district will jeopardize the student's continued enrollment within the school system. Parents shall have no authority in disciplinary matters beyond the due process guaranteed by law for suspensions and expulsions.

All disciplinary consequences must be fulfilled in order for a student to be considered "in good standing." Any eighth grade or senior student with outstanding disciplinary consequences not completed by graduation may be excluded from graduation ceremonies.

Previous year's disciplinary consequences not fulfilled will be served the first day or the first week of the new school year.

Any student who withdraws from the school district and who owes disciplinary consequences will fulfill the outstanding consequences upon re-enrollment.

### PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- 1) Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 2) Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 3) Using, possessing, distributing, purchasing, selling or offering for sale.
  - a) Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b) Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f) "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h) Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- 4) Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- 5) Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 6) Using or possessing an electronic paging device.
- 7) Using a cellular telephone, smartphone, smart watch, or “smart-gear”, video recording device, personal digital assistant (PDA), earbuds, or similar electronic device in any manner is completely prohibited during class time, including P.E, and passing periods. (replaced) During class time, electronic devices are to be turned off and stowed as directed by school administration. During passing periods, electronic devices should be powered off and placed out-of-sight. Students are prohibited from all forms of communication when using their personal electronic device during the school day unless authorized by a school administrator. This includes making calls, sending messages, or posting on social media. In addition, students are not allowed to take pictures or record video or audio on their personal electronic device. This includes prohibited conduct such as creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal/dean of students, all cellular phones, smartphones and other electronic devices must be powered off and stowed during class time except when (a) the use of the device is provided in a student’s individualized education program (IEP); (b) on school trips if authorized by the trip sponsor; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. If a student feels ill they may not use their personal electronic device to call home. All calls for early dismissal due to student illness must filter through the school nurse’s office.
- 8) Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 9) Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 10) Insubordination and/or disrespect shown toward any staff member of the school district including inappropriate language directed towards any staff member.
- 11) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 12) Acts of forgery – Altering information with the intent to deceive, also includes making deceptive phone calls to impersonate/misrepresent identity.
- 13) Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 14) Engaging in any sexual activity, including without limitation, PDA (Public Displays of Affection), offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 15) Engaging in teen dating violence.
- 16) Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 17) Entering school property or a school facility without proper authorization.
- 18) In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 19) Being absent without a recognized excuse.
- 20) Being involved with any public school fraternity, sorority, or secret society.
- 21) Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 22) Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 23) Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 24) Joking/kidding around about killing someone, shooting someone, or bombing the school is not appropriate in today’s society and will not be allowed in our school.
- 25) Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 26) Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal/dean of students.

27) Any action or activity deemed by the school administration as detrimental to the education process of students enrolled in Hardin County CUSD #1.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

#### **EXAMPLES OF SERIOUS DISCIPLINARY ACTIONS**

- Disturbance on school grounds, in hallways, or cafeteria areas
- Possession or use of water pistols or water balloons
- Classroom disturbance
- Forgery of a note from home
- Forgery of a hall pass, admit slip, etc.
- Possession or sale of pornographic materials
- Excessive tardiness
- Violation of classroom and field trip rules
- Theft of personal/school property
- Violation of closed campus
- Unauthorized petitions of the school discipline code
- Possession of fireworks or smoking on school property
- Using/displaying obscenities
- Gambling
- Use of tape player/radios while on school property
- Insubordination or disrespect
- Fighting
- Indecency or sexual harassment
- Disruptions of education process
- Truancy
- Assault (verbal and/or physical)
- Gross intimidation or threats of violence
- Inciting violence/disobedience
- Repeated violations of the school discipline code
- Use/possession of tobacco products
- Unauthorized sale or distribution of materials
- Vandalism to school/personal property
- Impending administrative investigation
- Plagiarism
- Cheating on homework or exams
- Being in unauthorized areas
- Public Displays of Affection (PDA) – kissing, hugging, embracing, hand holding, etc.
- Out of class without permission and/or without a pass
- Unauthorized possession and/or use of phones, ipods, ipads, or other electronic devices.
- This list cannot possibly comprise all possible scenarios or situations. “Serious disciplinary actions” are at the final discretion of the administration

#### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary

measures include, without limitation, any of the following measures:

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

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

#### **CORPORAL PUNISHMENT**

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

#### **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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

#### **GANG AND GANG ACTIVITY PROHIBITED**

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

#### **RESPECT TOWARD STAFF**

Students are expected to show each staff member of Hardin County School District the respect they deserve at all times. Janitors, bus drivers, cooks, secretaries, teachers, aides, coaches, and administrators are to be addressed in an appropriate manner. Teachers, coaches, and administrators shall be addressed by Dr. Mr., Ms., or Coach when students are conversing with such personnel. Failure to show proper respect will result in disciplinary action which may include suspension and/or expulsion. Arguing, back-talking, and other forms of disrespect will not be tolerated and will be met with the most stringent form of disciplinary action. All teachers in the school district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies even if the student is not assigned to that teacher or class.

The main purpose of the entire school staff is to help to educate the student body. Since the school staff stands in the place of the parents/guardians, they expect to receive the same respect due the parents/guardians. In keeping with this ideal, students should be aware that cases of insubordination will not be tolerated and are subject to disciplinary actions.

**NOTE: Gross disrespect, including insubordination, intimidation or attempted intimidation of school personnel or another student, fighting with or assaulting school personnel or other students, and verbal abuse or use of profanity or obscenity to school personnel or other students could result in suspension or expulsion from school, depending on the type of behavior.**

In accordance with 105 ILCS 5/24-24, teachers and administrators may use reasonable force as needed to maintain safety for other students, school personnel, or for the purpose of self-defense or the defense of property.

### **PROFANITY POLICY**

Realizing that students need a wholesome learning environment, profanity or foul language will not be permitted at school or school related activities. Since it would be almost impossible to make a complete list of words that are considered unacceptable or rank them according to severity, the administration will make the determination.

\*\*\*Foul or abusive language or gestures directed at a staff member or supervisory person will result in a suspension and possibly expulsion.

### **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 District 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:

#### **During any school-sponsored education program or activity.**

1. 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.
2. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
3. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

**Bullying includes cyber-bullying 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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **BULLYING AND PREVENTION PLAN (last approved on 6/27/2022)**

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 district and 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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, Andy Edmondson, (aedmondson@hardink12.net) or any staff member. Anonymous reports are also accepted by phone call 618-287-2141 or in writing.

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. 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.
  - a. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
  - b. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
4. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
5. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process
  - c. Notifying the building principal/dean of students or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the building

principal/dean of students or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

To report an incident, please contact the building level office.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  1. The frequency of victimization;
  2. Student, staff, and family observations of safety at a school;
  3. Identification of areas of a school where bullying occurs;
  4. The types of bullying utilized; and
  5. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  1. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  2. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  3. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  4. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  5. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  6. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  7. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  8. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational

performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

#### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

#### **Teen Dating Violence Prohibited**

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

#### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

#### **SMOKING/USE OF TOBACCO OR NICOTINE**

Students are not permitted to use, possess, distribute, purchase, sell, or offer to sell tobacco or nicotine materials including cigarettes, electronic cigarettes, e-cigarettes, vapes, vape pens or other vape related products, cigars, snuff, lighters, matches, etc., in any form on the school grounds, including parking areas, school building, and on school buses during school time or at school related activities. Any student who chooses to disregard this policy will be dealt with by the following guidelines:

**1<sup>st</sup> Offense-** 1 day In-school suspension, Parent Notification, & products destroyed.

**2<sup>nd</sup> Offense-** 3 days In-school suspension or 1 day out-of-school suspension, Parent Notification, & products destroyed.

**3<sup>rd</sup> Offense-** 1 Days out-of-school suspension, Parent Notification, and products destroyed.

**4<sup>th</sup> Offense-** Law Enforcement will be contacted

#### **SUSPECTED DRUG/ALCOHOL POSSESSION OR USE**

Students who are suspected of using, possessing, or selling alcohol and/or other drugs will be closely monitored by the administration. If there is suspicion of such activity, the suspected student shall be subject to whatever measures are deemed necessary to insure the health and safety of the suspected student and the rest of the student body. Students found to be in possession of, using, or selling alcohol/drugs shall be penalized to the fullest extent of *The Illinois School Code*. Additionally, the school district reserves the right to pursue criminal charges against the student. Students who appear to be under the influence shall be sent home. Parents will be notified.

Students caught with said products in their possession or caught using said products may be penalized to the fullest extent of the law in accordance with *The Illinois School Code*. Look-alike drugs and drug paraphernalia are included in this policy. This penalty may result in a (2) year expulsion from Hardin County Community Unit School District #1.

#### **FIGHTING AND PHYSICAL VIOLENCE**

Fighting and other forms of physical violence will not be tolerated at Hardin County High School. Such forms of aggression shall be considered not only as a gross violation of expected student behavior but additionally as a law enforcement problem. A student who participates in a fight should expect to be suspended out of school for a period determined by administration and may be placed in the custody of the Hardin County Sheriff's Department.

The administration reserves the right to investigate the circumstances surrounding the fight. If it is determined that a student was blatantly attacked and the victim is simply fighting back in order to protect himself/herself, the one who made the attack may be dealt with more harshly. If it is determined that the victim did not use excessive force, no disciplinary consequence shall be assigned to the victim.

If a student is struck by another student, the victim should (if possible) refrain from striking back but should seek help from a teacher/principal.

#### **UNAUTHORIZED PERSONAL PROPERTY**

Students will not be permitted to bring toys, radios, video games, animals, cell phones, pagers, tape/CD players, or Ipods on school grounds or on the bus, unless it is for a special project with approval of the teacher and Administrator. Violation of this rule will result in confiscation of the item and disciplinary action from verbal reprimand to expulsion. Parents will be allowed to pick the items up in the school office.

#### **STUDENT USE OF ELECTRONIC DEVICES**

**The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices during class time and passing periods.** An electronic device includes, but is not limited to, the following: cell phone, smart phone, **smart watch**, audio or video recording device, personal digital assistant (PDA), earbuds, ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal/dean of students or dean of students.



During instructional time, which consists of class periods (including physical education) and passing periods, electronic devices must be kept powered-off and stowed while in the classroom, and kept out-of-sight during passing periods. Students may access their electronic devices before school, during lunch, afterschool, in accordance with their IEP, on school trips if authorized by the trip sponsor, or during an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs/video/audio; (2) sending messages; (3) making phone calls, including calls to go home due to illness without going through the school nurse's office; (4) posting on social media; (5) cheating. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified. The student may pick up the device in the school office at the end of the school day.
2. Second offense – The device will be confiscated. Two (2) detentions will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
3. Third and subsequent offense – The device will be confiscated. The student will be assigned three (3) detentions and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

#### **MULTIPLE DISCIPLINARY INFRACTIONS**

Students who have multiple disciplinary infractions shall be treated as chronic offenders of the school discipline code. Such students shall be suspended and may be referred to the Board of Education for an expulsion hearing. Students who cause a disruption of the educational process on a continual basis will not be allowed to attend Hardin County High School.

#### **DETENTION POLICY**

Lunch detentions assigned to a student will require the student reporting to detention and not being allowed to dine with the other students. A writing assignment may be required during the detention. Failure to successfully complete lunchtime detention shall result in disciplinary action as deemed appropriate by the administration.

After-school detention sessions will be held as needed. Students must serve detention on the day it is assigned unless the student is absent from school. Detention days will not be changed. Students involved in extracurricular activities or who have a job will not be excused from detention to attend any meetings, practices, games, events, or work. It will be the student's responsibility to explain to the sponsor, coach, or boss why he/she is late or absent. Students should report to detention on time. Students who leave detention early will not receive credit and will receive additional consequences which may include out-of-school suspension. Any assignments or behavior deemed unacceptable by the administrators and/or detention monitor(s) will result in additional consequences being assigned to the student up to and including additional after school detentions and even out of school suspension. Students are responsible for arranging transportation home after detention.

#### **IN-SCHOOL SUSPENSION**

Students who demonstrate behavior which is not conducive to the learning environment may be assigned to an in-school suspension for a period of time deemed appropriate by the school administration. Students assigned to in-school suspension will be isolated from all other students during the time in which the consequence is in force. Additionally, behavior while in-school suspension will be monitored by the building administrator and will be evaluated at the end of the assigned period of time to determine if further disciplinary action is warranted.

The following parameters will be utilized to evaluate if the student successfully completed the in-school suspension before being able to return to regular classes. Students must:

1. Report to the in-school suspension location.
2. Bring all materials (books, notes, etc.) to complete assignments for the period of time in suspension.
3. Permission to go to lockers will not be granted once the suspension period begins.
4. Students must remain in their seats with no talking allowed. Any student talking will receive additional disciplinary consequences.
5. Students must keep the area clean (no writing on desks and/or walls).
6. Lunch will be eaten in the school suspension area if held during lunch.
7. At the direction of the suspension supervisor, students will be required to complete homework assignments, and tests/quizzes; and may be required to complete a writing assignment up to ten (10) pages in length.
8. Any disruptions or violations of the above rules may result in immediate dismissal from suspension. If that occurs, the student will be suspended out of school and will be required to make up the day(s) of in-school suspension in full when he/she returns to school.
9. All books/materials and booths must be checked by the supervisor before students leave suspension. Writing on desks or walls will be reported to the administrator. Students will be permitted to leave until all checks have been made and approved by the supervisor.
10. Students will not be allowed to participate in extra-curricular activities until in-school suspension requirements are met.
11. Partial credit will not be given for incomplete days spent in in-school suspension.

## SUSPENSION

Suspension is the exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled for a period not to exceed ten (10) days. In accordance with the provisions of the Illinois School Code, the principal or superintendent may suspend a student who is guilty of gross disobedience or misconduct for a period not to exceed ten (10) days. Illinois law requires a School District to provide the Short Term Out-Of-School Suspension Form or Short Term Out-Of-School Suspension Form to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Gross disobedience and misconduct will include the following:

1. Behavior which is injurious to persons or property or which directly threatens injury to a person or property.
2. Behavior that substantially and materially disrupts the educational process or discipline of the school.
3. Repeated minor incidents of misbehavior as described in the discipline code that other disciplinary measures have failed to deter.
4. Gross disrespect which includes insubordination, intimidating or attempting to intimidate school personnel or another student, fighting with or assaulting school personnel or students, and verbal abuse or use of profanity or obscenity to school personnel or other students.

Prior to the imposition of suspension, the following procedures will be observed.

1. The suspending school official will give the student an informal hearing to notify the student of the charges and disciplinary action being considered.
2. The student will have an opportunity to present an explanation regarding the charges and evidence with the suspending school official.
3. The suspending school official will make a decision and then inform the student if the suspension is to be imposed.

Students whose presence pose a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the school without due process. However, in such cases, the requirements of notice and hearing will be followed as set forth by Board policy.

On all student suspensions, the student and their parents/guardians will be provided a letter concerning said suspension. A parent/guardian has the right to request a review of the suspension with the Board of Education. If a review is desired, parents must submit this request to the Superintendent's office within 3 days of the notice. Students will be given the opportunity to make up work missed during the suspension for academic credit provided that such work is turned in within two days upon return to school. If the student fails to request this make-up work or fails to submit it to the teacher within the 2-day deadline, a zero will be recorded for all unfinished assignments.

### Suspension notification shall include:

1. The duration and dates of the suspension;
2. A notification of the school rule(s) which have been violated or other reasons which warrant such action;
3. A statement of the parent/guardian right to review the action taken with the Board of Education or its representative;
4. A statement that a failure to request a review within (10) days after receipt of notice shall be deemed a waiver of the right of review; and
5. A notification of the right to be represented by an attorney at the review hearing.

A request to review the suspension proceedings must be written and made to the superintendent. If a request for review of the suspension proceedings is made within the time limits set forth above, the parent/guardian of the suspended student shall be given written notification at least one week in advance of the review with the Board of Education or their representative. School administrators shall notify the superintendent and Board of Education of all student suspensions. The administrators shall forward a copy of the parental notice of the suspension to the superintendent.

## SUSPENSION FROM ALL SCHOOL RELATED ACTIVITIES

Because of misconduct or inappropriate behavior at extra-curricular activities (i.e. athletic contests, dances, fun days, evening programs), it may be necessary for school administrators to suspend students from attending such extra-curricular functions for the remainder of the season, grading period or year. A parent/guardian has the right to request a review of this suspension by the Board of Education. If so, submit a written request to the school superintendent.

## SUSPENSION/EXPULSION FROM OTHER SCHOOLS

In accordance with 105 ILCS 5/10-22.6(d), a student who is suspended or expelled for any reason from any public or private school in this or any other state must complete the entire term of the suspension or expulsion before being admitted into Hardin County school district.

## EXPULSION

A student's disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of (10) days to a definite period of time not to exceed (2) school years. The Hardin County Community Unit School District #1 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

### Procedures for Expulsion

1. If the disciplinary action results in expulsion, the parent/guardian shall be advised immediately of the expulsion hearing by certified mail, return receipt requested.
2. The expulsion notice shall include:
  - a. the reason(s) for the proposed expulsion and the school rule(s) which were violated;
  - b. the possible maximum duration of the proposed expulsion;
  - c. the place and time of the expulsion hearing;
  - d. a notification of the right to be represented by an attorney at the expulsion hearing; and
  - e. the parent/guardian right to a copy of the procedures for expulsion hearings

### **Review Hearing Procedures**

1. The hearing will be held in a Closed Session at the request of the parents/guardians or school administrators.
2. The student will be afforded the following:
  - a. The right to be represented by counsel (at the expense of the student or parents)
  - b. The right to present evidence and call witnesses
  - c. The right to cross-examine the opposing witnesses
3. A written decision will be issued to the student and the parents or guardians within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

- The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
- The student's absence(s) will be recorded as "excused".
- All educational opportunities and services missed by the student will be afforded to him/her.

### **Suspensions or Expulsions from Other School Districts**

In accordance with 105 ILCS 5/10-22.6(d), a student who is suspended or expelled for any reason from any public or private school in this or any other state must complete the entire term of the suspension or expulsion before being admitted into the Hardin County School District.

### **POLICE INVOLVEMENT**

In certain circumstances, the local law enforcement agency may be contacted for assistance in student discipline matters. A student who participated in conduct so severe that the police must be called should expect charges to be filed. The school district shall not be responsible for contacting the parent following an arrest. The local law enforcement agency may contact parents to have them pick up their student at the local correctional facility. Parents/guardians shall be required to come to the school and pick up their child if behavior warrants an out-of-school suspension. If an attempt is made to contact parents results in no response, then the student may be transported by the local law enforcement agency.

The school district shall work with local law enforcement (including the probation department) in helping to solve crimes. Information shall be shared between the school and local law enforcement as part of a reciprocal reporting agreement.

### **DUE PROCESS**

1. Students shall be notified of the rules as established by the Board of Education by receiving a copy of the Parent/Student Handbook within (15) days after the beginning of school or within (15) days after enrolling during the school year.
2. The adopted Board of Education rules for Elementary, Junior High, and Senior High School are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major disciplinary action before action is taken.
4. A student shall be advised of the reason or reasons to support the considered action. The student shall be afforded the opportunity to respond to the administrator.
5. A written record of the conference shall be made and maintained by the administrator conducting the conference.
6. The administrator, after following items 3 through 5, may determine what action is necessary.

If, in the opinion of the administrator, a student is an immediate threat to school personnel, other students, or school property; or poses an ongoing threat of a disruptive nature to the educational process, the student may be removed from school without a conference as outlined in items 3-5 above. If this action is taken, a written notice, sent by certified mail, return receipt requested, shall be sent to the parents. This notice shall request the student to attend a conference as soon as possible after the notice is received. Failure to attend the conference shall constitute a waiver of the right to such conference. The parents/guardians shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

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

### **STATEMENT OF STUDENT RESPONSIBILITIES**

Students at Hardin County Jr./Sr. High School have certain responsibilities. These responsibilities include but are not limited to:

1. Attending school on a regular basis and on time;
2. Completing all academic work and disciplinary assignments in a timely manner;
3. Bringing the appropriate materials and tools to class;
4. Obeying school rules, along with state and federal laws;
5. Respecting the rights of others;
6. Being responsible for one's own actions;
7. Using appropriate language;
8. Respecting school property;
9. Voting in student body elections; and
10. Dressing in accordance with the school dress code.

### **STUDENT PRIVILEGES**

The following types of activities are considered student privileges. This means that students do not have a property right to participate in these things. Therefore, at the discretion of the faculty and administration, students may have these privileges removed for a specified amount of time.

- Participating in graduation exercises;

- Attending prom and homecoming activities;
- Attending/participation in sporting and other extracurricular events;
- Driving to school;
- Using hall passes;
- Membership in clubs and organizations;
- Participation in field trips, class trips, etc.; and
- Holding a student elected office.

### **EXTRACURRICULAR VOTING PROCEDURES**

All extracurricular voting results will be counted by the sponsor and an administrator; this would include but is not limited to, Class officers, Student Council, and Homecoming and Prom Candidates.

### **HOMECOMING AND PROM CANDIDATE ELIGIBILITY**

To be eligible for King/Queen candidate or Class Attendant candidate students must:

1. Maintain an overall 3.0 Grade Point Average;
2. Be enrolled in Hardin County High School from the beginning of the semester;
3. Be in good standing:
  - a. Have (0) zero unexcused absences during the current year;
  - b. Have (0) zero days of out of school suspension during the year;
  - c. Have no more (3) days of in-school suspensions during the year, and
4. All credits must be accounted for in the student's current class at the time of the election.

Homecoming and prom are social activities at Hardin County High School that are planned primarily for the pleasure of students. Any freshman through senior in good standing at Hardin County High School may attend homecoming. Separate guidelines for Prom must be followed. Junior High students are not permitted to attend high school social events.

### **JUNIOR/SENIOR PROM**

1. Prom is reserved for juniors and seniors, though any freshman or sophomore may attend as a date/companion of junior and senior students.
2. Any student who has been suspended/expelled from school and has not been re-admitted in good standing cannot attend Prom. Students who have dropped out of public school shall not be permitted to attend Prom.
3. Any high school graduate who has not reached his/her twenty-first (21<sup>st</sup>) birthday may attend as a date/companion of a student of Hardin County High School. Proof of age must be supplied and must accompany the request to attend. Proof of high school graduation may also be required by any person not currently enrolled in a public high school. Any student who falsifies a request for a guest ticket in order to allow an unqualified guest to attend these activities is subject to disciplinary action up to and including suspension from school.
4. Appropriate forms must be completed and approved by the administration before Prom tickets may be obtained.
5. As with all activities sponsored by Hardin County High School, students who leave the building will not be permitted to re-enter.
6. Students who are allowed to help decorate for prom should exhibit appropriate good behavior. Students with a history of disciplinary problems will not be allowed to help with decorating.

### **SCHOOL TRIPS AND ACTIVITIES**

School trips/activities are a privilege for students who are in good standing (in compliance with regard to attendance, tardy, grade, disciplinary policies at the time the trip is taken). Students must abide by all school policies during transportation to and from and during the trip/activity. Students shall treat all school trip/activity locations as though they are on school grounds. Failure to abide by school rules will result in disciplinary consequences being assigned to the student that may include being prohibited from attending any future trips/activities.

All students who wish to attend a school trip/activity must receive written permission from a parent/guardian. Students may be prohibited from attending school trips/activities depending upon the requirements for that particular trip/activity. Failing grades, attendance problems, poor behavior, or safety/health concerns may prohibit a student from going on a school trip/activity. Parents and students should check with the individual club/group sponsor for trip/activity criteria.

### **SUSPENSION FROM SCHOOL TRIPS/ACTIVITIES FOR ALL STUDENTS**

Under the following conditions, students will not be allowed to participate in school-sponsored trips/activities:

1. Students not currently holding 14 or more good-behavior points at the time of the trip.
2. Students who are determined by the administration to not have earned the privilege of attending due to other circumstances, including severe behavior infractions and failing grades.
4. Students may have no more than (5) unexcused absences in the semester of the trip (Doctor excuses must be turned within two days of the absence).

\*\*\*As in all situations involving discipline of students, the administration will make the final decision.

### **8TH GRADE AND SENIOR TRIP ELIGIBILITY REQUIREMENTS**

Students planning to participate in the 8th grade or senior trip at the end of school year must:

1. be on track to graduate. This includes passing courses, constitution tests, and any other graduation requirements.
2. have zero out-of-school suspensions for the year.
3. have no more than (3) in-school suspensions during the semester of the trip.

4. have no more than (5) unexcused absences during the semester of the trip.

### ATHLETIC EVENTS

Students must abide by all school policies while attending or participating in athletic events. Students are expected to display good sportsmanship. Students who are not watching the game and/or who are lingering in the commons may be asked to leave the event. Booming of the officials or participants is not permitted.

Good student conduct is expected at ballgames and other events. Students and parents should demonstrate sportsmanlike conduct at all times. Unsportsmanlike conduct may result in the person being ejected from the event and he/she may be suspended from attending all school events for a period of time up to one year after a Board of Education hearing. Examples of unsportsmanlike conduct include but are not limited to:

1. Using vulgar/obscene language
2. Being under the influence, using, or possessing any alcoholic beverage or illegal substance
3. Displaying any aggressive behavior, including fighting, striking, or threatening another person
4. Failing to obey the instructions of a game official, school official, or security officer
5. Engaging in any activity that is illegal or disruptive
6. Hardin County students are not allowed to leave the building during the event unless they are planning to depart for the evening. Students will not be permitted to re-enter once they leave the building during extracurricular events.

## Section 7 – Internet, Technology & Publications

### INTERNET ACCEPTABLE USE POLICY

Each year students and their parents/guardians will be required to sign an Internet Acceptable Use Policy outlining proper use of the computers in the District. The Internet Acceptable Use Policy is included in student registration packets at the beginning of the school year or may be picked up in the business office. Students are not allowed Internet access until this policy is signed and returned to the office.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal/dean of students will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is 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 become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  2. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  4. Is reasonably viewed as promoting illegal drug use;
  5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;<sup>1</sup> or
  6. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

### **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

### **ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS**

#### **NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED ON CAMPUS**

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>1</sup>; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### **NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED OFF-CAMPUS**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications

- Application metadata and application use statistics
- Permanent and temporary school student record information Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as: Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## Section 8 – Search & Seizure

### SEARCH & SEIZURE

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

#### School Property/Equipment/Personal Effects Left by Students

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

School officials may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

School officials may search a student and/or the student’s personal effects in the student’s possession, (such as, purses, wallets, knapsacks, book bags, lunch boxes, vehicles, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective and will not be excessively intrusive in light of the student’s age, sex, and the nature of the infraction. A student may be required to remove outer garments such as coats, jackets, ski pants, gloves, shoes, socks, and hats.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. The building principal/dean of students will contact law enforcement authorities and inform them of the discovery of anything illegal, including weapons, drugs, and alcohol. When appropriate, evidence may be transferred to law enforcement authorities. Students may be expelled from Hardin County Community Unit District #1 for a period of up to two (2) calendar years for illegal drugs and weapons violations.

#### Access to Student Social Networking Passwords & Websites

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

## Section 9 – Extracurricular & Athletic Activities

### ATHLETIC RULES AND CODE OF CONDUCT

#### Participation in athletics is a privilege.

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

The Athletic Policy applies to all students who want to participate in athletics. Athletics include competitive sports, extracurricular activities, and cheerleading. This policy applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Hardin County CUSD #1 Administration and the school’s Athletic Department have developed a policy that will promote the desired outcomes of Athletic Programs. Parents and students are asked to read and discuss these rules. Coaches shall present this document to all athletic participants and provide explanations where needed. **A signed copy of this document by the parents/guardians of the athlete must be turned in by the athlete to his/her coach prior to the start of the current season.** A copy will be given to the athlete, and a copy will be kept on file in the office.

#### IHSA

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



### Team Rules

Each coach will present in writing a list of team rules to the athlete, athletic director, and building principal/dean of students. This is in addition to the School Athletic Policy. The individual coach, however, cannot change the Athletic Policy. Team rules will include items such as consequences for missing practices.

### Eligibility

To retain athletic eligibility, a high school athlete must have passed five (5) credit-bearing classes in the semester preceding his/her athletic eligibility and must have passed six (6) credit-bearing classes in the week preceding his/her athletic eligibility. Junior high students must have passed four (4) credit-bearing classes in the semester preceding his/her athletic eligibility and must have passed five (5) credit bearing classes in the week preceding his/her athletic eligibility. Fifth and Sixth grade students must have passed five (5) credit bearing classes in the week preceding his/her athletic eligibility. Athletes are expected to practice during time of ineligibility. Any practice missed during this time may be considered unexcused by the coach. Unexcused missed practices shall be grounds for dismissal from the team.

Failure to meet minimum grade requirements will result in the following:

1. Students will not be allowed to attend any game nor travel with the team during the time in which they are suspended for grades.
2. Any student who is ruled ineligible due to grades for a **second week** during a season will not be eligible for postseason awards including letters or other awards designated for those who successfully complete the season.
3. Any student who is ruled ineligible due to grades for a **third week** will be removed from the team for the remainder of the season.

### Requirements for Participation

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."<sup>2</sup>
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.<sup>3</sup>
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;<sup>4</sup> and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### Illinois High School Association

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

### Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 1.75 grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for 5 consecutive school calendar attendance days or until all academic requirements are met, whichever is longer.

### Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

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

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;

5. Use, possess, buy, sell, offer to 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 athletics, 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. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*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* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

### Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

#### First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

#### Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
  - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
1. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

#### Rules in Effect

The rules set forth in this Athletic Policy are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term, whichever comes last, and twenty-four hours a day, whether or not school is in session, including vacation periods and holidays. The rules apply on and off campus; rules are in force whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season, whichever comes last. A signed copy of this document by the parents/guardians of the athlete must be turned in by the athlete to his/her coach prior to the start of the current season. A copy will be given to the athlete, and a copy will be kept on file in the office.

#### Student Athlete Concussions & Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

#### Student Behavioral Conduct

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

1. Showing any form of insubordination toward a coach or game official;
2. Any behavior/action which is negligently or intentionally injurious to a person/property or which places a person/property at risk of injury or damage;
3. Any behavior which disrupts the appropriate conduct of a school program/activity;
4. Hazing, bullying, or harassment of any kind;
5. Use of profanity;
6. Displaying acts of bad sportsmanship at any time at any event; and/or
7. Violation of any school rules, regulations, or laws.

\*\*\* School Officials and Coaches will impose disciplinary consequences appropriate to the offenses committed. Consequences may include suspension from participating for a specific time period up to suspension from that sport for the remainder of its term. The discipline imposed for any particular offense shall be the sole and exclusive discretion of school officials and the coaching staff. Students who engage in behavior that is deemed "gross misconduct/disobedience" may be suspended or denied the privilege of participating in any sport for a period of up to two (2) calendar years.

#### Drugs, Alcohol and Tobacco

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

#### Unsportsmanlike Conduct

Any athlete who is removed from an athletic contest for unsportsmanlike conduct shall be suspended for the following contest and may be subject to other disciplinary consequences. Displaying unsportsmanlike conduct at any time during any contest will result in disciplinary consequences. Parents/spectators are also expected to display sportsmanlike conduct. Any parent/spectator displaying unsportsmanlike conduct will be asked to leave the event by the game officials and/or school officials. Failure to follow directives from either official may result in being banned from school-sponsored events for up to two (2) calendar years and/or being arrested for disorderly conduct.

### **Attendance**

Student athletes must be in attendance for a minimum of one-half day on the day of any activity to be eligible to participate. A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach. Students who are reported participating in or attending any activity (home or away) when they have not met the minimum attendance requirement are subject to disciplinary consequences.

Students who are serving an out of school suspension are not allowed to participate in or attend any school function (home or away). When reported, they will have to leave the premises immediately and will be subject to additional disciplinary consequences.

### **Transportation**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Athletic Equipment**

Coaches are responsible for checking in and out all athletic equipment to athletes. The athlete is responsible for the care of the equipment while in his use. The equipment should be immediately returned to the coach upon completion of the season or if the athlete is no longer a member of the team. Equipment for another sport will not be issued until all equipment has been returned. Athletes will be responsible for replacement costs for any equipment not returned.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### **Snow Days**

Coaches will not hold practices on any days in which school has been canceled due to inclement weather. The District superintendent may waive this rule under unusual circumstances. Athletes may not be penalized for not attending practices due to inclement weather.

## **Section 10 – Special Education**

### **EDUCATION OF CHILDREN WITH DISABILITIES**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact Braci Fulkerson at 618-287-2141.

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student will be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his/her disability as

determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

#### **Physical Education Exemption**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services; and/or
2. The student's individualized education program (IEP) team determines that the student must utilize the time set aside for physical education to receive special education support and services;

\*\*\*The agreement or determination is made a part of the individualized education program (IEP). A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

#### **Certificate of High School Completion**

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

#### **Request to Access Classroom/Personnel for Special Education Evaluation/Observation**

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

## **Section 11 – Student Records & Privacy**

### **STUDENT PRIVACY PROTECTIONS**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### **Surveys by Third Parties**

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

\*Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal/dean of students..

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

#### **Instructional Material**

A student's parent/guardian may inspect, upon his/her request, any instructional material used as part of his/her child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

#### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

#### **Military Requests**

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

#### **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purpose regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

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

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

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

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

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

**9. 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: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520**

<sup>1</sup>This section is only applicable to high schools. The board, by policy, may allow scores received on college entrance examinations to be included on a student's academic transcript, if a request is made in writing by an eligible student or student's parent/guardian. If your district has a board policy on point, include this language in your handbook procedure.

<sup>2</sup>This section is only applicable to high schools.

#### **STUDENT BIOMETRIC INFORMATION**

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

### **Section 12 – Parental Right Notifications**

#### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees;
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the central office with a written request for information.

#### III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at \_\_\_\_\_ . 3

#### **FAITH'S LAW NOTIFICATIONS (JULY 2023)**

##### **EMPLOYEE CONDUCT STANDARDS**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

##### **COMMON CORE STANDARDS**

Copies of the Common Core Standards are available upon request in the office. They are also located at the Illinois State Board of Education website at [www.isbe.net/ils](http://www.isbe.net/ils).

##### **STANDARDIZED TESTING**

The administered test will be the IAR (Illinois Assessment of Readiness) test and the SAT (grade 11), and will be administered in the Spring, with other possible testing dates, if testing is available. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:



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

#### **PARENT/TEACHER CONFERENCES**

It is the belief of the Hardin County Community Unit District #1 that communication between parents and the school is essential for student success. Parent/teacher conferences will be formally held in the fall and spring. Additionally, parents are encouraged to contact the school and set up appointment times with teachers whenever there is a concern or need. The school district will send progress reports midway through each grading quarter. The school may also contact the parent/guardian in a timely fashion either by telephone, mail, or in person in an attempt to involve the parent/guardian in a given discipline process. Administrators expect that parents will work with the school to bring about changes in the behavior of the students who violate standards of acceptable school conduct.

Parents may feel free to visit the school and meet with teachers and principals to discuss issues concerning their student. However, parents are expected to conduct themselves in a socially appropriate manner. Failure to show the proper respect to Hardin County school staff members will not be tolerated. Losing one's temper, using profanity, and/or making threats directed toward any employee of the school district may be seen as grounds for loss of privileges at the school and/or being arrested for disorderly conduct.

#### **HOMELESS CHILD'S RIGHT TO EDUCATION**

Hardin County Community Unit School District #1 shall immediately admit students who are homeless despite a lack of medical/immunization records or other information normally required for admission. In the event of an unaccompanied homeless youth, the District homeless liaison will assist with the placement and enrollment of such children. Homeless students shall receive transportation services in accordance with the McKinney Homeless Assistance Act.

#### **Who is Homeless?**

The definition of "homeless" under Illinois (and federal) law is very broad. It includes a person who lacks a "fixed, regular and adequate nighttime" abode; a person whose primary nighttime residence is a shelter (including transitional housing or hotels) or a place not ordinarily used by human beings for sleeping (box, car, etc.). This definition is broad enough to include "the hidden homeless," i.e., children and youth that are temporarily doubled-up in housing because they cannot afford a place to live.

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

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

\*\*\*If you have any questions, or need more information concerning the rights of homeless children or need to report a homeless child (confidentially), please contact the building principal/dean of students.

#### **STUDENTS WITH BACKGROUND OTHER THAN ENGLISH**

Students attending Hardin County School with a background other than English will be identified, assessed, and resources provided to meet their needs.

#### **SEX EDUCATION INSTRUCTION**

A student will not be required to take or participate in any class or course in comprehensive sex education if his/her parents/guardians submit a written objection. The parent's/guardian's decision will not result in any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any District sex education class or course.

#### **KINDERGARTEN**

The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program. Half-day kindergarten will run from 8:00 am until 11:00 am and again from 11:30 am until 2:42 pm.

#### **PROGRAM FOR CHILDREN ELIGIBLE FOR ACCELERATED PLACEMENT**

To the extent possible, all children eligible for accelerated placement shall have an opportunity to participate in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child.

"Accelerated placement" includes, but need not be limited to the following types of acceleration: early entrance to kindergarten or first grade, accelerating a child in a single subject, and grade acceleration.

While many gifted students would benefit from acceleration, accelerated placement is not limited to those students who have been identified as gifted, but rather is open to all students who demonstrate high ability and who may benefit from enrichment and accelerated placement. Eligibility for accelerated placement shall not be conditioned upon race, religion, sex, socioeconomic status, language background, disability, or any factor other than the student's cognitive, academic, and social development.

The Board authorizes the Superintendent to provide a program of accelerated placement for children eligible for placement which includes:

1. A fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians;
2. Procedures for notifying parents or guardians of a child of a decision affecting that child's participation in an accelerated placement program;
3. An assessment process that includes multiple valid, reliable indicators;
4. Procedures for annually informing the community at-large, including educators and parents or guardians, about the accelerated placement program, procedures for referring students for evaluation for accelerated placement, and the methods used for the identification of children eligible for accelerated placement;
5. A process for referral that allows for multiple referrers, including a child's parents or guardians: other referrers may include licensed educational professionals, the child, with written consent of a parent or guardian, a peer, through a licensed educational professional who has knowledge of the referred child's abilities, or in case of possible early entrance, a preschool educator, pediatrician, or psychologist who knows the child; and
6. A provision that provides that children participating in an accelerated placement program and their parents or guardians will be provided a written plan detailing the type of acceleration the child will receive and strategies to support the child.

An annual report on the status of the District's accelerated placement program shall be submitted to the Board of Education by the Superintendent or designee. When the State Superintendent of Education issues a request for data on the District's accelerated placement program, the Superintendent or designee shall inform the Board concerning this request and respond with the data to the State Department of Education. LEGAL REF.: 105 ILCS 5/14A-17.

#### Administrative Procedure - Program for Children Eligible for Accelerated Placement

The (District) Board of Education believes that all students across the achievement spectrum should be challenged and supported to develop their potential. For some students needing a higher level of instruction, this can best be achieved by affording them access to enrichment curricula and learning environments more commonly provided to older students. This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten or first grade, accelerated in one or more individual subject areas, or promoted to a higher grade level than their same-age peers. The policy shall be applied equitably and systematically to all students referred for acceleration regardless of race, ethnicity, gender, religion, sexual orientation, disability, gifted and talented status, twice/multiple exceptionality, English language proficiency, or socioeconomic background.

##### 1. Definitions

- a. "Accelerated placement" is the placement of a student at the instructional level that best matches the student's needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades than the student. Accelerated placement options must include, but need not be limited to, early entrance to kindergarten and first grade, individual subject acceleration, and whole grade acceleration. Accelerated placement is not limited to those students who have been identified as gifted and talented, but rather is open to all students who demonstrate high ability and who may benefit from accelerated placement. Eligibility for accelerated placement shall be open to all students regardless of race, ethnicity, gender, religion, sexual orientation, disability, English language proficiency, or socioeconomic status.
- b. "Early entrance to kindergarten" is the admission of a student to kindergarten who will not turn five years old by September 1 of the current school year.
- c. "Early entrance to first grade" is the admission of a student to first grade who will not turn six years old by September 1 of the current school year and who has not completed kindergarten. Students who are younger than six years old enrolling into first grade, but were admitted early to kindergarten do not need to be reevaluated prior to admission to first grade.
- d. "Whole grade acceleration" is the practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.
- e. "Individual subject acceleration" is the practice of assigning a student to specific content at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

##### 2. Publication of Acceleration Policy and Referral Procedures/Forms

- a. Copies of this policy and referral forms for evaluation for potential early entrance to kindergarten or first grade, whole grade acceleration, and individual subject acceleration, shall be made available to district staff and Parent(s) or Legal Guardian(s) at each school building and shall be published on the school district website.

##### 3. Referral Process

- a. Referral Procedures: Any student residing in the district may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student to the Principal for evaluation for possible accelerated placement. A student may refer himself or herself through a district staff member who has knowledge of the referred student's abilities.
- b. Written Parental Consent: The Principal of the referred student's school shall obtain written permission from the student's parent(s) or legal guardian(s) to evaluate the student for possible accelerated placement. Consent is presumed when the individual referring the student for evaluation is a student's parent(s) or legal guardian(s).

##### 4. Assessment Process

- a. The District shall convene an evaluation team of individuals that includes parent(s) or legal guardian(s). The composition of the team may vary depending upon the nature of the child's needs, but will utilize a fair and equitable decision-making process. The evaluation team is responsible for gathering multiple sources of valid and reliable data in order to determine whether or not accelerated placement is appropriate for the student. The student's desire to be accelerated shall be considered in the decision-making and transition planning process.
- b. A student must meet at least 3 of the following criteria to be considered for accelerated placement: 1) Performance on standardized tests, district tests, and/or other standardized tests at or above the 70th percentile in the grade they wish to enter. 2) Current educator recommendation. 3) Exceedingly high classroom/homework achievement. 4) Administrator or Educational Specialist recommendation. 5) Parent recommendation. All considerations will be taken into account for a final decision.

- c. No single measure or assessment will be used as the sole criterion for determining accelerated placement. Possible assessments to be utilized in the evaluation of the student may/shall include: state test scores, standardized test scores, district test scores, and classroom tests and assignment scores. If the parent/guardian requests independent testing, such testing will be at the parent/guardian's expense and time. If any assessments are utilized as part of the evaluation process: A) the instruments shall be appropriate given the needs of the student (e.g., linguistically appropriate instruments should be used with English Learner students); B) any assessment accommodations to which the student may be entitled generally (e.g., by the terms of an IEP) shall be available during the evaluation for accelerated placement, unless such accommodation will invalidate the results of the assessment; and C) parent(s) or legal guardian(s) shall be notified about any assessments that will be conducted as part of the evaluation, at which time they will be asked to give written consent to the evaluation pursuant to Section 3(b).
  - d. Parent(s) or legal guardian(s) of the evaluated student shall be notified in writing of the outcome of the evaluation process. The parent(s) or legal guardian(s) may submit a written appeal to dispute the decision of the evaluation team to the Superintendent or designee within thirty (30) school days of being notified of the committee's decision. The Superintendent or designee shall review the appeal and notify the parent(s) or legal guardian(s) who filed the appeal of his or her final decision within thirty (30) school days of receipt of the appeal. The Superintendent or designee's decision shall be final.
  - e. Communication of the Decision to Student's Educators: The decision that a student is eligible for accelerated placement shall be communicated to the student's current teacher(s), all teachers (including specialists), and relevant administrative personnel at the level to which the student will be accelerated, to ensure all are informed and prepared to support the placement.
5. Accelerated and Early Entrance to Kindergarten Placement
- a. The evaluation team shall create a written placement plan for students selected for whole grade acceleration or acceleration in an individual subject area. The written plan will be provided to the student's parent(s) or legal guardian(s) and will detail the type of acceleration the student will receive and strategies to be used to support the student to facilitate a successful transition to the accelerated setting during a transition period specified in the written plan. Any accommodations the student is entitled to receive under an IEP or 504 plan shall be available in the accelerated setting.
  - b. The policy shall provide guidance regarding how the accelerated student's placement will be monitored and by whom. It is recommended that the student's placement be evaluated no later than forty five (45) school days after placement. During this period specified in the written plan, the accelerated student's parent(s) or guardian(s) or evaluation team may request in writing for the student to return to the non-accelerated setting without penalty.
6. State Requirements
- a. The Superintendent or designee shall ensure that accelerated students participate in appropriate state assessments based on guidance from the State Board of Education.
  - b. The Superintendent or designee shall ensure that data regarding accelerated placement is collected and reported in accordance with rules adopted by the State Board of Education.

#### **SCHOOL VISITATION RIGHT FOR PARENTS**

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

#### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the central office.

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

#### **MANDATED REPORTERS**

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

#### **SEX OFFENDER NOTIFICATION LAW**

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

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

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

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

**\*\*\*A violation of this law is a Class 4 felony.**

### SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following. Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students

- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

#### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

## STUDENT-PARENT HANDBOOK

### SCHOOL-PARENT COMPACT

The Hardin County C.U.D. #1 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2021-2022 school year.

### SCHOOL RESPONSIBILITIES

The Hardin County C.U.S.D. #1 will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:  
Title I and Title II funds will be used to provide professional development for PK-12 teachers, paraprofessionals and administrators. All are highly qualified employees. A strong emphasis will be placed on Reading and Math as part of our professional development activities. Title I funds provide a full time Reading/Language Arts Teacher, two paraprofessionals (aides), and part-time tutors for Math and Language Arts. Chromebooks are also being used to increase and supplement the students' knowledge and understanding of the basic skills. The district uses various testing assessments results to determine placement and individual needs of all students.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically those conferences will be held:  
Two parent-teacher conferences are held annually during October and March. They are scheduled in the school calendar for PK-12. All parents receive a copy of the school calendar on the first day of school.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Mid-quarter deficiencies are sent to parents of students in danger of failing a given class or classes. Grade reports are issued quarterly. During parent-teacher conferences, assessment results are shared and discussed with parents. Parents as well have immediate and continual access to their students' grades through the school's on-line gradebook. Teachers have personal contact with parents by e-mail and telephone. Newsletters and articles from our local newspaper are available to our parents. The school also utilizes Schoolreach.

a. Provide parents reasonable access to staff. Specifically staff will be available for consultation with parents as follows:

Parents have access to staff during two parent-teacher conference days by scheduling an appointment. Parents may also call the school office or teacher directly and meet with the teacher during the planning period which is from 2:42-3:25 p.m. daily. If these opportunities are not acceptable, parents may contact the teacher personally by telephone or e-mail. Other contacts are made through the exchange of written messages.

4. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows: Please refer to the Volunteer Policy on pages 8-10.

#### **PARENT RESPONSIBILITIES**

We, as parents, will support our children's learning in the following ways:

- Notice and praise my child's efforts
- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Provide a quiet, well lighted place for study
- Read to my child and let my child see me read
- Help my child learn to resolve conflict in a positive way
- Communicate and work with teachers and school staff to support and challenge my child

#### **STUDENT RESPONSIBILITIES**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Attend school regularly
- Come to school each day with pens, pencils, paper, and other necessary tools for learning
- Observe regular study hours
- Conform to the rules of student conduct
- Ask for help if I need it
- Work hard to do my best in class and school work
- Respect and cooperate with other students and adults