

HAVANA HIGH SCHOOL

Student Handbook

2016-2017



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WELCOME TO HAVANA HIGH SCHOOL

This Handbook is designed to acquaint you with the rules, regulations and procedures used at H.H.S. This publication does not contain all the facts, rules, and policies necessary for the operation of your District. It does, however, contain those items most crucial to a student's daily routine and parental understanding of the School. The student handbook is a summary of Board policies governing the District. Board policies are available to the public in the Unit Office. The Handbook may be amended during the school year without notice. Policies will be communicated to all persons expected to execute and comply with them. Please check our school website for an updated copy.

MISSION STATEMENT

"We will deliver a rigorous, research based curriculum embedded with best practices that focus on literacy and technology skills. By providing the curriculum, instruction, assessments, and support to meet our rigorous academic standards, we will challenge EVERY CHILD EVERY DAY."

VISION STATEMENT

"We will become the GOLD STANDARD rural school district in the State of Illinois."

MOTTO

**Every Child, Every Day
Havana High School**

The cooperation and support of every member of the student body is needed in order to achieve the educational objectives of the Havana High School. Following instructions, exercising courtesy, hard work and developing and practicing school loyalty can do much to minimize problems which are always present when large numbers of people get together in a limited area. If each student accepts the responsibility of his or her own conduct, he or she can contribute much toward Havana High School.

The administration, faculty and student representatives of Havana High School wish to provide a clear set of procedures for a consistent and orderly school. Answers to common questions can be found in the material which follows. If changes seem advisable, they may be recommended to the administration and reported to the Board of Education. Appropriate action will be taken by the administration for any situation or incident not specifically covered in this publication.

Through "In Loco Parentis", one of the many responsibilities the staff and the administration have, we are surrogate parents of your student while you are away and they are attending our school. We will treat them with respect, mold, educate and hold them to a standard that will reflect great pride upon themselves, their parent/guardian, Havana High School, the community of Havana and the state of Illinois. It is our goal to make every student an honorable citizen. The following procedures shall be implemented at Havana High School:

STUDENT EXPECTATIONS:

1. Be in the classroom ready to work when bell rings.
2. Bring charged computer to class
3. Bring any books, pens and paper to class if needed.
4. Keep hands, feet and objects to yourself.
5. Treat others with respect
6. Take care of school property
7. Communicate appropriately
8. Follow teacher's directions/guidance respectfully
9. Try to receive an education in class each day

ACADEMIC SECTION

GRADUATION CREDITS DEADLINE

All credit recovery and outside credit classes must be completed, and the results given to the school counselor prior to the close of business the day before the graduation ceremony, or the student will not be able to take part in the graduation ceremony. Having the work turned in is not enough, the work must be graded and completion of the course be identified by the source agency. Graduating students need to plan their year accordingly, if they intend to take part in the graduation ceremony.

GRADUATION CEREMONY PARTICIPATION

All fees must be paid prior to the close of business the day before the graduation ceremony for a student to participate in Havana High School's graduation ceremony. All Saturday school and detention time must be served prior to the day before graduation ceremony in order for a graduate to participate in the ceremony.

GRADUATION REQUIREMENTS

Twenty-three and a half (23.5) units of passing work including a minimum of 3 ½ years in recognized high school program, grades 9-12 will be required of all students for graduation. In addition, **2 writing intensive courses are required by the State for graduation.**

PHYSICAL EDUCATION

Students will earn .5 academic credits for each semester of physical education that the student is awarded a passing grade. All students must take and pass physical education unless they are excused for reasons specified by the state office of education. Students opting out of PE will be required to enroll in an academic class during that semester. Students may opt out of P.E. for medical excuses and on their Junior and Senior year if they are participants in the following:

All School Year

Cheerleading

Dance

1st Semester

Football
Volleyball
Golf

Cross Country
Marching Band

2nd Semester

Boys Basketball
Girls Basketball
Track
Baseball
Softball
Wrestling
Marching Band

The "PE Opt Out" form must be signed and turned into school counselor within 5 days of the start of the semester in which the student is requesting to opt out of a Physical Education class. Forms can be found on the high school website or in the Guidance Office.

***Any student who quits, is removed, or does not go out for an activity that the student used to opt out of Physical Education will not receive credit for Physical Education for the semester and must make up the Physical Education credit. Four credits of Physical Education are required for graduation.

Athletes are encouraged to sign up for Strength and Conditioning, which will count toward physical education credit if a student is in or will be in a sport during the year. A student that is in strength and conditioning can be removed for a lack of effort and placed back into regular physical education class. All students that are not out for a sport during the school year must take regular physical education class, in order to meet the requirements of Illinois learning standard goal 21 covering physical development.

SENIORS

Parents/Guardians of seniors with a D or F in a course will receive via mail or email a notice of their student's progress at each midterm. It is recommended that a student's grades also be monitored through the home portal of our student information system, (STI - Information Now – Chalkable). A link is provided on the school webpage. If a parent needs help setting up their account, then they can call the office for assistance.

GRADUATION REQUIREMENTS

All students are required to pass the following required courses:

1. English – **4 credits**. *2 writing intensive courses are required by the State for graduation.*

2. Mathematics -- **3 credits**.

This must consist of 1 year of Algebra I content and a 1 year course that includes Geometry content.

3. Science - **2 credits**. Biology or general science, (transfer credit).

4. Social Studies - **2 credits**. Must include 1 semester of US History and 1 semester of Civics. All students must pass the IL and U.S. Constitution Tests.

5. Music, art, foreign language or vocational education – **1 credit**

6. Health Education - **.5 credits**.

7. Driver Education/Safety - **.5 credits**. (Illinois state law currently requires that students must receive a passing grade in at least eight academic courses during the previous two semesters prior to enrollment in driver education.)

8. Consumer Education - **.5 credits**. This consists of Consumer Education, or Independent Consumer Education, or Consumer Education Survey (IEP Students).

9. One course including speech content. The speech requirement will be satisfied with completion of Journalism, English 4, English IV, or English IV College Prep. **1 Credits**

10. Physical Education – **4 Credits**.

11. Service Learning – Service Learning is a graduation requirement, but will not count towards graduation credits – All students with four years at HHS must perform 40 hours of community service and provide evidence of completion. Any students that transfer to HHS after the freshman year will be required to complete 10 hours per academic year of attendance.

RECOMMENDED FOR 4 YEAR COLLEGE ADMISSION

Units

- 4 English (emphasizing written and oral communications and literature) English II and English III are writing intensive courses as required by the Illinois State Board of Education.
- 3 Social Studies (emphasizing history and government)
- 3 Mathematics (introductory through advanced algebra, geometry, or computer science)
- 3 Science (laboratory science)
- 2 Foreign language, music or art

Admission requirements for private colleges and universities vary. Applicants must contact each college or university individually for details about their requirements. Policies of provisional admission will be determined by each institution individually. Such policies will include requirements to make up preparation not completed in high school or provisions for opportunities to demonstrate competency in the required subject areas.

REGISTRATION PROCEDURE

Pre-registration for the next academic year will take place each spring with the assistance of the guidance counselor. After pre-registration, students will be scheduled into classes according to the courses selected. At the fall final registration, schedules will be available and students will be assessed fees. Check the website during the summer to see the official date for fall final registration.

SCHEDULE CHANGE

Under normal circumstances, class changes without a grade penalty will be allowed only during the first five school days of a semester for a semester class. Since HHS provides a digital curriculum, some courses must be preloaded on the student's computer and any changes that occur will require a change of license and reloading the computer with the changed class(es); there will be a \$5.00 fee for any schedule changes a student decides to make after fall final registration. Any schedule change involving a class which uses a digital curriculum that has been preloaded to a specific student's computer may result in the temporary loss of the computer as the digital curriculum is updated and alternate licenses purchased. Any changes that the school makes due to placement and are deemed necessary will not have fees assessed.

Changes can be made or a course dropped through the first 5 days of classes, if:

1. It is possible in terms of your existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies.
3. The change is approved by parent, teacher, counselor, and principal.
4. The change is made for educationally sound reasons.
5. The Schedule Change Fee is paid.

EDUCATIONAL TRANSCRIPTS

Standardized test scores will be part of a student's official transcript unless there is a written request to not include scores in the official transcript. Transcripts can be ordered for \$2.00 with office staff. The appropriate request form must be filled out prior to transcript being sent or given to student. Unofficial transcripts can be printed using the student's STI – Information Now account.

ACADEMIC IDENTIFICATION

All students in the Havana Community Unit District 126 are screened for honors identification. Those students who achieve 90% on achievement tests are then further screened by teacher recommendation and cognitive ability for possible inclusion in the program.

ASSIGNMENT POLICY

Late Work

For non-weighted classes, homework that is past the due date is due on the day the unit is tested over, with the only exceptions being excused absences, IEPs or 504s. Late work turned in by the unit test will be scored at a reduced score as determined by the instructor. For weighted classes, no late work will be accepted. For students with IEPs and 504s, teachers will follow the policy or any exceptions written into their plan.

Excused Absences

If a student is absent from class (weighted or non-weighted), it is the student's responsibility to obtain the work and complete the work missed. For every day of excused absence, the student has two days to make up the assigned work missed. If the make-up time has passed, then the late work policy is followed. Any work, quizzes or tests that were assigned prior to the student's absence, may be due on the first day the student returns. An exception is that all 504 Plans and IEPs will be followed for missing work due to excused absences.

Prolonged Absence

In cases of prolonged absences, special arrangements for makeup work are to be made with the instructor or the office.

Suspensions

A suspended student is allowed to make up all work missed during the suspension. We have a digital curriculum that can be accessed from the web and a student can use their school email to contact an instructor, therefore all classroom work is due immediately upon the student's scheduled return to class. If there are extenuating circumstances, then it is up to the student's parents/guardian to inform the administration and a decision will be made concerning the work.

Late Work without Credit

In the case of an unexcused absence, no makeup work will be permitted, and the student will receive a mandatory zero for any grades recorded during that time.

For the purpose of gaining understanding of the material that is covered in class. Students are encouraged to do work that is:

- a. past the makeup due date (The unit has been tested over, or it is a weighted class)
- b. assigned on an absence the student was unexcused for the day.

The educator will give feedback to the student for academic growth, but no credit for the completion will be received in these cases.

TESTING

Some student throughout the course of their high school career will be required to take mandatory standardized tests. Currently, the requirement is the following:

- a. **PARCC test for Algebra II, Pre-Calculus**
- b. **PARCC test for English III**
- c. **PARCC test for Biology I**
- d. **SAT**

TOTAL CREDIT REQUIREMENTS FOR CLASS PLACEMENT

Students will be placed in grade classification according to the following number of credits accumulated:

Less than 5	Freshman
5 but less than 11	Sophomore
11 but less than 17	Junior
17 or more	Senior

This classification will determine a student's placement for all activities, including yearbook, class activities, off campus lunch privilege and prom. Grade classification is determined at the beginning of every semester.

STEPS FOR STUDENT ENROLLMENT OF TRANSFER STUDENTS

The student will have an initial conference with the guidance counselor to review residency requirements, good standing, transcripts from the previous school, graduation requirements, and the student handbook. The counselor will prepare a schedule for the student. The nurse will examine health records to ensure the student is in compliance with state mandated requirements. The high school office will determine fees, issue computer/eBooks/books, and assign a locker to the student.

TRANSFER OF CREDITS

Credits from accredited high schools may be transferred to Havana High School. Only courses that are weighted at Havana High School will be recorded as weighted credits. In some instances, total credits may need to be converted to reflect HHS schedule and graduation credits.

WITHDRAWING FROM HAVANA HIGH SCHOOL

The student will initiate the process by having a conference with the guidance counselor. After determining that this change is in the best interest of the student, the counselor will have the student complete a drop slip with the teacher(s), which they will turn into the office. The student will then turn in the computer, books and materials to the office.

CORRESPONDENCE/CREDIT RECOVERY COURSES

Any correspondence /credit recovery courses that a student wants to take must be approved by the school counselor and the building principal. Appropriate forms can be attained in the guidance office.

EARLY GRADUATION

Early graduation is a step that requires a great amount of consideration and evaluation. If any student considers graduation prior to the eighth semester, the student must have met the graduation requirements and it must be approved by the high school guidance counselor and principal. The following conditions apply to any student graduating prior to the completion of eight semesters:

1. A student whose class rank is first or second when they graduate prior to eight semesters, will not be recognized as the class valedictorian or salutatorian.
2. Scholarships earned in high school will not be affected.
3. Early graduates will be permitted to attend the Junior-Senior Class Prom if they are in good standing and met all other guidelines.
4. Early graduates will be able to take part in graduation ceremonies if they are in good standing and met all other guidelines.
5. Early graduates will not be able to take part in extra-curricular activities and if they hold an office they must resign from the position and it will be filled by another student.
6. Diplomas will not be available for early graduates until the designated graduation date at Havana High School, but we can give the student a certified transcript.

VALEDICTORIAN/SALUTATORIAN

Valedictorian-Salutatorian designation shall be selected after eight semesters as determined by the student's transcript of academic credits earned at the end of the last day of the eighth semester at Havana High School. A student's grade point average shall be rounded to three decimal places with the student or students having the highest average being named as the class valedictorian (co-valedictorians in case of a tie) and the student or students having the next highest average being named as the class salutatorian. (co-salutatorians in case of a tie). If a student's GPA (Student A) is lower than another student's GPA (student B) solely due to that student (A) taking a greater number of non-weighted courses, then that student (A) shall be given the same class rank and shall share equally in valedictory or salutatory awards with the other student (B).

DETERMINING GPA and CLASS STANDING

Students may only count 7 credits toward GPA and class standing per school year. There is no early dismissal or late arrival, so a student must take 7 classes. There will be no study halls. Special Needs students will receive a grade for Resource based on a rubric. Physical Education will count toward class standing. Students may opt out of Physical Education their Junior or Senior year (See PHYSICAL EDUCATION Policy).

DUAL CREDIT PROCEDURES

Havana High School offers advanced classes that qualify for both college and high school credit. This is usually done through Spoon River College. Students can only receive dual credit in classes that have a signed agreement between the administration of Havana High School and the administration of the college granting credit. This agreement must be signed before the class is attempted. According to SRC policy, if the dual credit course is taught at Havana High School by a Havana High School educator, Spoon River will charge a discount tuition fee. If the course is taught at Spoon River College by a Spoon River College faculty member, full tuition will be charged.

Note that English Composition I* and II*, Psychology***, Human Growth and Development***, Pre-Calculus** and Calculus** Advanced Biology** are currently the only dual credit courses that have been granted weighted status in terms of (GPA). All other classes approved as dual credit will be taken and fall under the regular grading system for figuring a student's GPA. A student may only count 7 academic courses per semester toward their GPA. All other courses will be taken as Pass/Fail.

* Offered at SRC Havana campus during 1st hour. Students will report to the high school for the start of 2nd hour.

**Offered at the high school during the regular school day.

***On-line Course

New Dual Credit Students

1. Complete and application to Spoon River College.
2. Complete and pass the COMPASS placement test or score at least a 19 on each section of the ACT.
3. Complete the high school Student Approval Form.
4. Obtain a copy of your current, official high school transcript.
5. Complete a registration form at SRC – Havana campus.
6. Submit all documentation to the SRC – Havana campus.

WEIGHTED GRADING SYSTEM 2016-2017

The following courses shall be considered "weighted": Advanced Biology, Advanced Chemistry, Physics, Anatomy and Physiology, Pre-calculus, Calculus, Spanish IV, English II Honors, English III Honors, English IV College Prep, English Composition I and II Dual Credit, General Psychology Dual Credit, and Human Growth and Development Dual Credit.

The following classes are offered as weighted courses at HHS that are not Dual Credit:

English II Honors
English III Honors
English IV College Prep
Anatomy and Physiology. Weighted 2016-2017 school year, but not afterwards.
Spanish IV
Physics
Advanced Chemistry

Spoon River Classes that Havana High School (HHS) considers as Weighted Dual Credit courses at Spoon River College (SRC):

English Composition I, II: SRC Campus

Psychology 130 (General Psychology): On-Line. Weighted until 2017-2018 school year

Human Growth and Development 236: On-Line. Weighted until 2017-2018 school year

Pre-Calculus : HHS Campus

Calculus : HHS Campus

Advanced Biology – HHS Campus. Weighted as of 2016-2017 (Students cannot count Anatomy and Physiology and Advance Biology both as weighted classes on their transcripts). Students may take Advanced Biology as a class at HHS and not through Spoon River as a dual credit course.

A student may take Advance Biology, Pre-Calculus and Calculus as a weighted class at HHS and not a dual credit class, therefore they would not need to sign up for the classes through SRC. Classes at SRC must be preapproved by the high school administrative team in order to be counted toward high school graduation. Any class accumulative over 7 credit hours a year will be listed on the high school transcripts as pass or fail only. High School Approval forms can be found on the high school website or in the Guidance Office.

Example of Spoon River Classes that Havana High School accepts for dual credit, but are not weighted.

Introduction to Philosophy – On-Line

Ethics – On-Line

Social Psychology – On-Line

World Religions – On-Line

Introduction to Sociology – On-Line

Cultural Anthropology – On-Line

***These classes may be completed in a study hall environment in the library.

SAT Incentive

Students who have the following minimum scores on the SAT test will be eligible to receive the SAT incentive.

Score 480 or above in Evidence Based Reading and Writing

Score 530 or above in Math

Score 6 out of 8 or above on Essay

Any student meeting this criteria in an area will earn one day excused absence (3 days possible), which may only be used 2nd semester and must be used prior to the month of May. A student is not responsible for homework on one of these excused days, but any projects, quizzes or test must be made up. An excused absence form must be submitted a week prior to taking the excused day off. Any student which receives a suspension for school, has an unexcused absence will forfeit their days off. A student must not owe any Saturday school time to take the day off.

Top Ten

Any student finishing in the Top Ten of their class academically, which is determined by their final grade point average their senior year, will be recognized at graduation by wearing maroon and white cords.

GRADING SYSTEM

The letter system is used in notifying you and your parents concerning your accomplishments in the different subjects. Your grade will reflect the thoroughness of your preparation. Try to achieve perfection wherever possible.

A--Exceptionally good work.

B--Above average in achievement.

C--Average.

D--Below average - Student not working with much degree of effectiveness.

F--Failing - Absent too often, and/or not capable of handling assigned work. (w/o credit)

S--Satisfactory – For Pass/Fail (w/ credit)

AU--Audit - Taking a class (w/o credit)

I--Incomplete - Work not completed and must be made up before a grade is issued. Administration and classroom teacher will decide the amount of time granted before an incomplete becomes a grade of F. This deadline will be communicated to the student.

W/F--Withdrawal - Counts the same as Failing, with regards to grade point average.

Havana incorporates a weighted grading system. This system incorporates difference for classes that are weighted and for plus and minus grades in weighted and regular classes. The grading system will be based on a 4.0 scale with weighted classes based on a 5.0 scale.

GPA – Course Weight Scale

		<u>Weighted</u>	<u>Regular</u>
92.50-100+	A	5.00	4.00
89.50-92.49	A-	4.70	3.70
86.50-89.49	B+	4.30	3.30
82.50-86.49	B	4.00	3.00
79.50-82.49	B-	3.70	2.70
76.50-79.49	C+	3.30	2.30
72.50-76.49	C	3.00	2.00
69.50-72.49	C-	2.70	1.70
66.50-69.49	D+	2.30	1.30
62.50-66.49	D	2.00	1.00
59.50-62.49	D-	1.70	0.70
59.49-0	F	0.00	0.00
S--Satisfactory – For Pass/Fail (w/ credit)			0.00
AU--Audit - Taking a class (w/o credit)			0.00

BAND/CHORUS

To ensure academic grade point fairness, Havana High School will not offer any weighted classes the same hour band and chorus is offered.

ACADEMIC DISCREPANCIES

Anyone who thinks that there has been a mistake with entry or calculating their grade in a class should follow these guidelines:

1. Immediately contact the teacher and address your concern.
2. If the issue is still not resolved, then contact the school counselor/principal and present your concerns.
3. Principal has final say on academic matters.

FINAL EXAMS

1. Students who miss no more than 3 class periods and have no more than 3 tardies, and have 0 unexcused absences and earn 75% or higher in a class will be exempt from taking their final exam in that class. The only exception for missing a class is if a student is gone for a school-sponsored event. Serving time in ISS for discipline will be counted as an absence. If a teacher kicks a student out of class for disciplinary issues, this is considered an absence. Any student that receives all day ISS or OSS at any point in a semester will take all of their finals for the semester.
2. All students taking weighted classes must take their first semester final exam each year. A student in the second semester weighted class who earns an A or B and misses no more than 3 class periods of that class is exempt from taking the final exam.
3. If a student who exempt from finals wishes to take the final, they may do so with the understanding that the final exam score will only raise their final grade not lower it.
4. If a student is taking a dual credit course, then the policy of the university are to be followed in concern with final examinations.

HIGH SCHOOL HONOR ROLL

The Scholastic Honor Roll is published at the end of each quarter and semester and will list those students who have received Superior Honors; High Honors; or Honors. The following G.P.A. determines placement: Superior Honors 4.0(+) High Honors 3.99 – 3.50 Honors 3.49 – 3.00. The Honor Roll is compiled on academic grades only. To be considered for scholastic honors, the student must be enrolled in a minimum of five academic courses and have no grade below B -.

NATIONAL HONOR SOCIETY

Junior and Senior students, who have achieved a cumulative grade point average of 3.6 and higher, will be invited to apply for the Havana Chapter of the National Honor Society. The application form will be reviewed by the five faculty council members and evaluated on the basis of character, leadership and service. Students will be notified of the honor of selection and an induction ceremony will be held. A membership fee is required that is determined by the National Organization.

Students placed in the program will follow the handbook for the program along with the guidelines established in the high school handbook. Students may be removed from Havana High School's National Honor Society for failing to meet the standards of the chapter.

CREDIT RECOVERY PLACEMENT POLICY

Students may be placed in credit recovery due to falling behind and not being able to mathematically receive enough credits to graduate with their peers, or having conduct, social or emotional issues that affect the student's ability to succeed in the regular classroom, or transferring from another school district where that school district had placed them into credit recovery and the administrative team has justified that this is the proper placement.

When a student is behind in credits, being placed into the credit recovery room is not guaranteed. The administration team will reasonably attempt to keep the student in regular scheduled classes first.

Any student who has dropped out of school, or has a significant break in attending school will only be automatically placed in credit recovery if they have 19 total credit hours toward graduation. If the student has less than 19 total credits then the student will have to attend 1 semester of regular classes before consideration of placement into the Credit Recovery classroom. The student must pass 6 of their 7 academic classes and miss no more than 10 days of attendance for the semester, unless there is medical illness confirmed by a physician that justifies the extra days missed from school. Upon successful completion of the semester goals, then if the student is still behind in academic credits, they may be placed into the credit recovery program.

When a student is in the credit recovery program they will take the classes they have failed first. When the student is caught up with their classmates or back on course to graduate on the current academic school year, the student will be placed back into regular classes at the semester if it is reasonably possible. The only exception is if an IEP/504 states differently, or a student has conduct, social or emotional issues that would affect their ability to succeed, or their actions in the regular classroom would continue to disrupt other students learning opportunities.

Any student who owes for damages of two computers will be placed into credit recovery and the computer will stay in credit recovery at their assigned desk for a minimum of a semester and/or until charges are paid in full. This placement is not a disciplinary placement, it exists to protect the school's equipment and continues to provide the student with an education.

CREDIT RECOVERY CREDITS

Credit recovery physical education will be graded as pass/fail. Any credit recovery student missing more than 10 unexcused co-ed physical education classes per quarter will fail the class for the quarter and receive no physical education credit for the semester. All credit recovery courses are taken as pass fail in concern with academic standing.

HOME SCHOOL

Transfer procedures for students transferring to Havana High School from home schools shall be as follows:

1. A student's grade classification shall be determined by the number of academic credits they have successfully completed on the basis of credits and proficiency examinations. Honor points will be adjusted to reflect weighting or non-weighting of grades as specified by Havana High School grading policy.

2. To receive credits earned in schools, which are not accredited by the Illinois State Board of Education, students may be required to demonstrate proficiency on a placement examination administered by Havana High School. Placement exams may also be used to determine satisfactory completion of state and local graduation requirements. Students may not receive more than one credit for any given course. Consequently if a course is repeated, no additional credit will be given for it.

3. Credits earned in non-accredited schools will not be included in determination of a student's GPA.

4. For a student to be considered for academic honors, they must have been enrolled in an accredited school for a minimum period of one year preceding graduation.

ATTENDANCE SECTION

ATTENDANCE POLICY

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for classes in order to benefit fully from the instructional program. These attendance policies are designed to develop student punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences will not be taken lightly.

In order for a student's absence to be excused, the student's legal guardian must call the school and inform the school. Guardians whose circumstances prevent them from calling the office can fill out a signature card in the office and send a written note to inform the school of the circumstances for the absence. Other acceptable forms of verification will include a note from a doctor, dentist, clinic, hospital, or an official document for a court appearance.

Students whose parents have not called the office about their absence will have the absence count as unexcused. After proper verification the absence will be changed to an excused absence.

The following are classified as excused absences:

1. Doctor/dental visits.
2. Illness verified by legal guardian. Any student who has been absent 9 times from any class during the school year will receive an unexcused absence for each additional absence from that class and any other class unless the absence is verified by a doctor excused by the school attendance officer.
3. Observation of religious holiday. The office must be notified in advance of the absence.
4. Participation in school sponsored activity.
5. Visiting a counselor or administrator.
6. Court appearance.
7. Death or funeral of family member.
8. College visits for juniors and seniors arranged with counselor.
9. Extended absences approved by the office in advance of the absence.

***Work is not an excused absence.

If a student leaves school any time during the day, they must check out at the office before leaving. The office will require permission from the legal guardian before allowing the student to leave the campus. If a student becomes ill while away from school during their lunch hour, the office must be notified or the absence will be unexcused. Any student who leaves the school without checking out will receive an unexcused absence unless it is deemed it was unreasonable to ask the student to sign out at the office due to extreme nature of the illness.

ABSENCES FOR SCHOOL ACTIVITIES

Whenever it is necessary for a student to miss class due to an approved school activity he/she is to contact the teacher in advance of the absence and secure assignments. An extended absence form should be filled out ahead of time. All assignments are to be turned into the instructor before leaving school unless other arrangements are made with the instructor. If it is a school activity and the office will be provided with a roster, then the form does not need to be turned into the secretaries, just the sponsor. If the reason for missing school is not a planned school activity, then the form will be turned into the office.

EXTENDED ABSENCE

The following steps need to be followed to ensure a pre-approved absence.

1. Pick up an extended absence form from the office.
2. Fill out your name and what dates you will be gone. Have your parent sign the form.
3. Have each of your teachers sign the form and get homework from your teachers.
4. Bring completed form into the office for the principal's signature.
5. Failure to complete these requirements will result in an unexcused absence.

TRUANCY

District 126 encourages parents or legal guardians to see that their child attends school every day it is in session. Generally students are expected to attend except for cases of illness, religious holidays or family emergencies.

Unexcused absence from the school premises for a school day, or any part thereof, including hours or times which the student has been instructed to attend other than regular scheduled school hours, constitutes truancy and will be treated as such. Students and parents of truant students shall be subject to such disciplinary action as is permitted by law. Parents shall be notified of their child's unexcused absence. Students will receive supportive services and interventions, including appropriate discipline to discourage the truancy and make of class time lost. A list of interventions and supportive services may be obtained by contacting your building principal.

1. A chronic or habitual truant is one who has been absent without a valid cause for five percent (5%) or more of the previous 176 student attendance days (Over 9 Days). A student, who is identified as a chronic or habitual truant shall be directed to such available supportive services or other school resources as, in the judgment of the school, may assist the student in correcting the problem. It is the policy of this District that no punitive action is taken against a student who is a chronic or habitual truant solely for such truancy unless available supportive services and school resources have been offered to the student and he/she has failed, with a reasonable time, to correct the behavior.
2. A student that is chronically truant will be turned into the Truancy Intervention Program at Regional Office of Education #53.
3. Parents and/or the student may be prosecuted by the Mason County State's Attorney if their child is chronically truant.
4. After 3 unexcused absences in a school year, a conference will occur with the student, parent(s)/guardian(s), counselor, and Principal.
5. After 3 unexcused absences a student will not be allowed to attend dances to include Prom. A student that has three unexcused absences in a semester will not be allowed to participate in any extra-curricular events that are not deemed essential toward the education. The administration will determine if the event is essential toward the student's education.

TARDY AND TRUANCY POLICY

For every student that has skipped school or is Tardy, they will be assigned detention time:

- 15 Minutes for each tardy - Serve Saturday school after 4th Tardy (1 Hour)
- 1 Hour for 1 Period Unexcused Absence
- 3 hours for a Half Day Unexcused Absence
- 6 Hours for a Full Day Unexcused Absence

SATURDAY SCHOOL

1. The Saturday school list will come out on the Wednesday, prior to Saturday School. The student will be called down during announcements and given their assigned amount of time. If the student sees any discrepancy they must get a signature from the teacher saying a mistake was made when taking attendance. They will then bring that signed paper back to the office to get their time readjusted.
2. Saturday School time is actually detention time - It can also be served before or after school, but arrangements must be made with the administration. It can also be served once a month on the Saturday that is designated. If a student fails to serve Saturday school, then the student will have ISS lunch until all time owed is served.

ISS LUNCH

ISS lunch counts as 30 minutes off Saturday School time

The 30 minutes does not count off of the owed Saturday School time if you have been assigned ISS for disciplinary reasons

For the ISS Lunch Period to count towards Saturday School:

1. Students must get food immediately and report to lunch detention room
2. Students must remain silent
3. Students may not use cell phones.

4. If a student is assigned ISS because of the lack of effort in class, then their time served for the day does not count as part of the student's Saturday School time they owe.
5. Any student that is failing two classes will be placed in ISS lunch until they are no longer failing two classes. Grades will be automatically checked at the midterms and quarters to reevaluate whether the student can get back their privilege of not serving ISS lunch. If a student raises their academic score in a class prior to this, then it is the student's responsibility to inform the administration. They are to serve ISS lunch until the academic change has been confirmed by the administration.

IN-SCHOOL SUSPENSION (ISS)

The student is removed from the regular academic setting or has a restriction of privileges. Student remains at school but in an alternative positive learning environment. All student work for the day is due upon the student's return to the classroom.

EXTRA-CURRICULAR ACTIVITIES POLICY

1. Any student that does not serve Saturday School will not be able to participate in any extracurricular activities and will immediately be assigned ISS lunch until all time is served.
2. Extra-curricular is an all-encompassing term that refers to all activities outside of the typical classroom will be considered extra-curricular. Students will not be able to attend events: such as, Homecoming, Prom and Dances. They will also not participate in any extracurricular activities, to include practice, games, or sporting events until they have served all owed time. If a field trip is essential to the learning process, then a student not meeting these requirements may attend, but it will be determined by the administration. Keep in mind that jobs you receive through Career Link are considered extracurricular. Activities sponsored by any organization, club, or class, such as contests, etc... are included as extracurricular.
3. In order to be eligible of all extra- curricular events, students are required to pass 6 of their 7 classes to be eligible and have all ISS time served. If a student is only taking 5 classes, then they must pass all 5 classes. Algebra Double Block counts as two classes, since it takes up two class periods a day.

DEER HUNTING

If school is in session on the opening day of shotgun season for deer hunting, a student is eligible to go deer hunting the first day of season if they meet the following criteria:

1. They do not have 10 or more absences for the year
2. They do not have any unexcused absences
2. They are passing all classes
3. All Saturday School and/or Before/After School detention time is served
4. The student has no more than 1 discipline referral and no out of school or in school suspensions for the current year.

If a student is going to deer hunt, the student must complete and turn into the office an extended absence sheet, as well as produce his/her deer permit to be photocopied. If this procedure is not completed prior to hunting, it will be considered an unexcused absence.

COLLEGE VISITS

1. Limited to Juniors and Seniors ONLY.
2. All inquiries must be made through the Guidance Office. For the absence to be considered excused, a College Visit form must be completed and approved.
3. Limit of one for Juniors and two for Seniors per year to count as excused absence.
4. Student must bring back a business card or proof they visited the college.
5. Student must give at least 5 days' notice.
6. College visits may not be made during the last 3 weeks of the school year.

PASSES FOR LEAVING SCHOOL

Students are not allowed to leave the school during school hours without first obtaining permission from the office. If a student leaves without office permission, the absence will automatically be considered a skip.

No student may be permitted to leave school, prior to the dismissal hour at the request of anyone other than a school employee, police official, or parent/guardian, unless the permission of the parent/guardian through a phone call or presented in writing or confirmed by the administration.

HEAD LICE (Pediculosis) or BED BUGS

Parent(s) will be notified and the student isolated from other students if lice/bed bugs and/or nits are found. The parent(s) must seek treatment for their student which has this condition. A follow-up check will be done over the next 10 days. All school age siblings and other students in the classroom will be checked for possible additional cases. Any student may be checked by the nurse for possible additional cases. We will continue to provide the student with their academic digital work while they are isolated.

DISCIPLINE POLICY SECTION

DISCIPLINE CODE (BOARD OF EDUCATION POLICY NO. 7.190)

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility for education, and students cannot realize their greatest opportunities for growth. In applying disciplinary action one should remember that each child is a unique personality and deserving of the best possible judgment. Disciplinary action should be instituted for the purpose of establishing positive direction so that the teaching/learning process can function under the best possible circumstances. The Board of Education believes that good discipline is always fair, dignified and consistent.

In cases of student misconduct when ordinary and usual methods of correction are ineffective, building administrators may be called

upon to assist with the situation. Conferences with teachers, counselor, principal and parents should be effectively employed to bring about acceptable student behavior.

Students have a responsibility to know and respect the rules and regulations of the schools. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

STANDARDS FOR STUDENT CONDUCT

While on school premises, riding in district-sponsored transportation or at school-conducted or school-sponsored activities, such as field events, athletic events, etc., home or away, wherever located, students are expected and required to behave in an orderly and appropriate manner, with due regard and respect for the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of The School Code, School District rules and regulations, and other applicable laws.

CHRONIC DISCIPLINARY PROBLEMS

1. A chronic disciplinary problem is defined as a student who, despite prior discipline and/or other interventions for misbehavior, persistently violates the rules of the school, which poses a threat to school safety or persistently engages in misbehavior that disrupts the learning opportunities for other students.

2. A student identified as a chronic disciplinary problem may be suspended, receive alternate placement and/or recommended to the Board of Education for possible expulsion on the basis that, despite prior punishment and interventions, such student has persistently violated the rules of the school and/or engaged in consistent misbehavior that poses a disruption of the educational process or poses a threat to other students, even though each prior violation or incident of misbehavior alone may not have warranted suspension or expulsion.

3. A student who is a chronic disciplinary problem may be referred to available appropriate supportive services for assistance, including the ROE truancy officer or placement in a disciplinary school.

DISCIPLINE TABLE for INFRACTIONS

The level of punishment for a behavior will be determined case by case as per the guidance of Illinois SB100. Whether an issue is a minimum or maximum range will be determined case by case examining the level of threat the violation poses on school safety, how substantial and the duration the violation does or may disrupt, impede, or interfere with the education process and the operations of the school. Also, the administration will consider if other interventions were tried previously to no avail.

Violation	Range	First Occurrence	Repeat Occurrence
Absence (Unexcused)	Minimum	Parent Involvement/ISS lunch	ISS/Loss of Off Campus Lunch privileges for the quarter/ISS Lunch
	Maximum	Saturday School/ISS/Loss of Off Campus Lunch	Loss of Off Campus Lunch privileges for the Semester/Notify Parent/Truant Officer Involvement/Long term ISS lunch
Bullying	Minimum	Informal Talk/Parent Involvement/ISS lunch for period of time	ISS/Possible Suspension/ ISS lunch for up to year
	Maximum	ISS/ Possible Suspension	Suspension/ Possible Expulsion/ Possible alternative school placement/ ISS lunch for up to year
Cellular Phone Misuse	Minimum	Informal Talk/Confiscation – until the end of the day	Parent Involvement/ Confiscation – until the end of day/ Possible In School Suspension/ ISS lunch for up to year
	Maximum	Confiscation – until the end of the day/Parent Involvement	In School Suspension/Possible Alternative Placement for chronic problem
Cheating/Academic Dishonesty	Minimum	Informal Talk/Loss of Credit on the activity	Conference with Parent /Loss of Credit on activity/ ISS lunch up to a quarter
	Maximum	Conference with Parent/Loss of Credit of Activity	Course Failure/ Possible removal from the course (Withdrawal with a failing grade)/ Possible Alternative Placement/ ISS lunch up to semester
Computer & Internet Misuse	Minimum	Informal Talk/Parent Involvement/ Loss of computer going home for one academic week	Parent Involvement/ 2 nd offense 3 day suspension and loss of computer going home for 4 academic weeks, 3 rd offense 3 day suspension and loss of computer going home for up to the entire school year.
	Maximum	3 day suspension/ possible 1-year Loss of computer going home/Restitution/Possible alternative placement	Restitution/Suspension/possible Expulsion/ Possible alternative placement
Computer Tampering/Hacking	Minimum	Parent Involvement and Restitution/ 3 day suspension, Possible up to 1 year loss of computer going home and restitution.	Suspension and Restitution. 3 day suspension, Possible 1 year loss of computer and technology privileges/ Restitution/ Possible alternative placement
	Maximum	3 day suspension, Possible Expulsion, Possible 1 year loss of computer going home/ Restitution/ Possible Alternative Placement	10 days suspension, Possible Expulsion/ Restitution/ Possible Alternative Placement

Coercion/Complicity/Inciting	Minimum	Informal Talk/ Conference/ ISS lunch	Parent Involvement/Detention/ISS
	Maximum	Short Term Suspension 1-3 Days	Suspension/ Possible Expulsion/ Possible Alternative Placement/ ISS lunch for up to the year
Defiance of Authority	Minimum	Conference/Detention	1-3 days ISS
	Maximum	1-3 days ISS	Suspension/ Possible Expulsion/ Possible Alternative Placement
Destruction of Property	Minimum	Parent Involvement and Restitution/Detention/Possible 1-3 Day Suspension/ ISS	Suspension/ Restitution/ Possible Alternative Placement
	Maximum	Suspension/Possible Expulsion/ Restitution	Suspension/Possible Expulsion/ Restitution/ Possible alternative Placement
Disrespect of People	Minimum	Informal Talk/Parent Talk/ISS lunch	ISS/Loss of Off Campus Lunch for up to a quarter/Saturday School/ ISS Lunch
	Maximum	1-3 Day suspension/ ISS	Suspension/ ISS/ Loss of off campus lunch privileges/ ISS lunch for up to the year
Disruptive Conduct/Horseplay	Minimum	Conference/Detention/ISS lunch	Saturday School/ ISS Lunch/ Possible ISS
	Maximum	1-3 Day Suspension	Suspension/Possible Alternative Placement/ ISS Lunch for the quarter
Drugs and Look-Alike Drugs, Unauthorized Medication, Narcotics, and Alcohol	Minimum	1-3 Day Suspension/ Possible Counseling	Suspension/ Possible Expulsion/ Possible Alternative Placement
	Maximum	Suspension/ Possible Expulsion/ Possible Alternative Placement/ Loss of off campus lunch	Suspension/ Possible Expulsion/ Alternative Placement
Deliberate False Fire Alarms/Bomb Threats/ Fire & Emergency Equip. Misuses	Minimum	1-3 Day Suspension	Suspension/Possible Expulsion/Possible Alternative Placement
	Maximum	Suspension/ Possible Expulsion/ Possible Alternative Placement	Suspension/Possible Expulsion/ Alternative Placement
Failure to Serve Saturday School	Minimum	Re-schedule/ISS lunch until all time is served	In-School Suspension/ISS Lunch until all time is served
	Maximum	1-3 days ISS	Alternative Placement in Credit Recovery
Skipping ISS Lunch	Minimum	Informal talk and Reschedule	ISS for 1 Day/Parental Notification
	Maximum	ISS for 1 Day/Parental Notification	ISS for 1 Day/Parental Conference/ Loss of off campus lunch for up to the year.
Fighting	Minimum	Suspension 1-3 days	Suspension/ Possible Alternative Placement
	Maximum	Suspension/Possible Expulsion/Possible Alternative Placement	Suspension/ Possible Expulsion/ Alternative Placement
Fireworks & Explosive Devices	Minimum	Short Term Suspension 1- 3 days	Suspension/Possible Alternative Placement
	Maximum	Suspension/Possible Expulsion/Possible Alternative Placement	Suspension/ Possible Expulsion/ Alternative Placement
Food & Drink in Halls, Classrooms	Minimum	Informal Talk	Parental Involvement/ISS Lunch
	Maximum	ISS Lunch	Parental Involvement/Saturday School/ISS for 1 -3 Days
Forgery or Fake Calls	Minimum	Conference/Detention/ISS lunch	ISS 1-3 days
	Maximum	ISS Long Term	Short Term Suspension 1-3 Days/ Loss of off campus lunch privileges for up to a year/ ISS lunch/ Possible Alternative Placement/
Gambling	Minimum	Conference/Detention/ISS Lunch	Saturday School/Short Term Suspension 1-3 days
	Maximum	Saturday School/ISS/Short Term Suspension 1-3 Days	Suspension/Possible Expulsion/ Possible Alternative Placement
Gangs and Related Gang Activities	Minimum	Parent Involvement/ISS	Suspension
	Maximum	Suspension	Suspension/ Possible Expulsion/ Alternative Placement
Guns/Weapons	Minimum	Suspension/Possible Expulsion	Suspension/ Possible Expulsion
	Maximum	Expulsion	Expulsion
Hallway Conduct/Hall Pass Abuse/ Between class misconduct	Minimum	Informal Talk	ISS Lunch/Saturday School
	Maximum	ISS Lunch/ Saturday School	Saturday School/Short Term Suspension 1-3 days
Harassment/Taunting/ Intimidation/Hazing	Minimum	Parent Involvement/Detention/ISS	Short Term Suspension 1-3 Days
	Maximum	Short Term Suspension 1-3 days	Suspension/ Possible Expulsion/Possible Alternative Placement
Improper Display of Affection	Minimum	Conference/Detention/ISS Lunch 1-3 Days	Saturday School/ISS 1-3 Days
	Maximum	ISS Lunch 1-5 Days	Short Term Suspension 1-3 Days

Improper Dress	Minimum	Change clothes	Conference/Detention
	Maximum	Change Clothes/ Detention	Saturday School/ISS
Leaving School Property Without Permission	Minimum	Parent Involvement/Detention/ISS Lunch	Saturday School/ISS Lunch
	Maximum	Saturday School/ISS lunch	ISS 1-3 Days
Loitering	Minimum	Conference/Parent Involvement	Detention
	Maximum	ISS lunch	ISS Lunch/ISS/Suspension
Missing Detention	Minimum	Warning/ISS Lunch until all time owed is served	ISS/ Time Doubled
	Maximum	ISS if discipline related	Time Doubled/ISS
Motorized Vehicles	Minimum	Informal Talk/Detention/ISS Lunch/Suspend parking privileges	Extended Loss of parking privileges/ ISS Lunch
	Maximum	Loss of parking privileges for semester/Short Term Suspension 1-3 days	Permanent Loss of parking privileges/Suspension/Possible Expulsion/ Possible alternative placement
Profanity	Minimum	Conference/Detention/ISS Lunch	ISS/Saturday School
	Maximum	ISS lunch/ ISS/Saturday School	Short Term Suspension 1-3 days
Provide/Use/Possession of Tobacco Products Including Matches & Lighters	Minimum	4 hrs. Saturday School	8 hrs. Saturday School
	Maximum	Short Term Suspension 1-3 days	Short Term Suspension 1-3 days/Loss of off campus lunch privileges up to 1 year/ Possible Alternative Placement
Radios, Beepers, Tape Decks, Laser Pointers, Electronic Devices, Skate Boards, Roller Blades, Roller Shoes, etc.	Minimum	Informal Talk/Detention/ISS Lunch/ item kept till end of school day	Saturday School/ item kept till end of school day
	Maximum	Confiscation of Item only to return to parent and Short Term Suspension 1-3 days	Confiscation of Item and Suspension/Possible Alternative Placement
Refusal to Identify One's Self	Minimum	ISS Lunch	ISS
	Maximum	ISS	Short Term Suspension 1-3 days/Possible Alternative Placement
School Bus (**See Bus Discipline)	Minimum	Informal Talk	Suspension from Bus
	Maximum	Suspension from Bus	Removal from Bus
Sexual Harassment	Minimum	Parent Involvement Conference	Parent Involvement/ ISS/ Short Term Suspension 1-3 days
	Maximum	Short Term Suspension 1-3 days	Suspension/Possible Expulsion/ Possible Alternative Placement
Snowballs	Minimum	Conference/Detention/ISS Lunch	Saturday School/ ISS Lunch Multiple Days
	Maximum	ISS	Short Term Suspension 1-3 days
Theft	Minimum	ICC Lunch/ and Restitution	Loss of OCL/ ISS Lunch/ ISS/ Saturday School/Restitution
	Maximum	Loss of OCL/ ISS Lunch/ ISS/ Saturday School/Restitution	Suspension/Possible Expulsion/Possible Alternative Placement
Threat Of violence toward students, staff or district personnel. Based on the nature of the threat and/or if acted upon.	Minimum	ISS/ Parental Involvement	1-3 day Suspension
	Maximum	Suspension/Possible Alternative Placement	Suspension/Possible Expulsion/Possible Alternative Placement
Verbal Abuse	Minimum	Parent Involvement/Detention	Loss of Off Campus Lunch/Short Term Suspension 1-3 days (OSS or ISS)
	Maximum	Loss of off Campus Lunch/ Short Term Suspension 1-3 days	Suspension/ Possible Expulsion/ Alternative Placement

NOTE

The district reserves the right to deal more severely with individuals as circumstances indicate. Parents of students suspended from the bus are responsible for transporting students to school. Parents who feel there are extenuating circumstances which would change the consequences cited above should contact the building principal. If students are suspended, then all school work during the time of suspension is do upon their return to class. If extenuating circumstances exist, then it is up to the parent/guardian to inform the administration and a decision will be reached. Parents are entitled to a hearing by the School District's Discipline Review Board if they deem necessary. This can be arranged by contacting the school district office.

Offenses are cumulative but may change in the nature of severity - i.e. 1st offense may be minor, 2nd offence may be major.

**DISTRICT-SPONSORED TRANSPORTATION
(STANDARDS REGARDING STUDENT CONDUCT)**

While riding in school buses or other forms of transportation designated for district purposes, students are required to conduct themselves in a proper and orderly manner. Students are expected to:

1. Remain seated and face forward.
2. Refrain from making loud and/or distracting noises, including inappropriate language.
3. Refrain from any physical activity, which endangers the health and safety of others, such as pushing, fighting, moving about, annoying/harassing others, promiscuous activity and public displays of affection.
4. Refrain from defacing property.
5. Obey the lawful instructions of the driver.
6. Sit in the seat assigned by the bus drivers or supervisor.

Students who violate any of the above rules or otherwise fail to act in an appropriate and proper manner will be reported in writing to the appropriate building principal or his/her designee and be subject to disciplinary action. Disciplinary action may result in the suspension of transportation privileges. If a student is suspended from one bus, they may not ride an alternate bus, including extra-curricular or field trip busses.

The School District is not responsible for the supervision of a transported student until such time as he/she boards the bus. Only when a student boards the bus does he/she become the responsibility of the School District. Correspondingly, the responsibility of the School District ends when the student is delivered to the regular bus stop at the close of the school day.

BUS DISCIPLINE GUIDELINES

Students who ride buses are required to maintain behavior and cooperate with the bus driver at all times. Failure to do so will result in possible suspensions of bus privileges. All rules for conduct during school apply while on the school bus. In addition, students must not distract the driver at any time or cause any disruptions while on the bus or while waiting at the bus stop. The driver has full authority to control student conduct on the bus. The driver is strongly encouraged to assign seats. It is the responsibility of the guardian to inform the school if they do not have a way to get a student to school that is suspended from riding the bus. If a student misses school due to a lack of alternative transportation, then all work is due upon the student's return, since we have a digital curriculum. If there are extenuating circumstances, then it is up to the parent/guardian to inform the school administration for consideration.

MINOR INFRACTIONS

- | | | |
|----|--|---|
| 1. | Not seated, horseplay, swearing, consuming food or drink | |
| | 1 st Office report: | 1 day bus suspension |
| | 2 nd Office report: | Up to 3 day bus suspension |
| | 3 rd Office report: | Up to 3 day bus suspension and for a determined period loss of off campus lunch privileges and or ISS lunch for up to a semester. |
| | Continued reports | Loss of privileges riding the bus for up to the year, ISS lunch for the rest of the year |
| | | |
| 2. | Possession of matches, lighter or tobacco | |
| | 1 st Office report: | 1 day bus suspension |
| | 2 nd Office report: | Up to 3 day bus suspension |
| | 3 rd Office report: | Up to 3 day bus suspension and for a determined period loss of off campus lunch privileges and or ISS lunch for up to a semester |
| | Continued reports | May result in loss of privileges riding the bus, ISS lunch for the rest of the school year |

MAJOR INFRACTIONS (Severe Infraction in nature are handled as 3rd Office Reports)

- | | | |
|---|--------------------------------|---|
| Fighting, sexual harassment or behavior that endangers others | | |
| | 1 st Office report: | 3 day suspension from bus, possible Out of School suspension |
| | 2 nd Office report: | Up to 10 day suspension from the bus, Out of school suspension/loss of off campus lunch privileges for up to the remainder of semester and or ISS lunch for up to a semester |
| | 3 rd Office report: | May result in removal of bus privileges for up to the year, possible consideration of placement in alternative school, possible expulsion/ ISS lunch for the rest of the year |
| | | |
| Disrespect and/or insubordination | | |
| | 1 st Office report: | 1 day suspension from bus |
| | 2 nd Office report: | 3 day suspension from bus |
| | 3 rd Office report: | Suspension from bus up to one semester/ Loss of off campus lunch privileges or ISS lunch up to one semester |
| | Continued reports | May result in loss of privileges riding the bus, loss of off campus lunch privileges for up to the remainder of year and ISS lunch for up to remainder of the school year. |
| | | |
| Damage to school property | | |
| | 1 st Office report: | Full restitution and 3 days bus suspension |
| | 2 nd Office report: | Full restitution and up to 10 day bus suspension |

3 rd Office report:	Full restitution and may result in loss of bus privileges for the year and possible consideration of placement in alternative school
Smoking/Tobacco use/Vape use on the bus	
1 st Office report:	2 day suspension from bus
2 nd Office report:	3 day suspension from bus, loss of off campus lunch privileges for up to a semester and or ISS lunch for up to a semester
3 rd Office report	Up to 10 day bus suspension, loss of off campus lunch privileges for up to the remainder of year and ISS lunch for up to the remainder of the year
Continued reports	May result in removal of bus privileges, and possible consideration of placement in alternative school.
Possession of drugs, alcohol or weapons	
Any Office report:	May result in up to removal of bus privileges. Also, possible suspension from school/possible expulsion from school/ possible alternative placement as determined by School Code.

POSSIBLE INTERVENTION STRATEGIES

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain their conduct and an investigation will be conducted.

CPI restraint may be used when necessary to protect the student or other individuals and/or property from harm.

The disciplinary measures defined below are not all-inclusive, but rather are a listing of the main interventions that may be used to modify student behavior. It is the hope and intent of the school that such interventions, when utilized, will:

- Deter future misconduct;
- Assist the student in developing a proper behavioral pattern;
- Engender in the student respect for the rules of the school, and educate the student to the principle that all must live by the rule of law;
- Deter interference with the educational process.
- Assist the student with getting along with their peers as they would have to living in society.

Informal Talks

A school official (teacher, administrator, social worker, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results are recorded and kept on file.

Student Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Action taken and results of the conference are recorded and kept on file.

Parent Involvement

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, or letter. A conference may be conducted with the student, his/her parent(s)/ guardian(s), a school administrator, Counselor/School Social Worker and/or the teacher, as appropriate. Action taken and results of the conference are recorded and kept on file. Parents or legal guardians who wish to appeal the decision regarding a student suspension may request a hearing by contacting the building principal or the District administrative office.

Loss of Privileges:

Students may lose the privilege of participation in or attending extra-curricular activities and non-academic field trips.

Referral to Counselor/School Social Worker (SSW)

Students may be required to meet with an assigned counselor/SSW on a periodic basis. The counselor/SSW will advise students concerning ways of improving his/her behavior. The counselor/SSW may recommend special projects to the student including reading, attending seminars, etc...

Assignment of Extra Work or Duties

Depending on the nature of the behavior or infraction, duties may be assigned to match the nature of the offense. This work shall be assigned and evaluated by school personnel. This work is done entirely on a volunteer basis.

Detention

Students may receive a detention before or after school hours, or a specific time at the discretion of the teacher and/or administration. Parents of students should be notified by the principal or teacher if the student is to be detained. The parents are responsible for the student's transportation. Action taken and results are recorded and kept on file.

Off Campus Lunch at High School – Loss of Off Campus Lunch Privileges

Student remains on campus during lunch and must remain on campus for the entire lunch period for the period of days determined.

In School Suspension Lunch Detention

Student may have to eat in the detention room and remain quiet for the entire lunch period. Any student not being quiet will serve lunch detention until they are silent during the detention(s) assigned. If a student is not silent or is late, then the time served for the

day does not count and the student will have to serve again.

Saturday School

Students may be assigned to up to 8 hours of Saturday School. While at Saturday School, students may be assigned academic work or community service. Saturday school may be assigned for several different infractions. Saturday School time will run from 8:00am to 12:00am on specified Saturdays throughout the school year. It usually is scheduled one Saturday every month. If a student doesn't serve his/her Saturday School time, he/she will not be able to participate in extra-curricular activities which include but not limited to: dances, athletic contests, extra-curricular practices, prom, field trips, work which has been arranged by the school, non-academic events and walking with their class during graduation. If a student misses Saturday school then the student will serve ISS lunch until all time is served. Any Saturday school time that is not served during the school year is carried over to the next school year.

Suspension/Permanent loss of bus riding privileges

A student that has performed a major infraction on the bus may lose their bus riding privileges on the first offense. A student that has committed multiple minor infractions may lose their bus riding privileges for the year. If a student has lost their bus riding privileges, then it up to the parent/guardian to get the student to school. If there are special circumstances, then it up to the parent/guardian to inform the administration and a decision will be reached.

Seizure of Contraband

All contraband will be seized by the school administrator. Contraband will not be returned to the student or their parent or guardian, but will be disposed of properly.

In School Suspension

In school suspension requires a student to remain silent and only work on homework or read a text. All extra-curricular privileges are suspended until all time is served in full. Students receiving an In-school suspension are expected to remain current with class assignments, to include any material covered within the classroom during their suspension.

Suspension/Out-of-School

Out-of-School suspension requires that the student not attend school for the time period specified (up to 10 days). All extra-curricular privileges are also suspended. Students shall not be present on any District 126 property during suspension. Students receiving an out-of-school suspension are expected to remain current with class assignments. All classwork is due upon their return to the classroom. Students should email their instructors, check their instructors' on-line sights, or call the office to arrange for assignments. Action taken and results are recorded and kept on file. If there are extenuating circumstances it is up to the parent/guardian to notify the office and decision on the matter will be reached.

Make-up Work

A student who is suspended from school is expected to keep up with his/her schoolwork. This recommendation is made for the purpose of helping students avoid major gaps in their educational program. In addition, keeping up with assignments during a suspension is the best way for a student to ensure his/her ability to successfully complete assigned work. Procedure:

1. It is the student's responsibility to get assignments, lecture notes, and other material needed to keep up with work missed during an out-of-school suspension.
2. Students returning to school from an out-of-school suspension are responsible for making the arrangements for presentations of (research paper, projects, major test, etc.) at a time convenient for the teacher.
3. If a student is suspended from school, all work is due immediately upon his/her scheduled return to class.
4. Students will receive grades and credit for work completed and turned in upon their immediate return to school. All other work not completed will count as a zero.
5. If there are special circumstances then the administration will inform the student's teachers.

Ineligible to Participate in Extra-Curricular Activities

Any student not serving the discipline assigned to them will not be able to partake in any school event that is not academically essential. This includes, but is not limited to practices, extra-curricular events, prom, class trips, field trips, competitions, clubs, dances, jobs that the school or school work study has provided, walking with their class during graduation, etc... A student must also be passing 6 of their 7 academic classes to participate in extra-curricular activities.

Reduced Discipline

Any student that has been assigned a discipline over a period of time and shows true remorse for their actions and has completely improved their conduct may receive a reduced discipline with stipulations.

Removal from Class

It is not fair to other students to have their education hindered by one student who constantly causes disruption within a classroom. Any student who continues to disrupt the educational process after being sent out of class multiple times in a semester and interventions have been tried and the student's behavior continues to be disruptive may be removed from the classroom with a failing grade. The student will be put into credit recovery class to make up the academic credit. The best interest of all students will be considered.

Alternative Placement

If necessary for the betterment of the student and other students, a student can receive placement outside of the regular classroom. Anytime during the school year, a student may be placed in the alternative setting of the credit recovery program. A student may also be assigned to an alternative school, such as a discipline school, if they are a continual distraction to the education process after

interventions have been tried to no avail, or incident is so severe that a student's attending school would be a continued distraction to the education process, or could be a continued safety concern of other students or the student themselves.

Expulsion

Expulsion is the removal of a student from school by action of the Board of Education. The action taken and results are recorded in the student's record in accordance with school code. An expelled student may not return to the school campus for the determined period of time.

Involvement of Law Enforcement Officials

Law enforcement officials shall be notified of criminal activity always.

Search and Seizure

To maintain order and security in the schools, school authorities may search a student, the student's personal effects, and places such as lockers and automobiles, in accordance with this policy.

1. Students and Their Personal Effects

School authorities (teachers, school administrators) may search a student and/or his personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, to include technology, such as: computers phones, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the District's rules. The method of search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Highly intrusive searches shall be conducted only with the permission of the appropriate school administrator. The reasonable suspicion giving rise to the search shall be particularized with respect to the individual student search. When feasible, searches should be conducted (a) outside the view of others, including students, (b) in the presence of a school administrator or adult witness, and (c) by a school teacher or administrator of the same sex.

2. Place

A. Lockers, Desks, and Other School Property

Areas such as lockers, desks and other school property and equipment are owned and controlled by the District. As such, students have no reasonable expectation of privacy in said areas and/or in the personal effects left in said areas, and school authorities may inspect and search said areas, and/or personal effects left in said areas, without notice to or the consent of the student, or without a search warrant. In addition, school officials may request reasonable searches of school grounds and lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

B. Student Automobiles

School authorities may routinely patrol student parking lots and inspect the outside of automobiles, including looking through car windows to the interior of the automobiles. School authorities may search the inside of the automobiles when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the District's rules. Prior to any such search, school authorities shall make a reasonable attempt to obtain the consent of the student or the student's parent(s).

NOTE: HUNTING GEAR AND GAME ARE FORBIDDEN ON CAMPUS. WEAPONS BROUGHT ON CAMPUS MAY RESULT IN A ONE YEAR EXPULSION FOR STUDENTS INVOLVED.

3. Seizure of Evidence

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating the law or the District's rules, such evidence may be seized by school authorities, and disciplinary action may be taken. When appropriate, properly seized evidence shall be turned over to law enforcement authorities.

4. Police Involvement

Searches conducted at the behest of law enforcement officials shall be governed by the standard established by the U.S. Constitution and U.S. Supreme Court for searches conducted by law enforcement officials (i.e., reasonable suspicion).

5. Videotape Surveillance

Videotape surveillance is carried out both on busses and in the building. All campus building and grounds, both interior and exterior, are owned by the school. Students have no reasonable expectation of privacy while on school property. All campus grounds, building classrooms, commons rooms, and hallways are subject to video surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations.

6. Failure to comply

Failure to comply with a search or seizure will result in suspension.

PROHIBITED CONDUCT SECTION

MANDATED REPORTERS

All educational professionals are mandated by state law to report suspected maltreatment of children when they have reasonable cause to believe that a child may have been neglected or abused. Notification will be made to Department of Children and Family Services (DCFS).

SENT OUT OF CLASS

Any student sent out of class based on conduct that interferes with the educational process, will at a minimum, have ISS lunch for their next lunch. If a student is sent out of a class 3 times in the same semester they will receive an ISS for an entire day and a

meeting will be scheduled with the administration, teacher, student and the parent/guardian to develop a plan of corrective actions or the possibility of dropping the student from the class with a withdrawal grade. Any student sent out of class based on the fore mentioned will receive an unexcused absence for the class period in regards to counting toward exemption from finals.

DISRESPECT TOWARD STAFF – CERTIFIED OR NON-CERTIFIED

We expect all staff members to be treated with respect. A show of disrespect towards a teacher or insubordination on the part of the student will not be tolerated and will result in disciplinary action. The severity of the act will be taken into account.

REFUSAL TO OBEY DIRECTIONS FROM ADMINISTRATION

Any student failing to obey directions given by the administration will receive, at a minimum, 3 days ISS or OSS depending on the severity.

IMPROPER LANGUAGE

A student who uses profanity or vulgarity may be given a detention or Saturday school. Profanity or vulgarity directed to a staff member will be considered disrespect toward staff and handled more severely.

PERSONAL DISPLAYS OF AFFECTION

Excessive display of affection at school will not be tolerated. Failure to abide by staff directives to end these displays will result in disciplinary action.

STUDENTS' PERSONAL APPEARANCE

Students are expected to wear appropriate body covering clothing. The school administration or teachers will make the final determination of what is appropriate. If inappropriate clothing is worn the administration or teacher has the authority to require student to change into appropriate clothing. The following are prohibited:

1. No shorts, dresses, or skirts more than 1 inch above the knee (standing position). No shirts with holes or pants with holes above the knee, No V-neck or swoop neck shirts that show cleavage are allowed. No shirts without sleeves will be worn to school during school time to include dances.
2. Pants must be pulled up over the buttocks area and no under garments should be visible at any time.
3. Clothing or accessories that display vulgar writing or symbols that are sexually suggestive – (Big Johnson, Co Ed Naked, etc.)
4. Clothing or accessories that advertise alcohol, drugs, tobacco products, or display discriminatory and inflammatory messages.
5. Any gang related clothing or accessories.
6. Headgear (hats, caps, head scarves, do-rags, etc.) and sunglasses may not be worn in the building nor may they be held in hand or in pockets during school time.
7. During normal school time activities, tops should cover a student's entire torso without showing any bare midriff even when sitting or bending over. Tops that expose any cleavage are prohibited from being worn to school during school time.
8. No pajama bottoms or slippers will be allowed to be worn at school.
9. Jewelry that is deemed unsafe or inappropriate or disruptive to the educational program is not allowed.
10. Wallet Chains are not allowed.

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty and decency will be considered inappropriate. The administration is the final authority. Students with inappropriate tops/shirts will be asked to wear their P.E. shirt or a loner Havana Ducks shirt from the office. The loner shirt will be returned to the office or a \$25.00 fee will be assessed. If the bottoms are inappropriate, then students will be directed to wear P.E. shorts to class, or call someone to bring in a change of clothing for them. P.E. loner shorts are available. The same \$25.00 fee applies for not returning the loner shorts.

DRUGS FREE SCHOOLS AND COMMUNITY ACT

Using, possessing, distributing, purchasing, or selling: illegal drugs, controlled substances, look alike drugs, substances that change, affect, inhibit the body's ability to perform or function properly, prescription drugs that are not prescribed to the individual by a physician and authorized use by school nurse and drug paraphernalia are prohibited. Moreover, no student shall be under the influence of any substance specified herein on school premises or at any school activities. Students under the influence will be treated as though they had it on their possession. Any student that has taken part in this inappropriate behavior on school grounds or at a school sponsored activity will be turned over to the authorities. Given reasonable grounds of suspicion, school officials may search for and seize illicit drugs and paraphernalia that are brought onto school buses, school property or school sponsored events. The drugs and paraphernalia that are seized will be turned over to the authorities for analysis. Disciplinary measures will include suspension for up to ten days, and expulsion will be recommended by the High School administration. Organizations sponsoring events on the school premises shall be expected to follow this policy. Failure to do so could result in cancellation of the privilege to use the district facilities.

ALCOHOL

Under the influence, using, possessing, distributing, purchasing, or selling alcoholic beverages are prohibited. Students will be disciplined according to the discipline chart. Students under the influence will be treated as though they had alcohol on their possession. Disciplinary measures will include suspension for up to ten days and an expulsion may be recommended. Any student that has taken part in this inappropriate behavior on school grounds or at a school sponsored activity will be turned over to the authorities.

TOBACCO/ VAPES

Using, possessing, distributing, purchasing, or selling tobacco materials, vapes, or electronic smoking devices are prohibited. Students will be disciplined according to the discipline chart. Disciplinary measures will include suspension for a period of up to ten days and expulsion may be recommended for repeat offenders.

FIGHTING ON SCHOOL PROPERTY

Fighting on school property will not be tolerated. Those students who choose to settle their disagreements in such a manner will be disciplined. The administration is the final authority on the discipline issued.

OTHER ITEMS NOT PERMITTED

Water guns/balloons, cap guns, Air Soft guns, paintball guns, fireworks, silly string, etc., are not permitted at the school at any time.

WEAPON

Using, possessing, distributing, purchasing, or selling explosives, ammunition, firearms, knives, or any other object that can reasonably be considered a WEAPON will result in a possible suspension of up to ten days. Expulsion will be recommended by the administration.

CELL PHONES & ELECTRONIC DEVICES

Students may possess cell phones and electronic devices during the school day. Students may only use their phones before school, at lunch and after school, unless given special permission by an educator or the administration. A student may not use any other electronic device unless given special permission by the administration. Since we are a 1:1 school, every student has been assigned a computer to access the internet for educational purposes, and; therefore, may not bring their own device to access the internet. Staff and Administration will take the students phone for the day if the student has it out when not authorized to do so. If it happens a second time, the phone will be locked in the office safe until the student's parent comes to pick up the phone. After a parent has come into to the office to pick up a phone or electronic device, the parent will be asked to not allow the student to bring the device to school for the remainder of the quarter. If the student continues to not follow the policy and uses the device in class, the student will serve In School Suspension (ISS) for a day. After 3 times, the student may receive 3 days Out of School Suspension (OSS). If a student receives OSS then a parent conference will be required prior to the student returning back to the regular classroom setting. Alternate educational placement may be deemed necessary.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money, or any other form of Gambling will not be permitted. School personnel will confiscate any money or materials and refer the students involved to the office. Detentions, suspensions or other forms of discipline may be used.

THEFT/VANDALISM PROPERTY DAMAGE

Causing, or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property or the property of school personnel. Students and their parents are responsible for replacing or paying for lost or damage equipment or books (Including the removal of bar codes from library books or computers) and restitution will be made. Situations will be handled on an individual basis. General Disciplinary Procedures will be followed.

SECRET SOCIETY

Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, or be pledged to become a member of any public school fraternity, sorority, or secret society will not be permitted. Suspensions will be given to offenders.

GANGS

Involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia will result in parent notification and suspension if deemed necessary by the administration.

USING SYMBOLS OR GESTURES

Using symbols or gestures that represent gangs, anti-social organization, or symbols/gestures whose meaning could be considered vulgar in nature is not appropriate and will not be tolerated. Any student who uses such symbols during school photographs will not be in the school yearbook. Anywhere his/her picture would appear it will be removed. There will also be disciplinary action based on the severity of the event and its effect on others and the school. All monetary cost to erase the event from the pictures to include, but not limited to the photos of team members that have to be returned will be the responsibility of the student/parent/guardian that committed the act.

INTERFERENCE WITH SCHOOL PURPOSES

Engaging in any activity that is disruptive or constitutes an interference with school purposes or educational functions will not be tolerated.

REPEATED MISBEHAVIOR

Repeated incidents of misbehavior including refusal to comply with school rules will be handled individually with up to ten days of suspension and possible recommendation of expulsion.

ENDANGERING THE PHYSICAL OR PSYCHOLOGICAL WELL BEING OF OTHERS

Endangering the physical or psychological well-being of the school population by acts such as:

1. Improper release of school fire alarm or tampering with fire extinguishers
2. Starting a fire in or to school property or attempting to do so
3. Setting off explosive devices in or to school property or attempting to do so will result in General Discipline Procedures.

***Incidents will be handled individually. Suspensions will not exceed ten days, with the possible recommendation of expulsion.

SEXUAL HARASSMENT

All students are expected to treat one another with respect and courtesy. Any student whose conduct or actions deliberately intimidate or offend another student because of his or her gender shall be guilty of sexual harassment. Actions, which may intimidate or offend, include unwelcome and inappropriate touching, taunting, and vulgar words and conduct.

Students who have been subjected to harassment shall report the incident to a teacher, coach or the administration. Educators who learn of sexual harassment, or who have reason to believe that sexual harassment has occurred between or among students where no complaint has been made, shall take appropriate immediate steps to cause the behavior to cease and shall make a report of the occurrence to the administration which shall take action.

Upon receipt of a report of sexual harassment, the administration will conduct an investigation to determine the facts before recommending discipline. No discipline will be recommended until a conference is held with the student or students accused in order to hear information bearing upon the discipline. Any child disciplined for sexual harassment by suspension or expulsion will be entitled to a hearing as provided by law in such cases.

BULLYING AND/OR INTIMIDATION

It is the policy of the Board that bullying and/or intimidation of or by students of the District shall not be permitted. Bullying and/or intimidation is defined as:

Any aggressive or negative gesture, or written, verbal, or physical act including electronic communications that places another student or staff member in reasonable fear of harm to his/her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical, verbal, written or electronic communication or conduct of a belittling or browbeating nature.

Students and/or parents who feel a student is being bullied and/or intimidated are encouraged to notify the District through the Principal/Supervisor or, if the Principal/Supervisor has allegedly committed the act or acts of bullying and/or intimidation, through the Superintendent. Such report shall be made in writing detailing the specifics of the charge. If the student/parent is dissatisfied with the response of the Principal or Supervisor, the matter may be appealed in writing to the Superintendent or to the Board of Education. The high school has an incident report form on the school website.

When there is evidence of violation of this policy, the District shall take appropriate disciplinary action which may include warning, referral to the appropriate mental health professionals, detentions, suspension, alternate educational placement, expulsion or other action as may be warranted.

THREATS

Using violence, force, noise, coercion, threats (verbal abuse, profanity, obscenity), intimidation, fear, or other comparable conduct toward anyone (student or school personnel) or urging other students to engage in such conduct will result in disciplinary action and dealt with individually. Severity of the act will be taken into account. Students, parents/guardians, and visitors to the school district properties are advised that threats of violence toward the district, students, teachers, administrators, and other employees or threats of destruction of school property will not be tolerated. This prohibition expressly includes any threats communicated via electronic means, such as emails, instant messages, websites, electronic postings, personal webpage's or profiles and the like. The district reserves the right to exercise its discretion to immediately address any such threats by any persons to the full extent of the civil and criminal laws, as well as under the district's rules and regulations. Any such threats, to include statements or claims regarding impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Student violators of this policy will be subject to possible expulsion and criminal prosecution

PERSONAL WEBSITES

The Superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school district or individual school names, logos or trademarks without permission.

1. Students – Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with the Board Policy.

2. Employees – Employees' personal websites are subject to Staff Guidelines.

3. Volunteers – Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate on-line interaction with students.

OTHER ACTS NOT SPECIFICALLY MENTIONED

Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel, whether on or off the school grounds, will be handled individually with up to ten days suspension and possible recommendation of expulsion.

DISRUPTION OF SCHOOL ENVIRONMENT, SCHOOL OPERATIONS, OR EDUCATIONAL PROCESS

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or 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; (b) endangered the health or safety of students, staff, or school property.

ACADEMIC DISHONESTY

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores, and/or inappropriate sharing of work will result in the assignment will be graded as a zero and disciplinary action, up to and including suspension, may be imposed.

CYBER BULLYING

Cyber bullying is defined as bullying via the use of the internet, interactive and digital technologies. Making an explicit threat through the internet, website, email, etc... against a school employee, a student, or any school related personnel is prohibited. The use of any school computer or electronic device for the purpose of cyber bullying is strictly prohibited. If the internet website, through which the threat was made was accessed within the school, or the threat was passed from a third party and the threat could reasonably be interpreted as threatening to the safety and security of the threatened individual, whether it be an employee, student or any other school related personnel, that action will result in general disciplinary procedures. Cyber bullying using home based or off campus devices that results in a material or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Students and parents are encouraged to notify HHS office of any incidents regarding bullying immediately. If there is suspicion that a student has used a social media site to bully, threaten or break school rules, then the students will give the administration all information needed so the administration can access the social media site. This includes but is not limited to the urls, log in IDs and passwords. If a student refuses to comply with this reasonable request, then the administration will assume the student to be guilty of the act and they will be discipline accordingly.

OFF CAMPUS CONDUCT

Students' off campus conduct that results in disruption of the education process or poses a threat to students, staff, or the school and interferes with the school's educational functions may result in students receiving disciplinary consequences depending on the frequency and severity of the violation.

INAPPROPRIATE BEHAVIOR at ANY SCHOOL SPONSORED ACTIVITY

Students should be aware that all school rules are also in effect for extra-curricular activities and are in effect during both home activities and those sponsored activities away from our local school. Any student involved in misconduct at a school extra-curricular activity may be removed from all such activities for the remainder of the current school term.

ASSEMBLIES

School assemblies are for the enhancement of a student's education and for supporting our extra-curricular activities. Students are expected to behave appropriately at all assemblies. Failure to do so will result in disciplinary action. Students must attend assemblies with their respective classes, failure to do so and the period will count as unexcused and detention time will be given and the period will count against the exemption for finals.

DISTRIBUTION OF WRITTEN MATERIALS AND PETITIONS

1. No written or printed materials may be distributed or posted in the school building or on the school grounds by any student if the distribution and/or posting would lead to a substantial disruption of/or material interfere with school activities, or undue intrusion into the lives of others.
2. No written or printed materials may be distributed or posted in the school building or on the school grounds unless, at least 24 hours before any distribution of the materials, the student notifies the building Principal of his/her intent to distribute materials, and provides a copy of the materials intended to be distributed and/or posted.
3. The time for conducting any activities other than for school elections under this section is restricted to the time approved by the Principal and shall not be carried on in an area where classes are being conducted, and may not be disruptive or interfere with the school program or the educational process.
4. The place for conducting such activities may be reasonably restricted to permit the normal flow of traffic within the school or school premises.
5. Students distributing literature or petitions will be responsible for removing litter which may result from their activity.
6. The posting, circulating or distributing of written materials or petitions by any person(s) other than Havana faculty or students is prohibited.
7. A student may appeal the denial of a request to distribute written material pursuant to the student's right to due process.

RULES FOR CLASS/CLUB OFFICERS

Any elected student is a reflection of HHS student body and is therefore expected to be a model student.

1. Two unexcused absences during the school year will result in termination from office for the school year.
2. Any officer failing to meet a grade point average of 2.5 or higher will be placed on academic probation for the next six week period. An officer who fails to make 2.5 grade point average or higher after the six week period will be removed from office.
3. Any officer failing one or more courses during the school year will not be eligible to participate in class activities. The officer will have a two week probation period to raise his/her grade and if he/she does not, they will be removed from the leadership position.
4. Any officer failing to attend mandatory meetings, participate in fundraisers or class/club activities, or not fulfilling the duties of the office will receive a warning for the first offense and on the second offense will be removed from the leadership position.
5. Any officer that commits an offense that results, or could result in a suspension from school will be removed from school leadership positions.
6. All positions that are vacant will follow the rules of the class/club/organization in regards to filling the position.
7. Any student convicted of drugs, alcohol, or an illegal activity will be removed from office.

DANCES AND CONCERTS

Students must minimally be in attendance a half day prior. Havana High school activities are for Havana High School students and are not activities open to non-students. Each Havana High School student that wishes to bring a guest to a dance or concert must complete a dance guest request form in the High School Office. Only one guest is authorized. The administration will make final decision about approval. Students are to follow the policy as described on the form. Non-Havana High School students that are not registered a day in advance will not be allowed to attend the event. All attendees should feel welcome and proud to attend our events.

1. The dress code will be enforced. Students may not take off their shirts, lift up their shirts/dresses/skirts or have their undergarments showing. All other aspects of the dress code will be followed as well.
2. No outside food or drink may be brought to the dance.
3. Guests for events must fill out paperwork ahead of time and have it sent to office and bring a picture ID to the dance.
4. If a student leaves the event, then they will not be readmitted.
5. Students will not be allowed into the event 30 minutes after it has started.
6. Dancing in a sexually explicit manner is prohibited. If it is deemed a student/guest is dancing inappropriately, they will receive one verbal warning. On the second warning, the student/guest will be requested to leave the event and school grounds without a refund.
8. At the administration's discretion a student/guest may be denied admission to an event if their attire is deemed to be too revealing or inappropriate.
9. Any Havana High School student that has his/her guest violate these rules will be denied from ever inviting guest outside of Havana High School to events.

OTHER

Guidelines for acceptable behavior are by no means limited to those listed in this handbook. Other prohibited behavior or conduct, which is of such nature as to constitute a violation of the spirit of intent of the educational process, though not explicitly stated within the prohibited student conduct section of the student handbook, or which in itself constitutes disobedience, misconduct, or inappropriate behavior will result in suspension not to exceed ten days, loss of privileges, and possible recommendation for expulsion. Take note that a student may be suspended, removed, or expelled for off campus misconduct that is reasonably related to school or school activities, or for conduct which causes or may reasonably be forecasted to cause substantial disruption to school or school related activities or present a threat to school safety. The district reserves the right to establish additional standards for acceptable behavior as needed.

TECHNOLOGY SECTION

HAVANA SCHOOL DISTRICT CUSD #126 STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP) (In accordance with Children's Internet Protection Act [CIPA])

PURPOSE: Havana School District CUSD #126 provides all students' access to the Internet, network resources as well as computers at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. Access to the system is a privilege and may be revoked at any time. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the CUSD #126 Technology Use Guidelines and the Student Code of Conduct within the student handbook. Additional rules may be added as necessary and will become a part of this policy. Havana School District reserves the right to monitor the Internet usage of all students through the use of specialized software reporting as well as any other means available to Internet Technology Director, Administration and Educators. Off-campus usage will be monitored with the use of site-logging software. We encourage parents to take an active role in monitoring home usage. Each student and the parent or guardian will sign a computer use and internet safety guidelines form.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student:

1. Will adhere to these guidelines each time the Internet is used at home and school.
2. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location or district owned device. Files stored and information accessed, downloaded or transferred on district-owned technology or systems are not private.
3. Will be polite when communicating with others by avoiding abusive, threatening language, profanity, obscenity, offensive comments, inflammatory/inappropriate speech, or send offensive messages or pictures.
4. Will use appropriate language in all communications. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
5. Social Networking sites such as Facebook, Twitter, MySpace, etc... are not allowed on the school computers. They interfere with other programs we use at school.
6. Will follow copyright laws and should only download/import/transfer music, software or other files using district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
7. Will not access, retrieve, view or disseminate any material violation of any federal or state laws/regulations or District policy or school rules.
8. Will never reveal identifying information, files or communications to others through email or post to the Internet.
9. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.

10. Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
11. Will not invade the privacy of any individual, including violating federal or state laws/regulations regarding the limitations on the discloser of personal information or committing fraud.
12. Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
13. Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computer or any district owned technology may result in felony criminal charges.
14. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations
15. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
16. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
17. Will not access, retrieve, view or disseminate any material in violation of any federal or state laws/regulations or District/School policies/rules.
18. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, external hard drives, etc. to district owned network or devices. A student can use their flash drive to move educational files to their personal folder in the Proxy Server (FLIP Server) or download educational material from their instructors' folder within the Proxy Server (FLIP Server). Connection to the school's internet using personal devices such as iPods, tablets, smart phones, PDAs is not permitted during business hours. After hours the network will be opened up for personal devices, but not supported by internet technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration.
19. The students are responsible for backing up data and other important files before turning off the school computer using Proxy Server (FLIP Server), external hard drive, USB drive or cloud storage. The computer will be maintained by imaging. All files not backed up to server storage space or other storage media will be deleted when the computer is shut down.
20. Will not engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the system's use during school/educational hours.
21. Will not engage in for-profit or non-school sponsored commercial activities to include advertising, sales, political or religious activities.
22. Will not disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
23. Will not disrupt or interfere with the system.
24. Will not gain unauthorized access to or vandalize the data or files of another user, the system or any other organization.
25. Will not engage in forgery or improper altering electronic mail messages or using others personal accounts.
26. Will not send nuisance electronic mail or spam to multiple users or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcomed messages.
27. Will not send mass electronic email to multiple users without authorization from the administration.
28. Will not post negative, threatening, or belittling comments about students, staff, or school personnel on Internet sites or blogs.
29. Will not develop/create web sites using the school System that is not authorized and approved by the administration. All content of a web site, blog, etc...using the System must conform to the entire District #126 Internet Use Policy.
30. Users of the district network or other technologies are expected to alert the Administration immediately of any concerns for safety or security.
31. Report immediately any loss, damage, or malfunction of the computer. Users may be financially accountable for any damage resulting from negligence or misuse to include the cost to repair, replace or be financially responsible for the man-hours required to prevent further actions from happening.
32. This is not an exhaustive list; students are expected to use good judgment when accessing the internet and if a student has any questions about what is appropriate they should ask a staff member, or the administration. It is expected that students use common sense of what is right and wrong while accessing the internet, or using the computer. It is obvious that no student should ever access the command prompt for any reason. No student should write any batch files ever.
33. Havana School District reserves the right to add to this list at any point that it becomes necessary.

**Technology Use Guidelines
Havana School District #126**

Havana School District CUSD #126 is implementing a 1:1 laptop project with its students. It is a great privilege to be part of this

project and it comes with the understanding that students will assume responsibility in the use and care of the laptop that will be on loan to you for each school year. All technologies provided by the district are intended for educational purposes. The use of school technologies is a privilege not a right and therefore can be taken away for violations of policy. All users are expected to use good judgment and to be safe, appropriate, careful and kind. They should not attempt to get around technology protection measures; use good common sense; and if they don't know, then ask.

EXPECTATIONS FOR STUDENTS:

1. Laptops must be returned to school each day, fully charged.
2. Always follow the Proper Computer Handling Instructions
 - a. Computers must be placed securely on the working surface at all times.
 - b. Never touch the computer's screen
 - c. Do not leave the laptop in vehicle
 - d. Do not eat or drink while using the laptop or have food or drinks in close proximity
 - e. Do not allow pets near the laptop
 - f. Do not leave the laptop where someone could step on it
 - g. Do not stack objects on your laptop
 - h. Do not block the vents for the fan to cool the laptop
 - i. Do not leave the laptop in the sun
 - j. Do not use the laptop near water, such as, swimming pools
 - k. Do not check the laptop in as luggage at an airport
 - l. In the classroom, the computer will be carried with the lid closed using two hands
 - m. Outside the classroom, laptops must be carried in sleeves/cases. There should be no swinging the laptop. Do not carry a laptop that does not belong to you.
 - n. Laptops should be closed gently from the center of the lid. To prevent unnecessary wear, avoid repeatedly opening and closing laptops or engaging in any repetitive activity (such as pushing a particular key over and over) that is not part of a specifically directed academic task.
 - o. Do not take laptops into the restrooms
3. Laptops, when stored in lockers, must be stored so that they will not be damaged by other locker contents.
4. During athletic or special after-school events, laptops should be used or stored in secure locations provided by the school. Understand that access to those sites may be restricted until the function is over. A computer stolen or lost, in which the student has not followed this guideline becomes the student and parent's financial responsibility.
5. Students, whose parents have signed a 1:1 Acknowledge Form, District #126 Internet Usage Form, paid their fees and have been given permission by CUSD #126 staff, will be allowed to take laptops home. Administration/Staff and/or parents may revoke this privilege.
6. Students may not install additional software, downloads, etc. Students must realize that laptops are school property and all content (software, internet use, network use) will be monitored by staff of the school. Students can have no expectation of privacy and can expect teachers/administration to conduct spot checks of their Internet history, documents, e-mail, etc.
7. CUSD #126 reserves the right to monitor the Internet usage of all students through the use of specialized software reporting as well as any other means available to the teachers and administration. CUSD #126 has a content filtering system (blocking specific internet sites) at all schools and students are not allowed to access inappropriate and/or obscene sites. Off-campus usage will be monitored with the use of site-logging software. We encourage parents to take an active role in monitoring home usage
8. Social Networking sites such as Facebook, Twitter site, MySpace, etc... are not allowed during school hours. Students need to be polite when communicating with others by avoiding abusive or threatening language. They should not swear, use vulgarities or inappropriate language, or send offensive messages or pictures.
9. Do not reveal your password to another user. Do not use another user's password to access the network or internet. Do not trespass into another user's files. Do not attempt to access another student's or staffs information.
10. Do not use another student's laptop, charger or cord.
11. Do not reveal your personal address or phone number to anyone online. Do not reveal the personal address or phone number of other students or colleagues.
12. The laptop should not be used to copy, download or share copyrighted materials without the owner's permission. This includes the reproduction and downloading of music, video files and software applications.
13. Do not damage computers, computer systems, networks, or engage in other acts of vandalism. Vandalism is defined as the intentional attempt to harm or destroy the equipment and/or data of another user. This includes neglect of taking care of the device. This also includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is a major infraction of the rules and could result in expulsion and criminal charges.
14. Do not deface your laptop or backpack with permanent stickers, markers, graffiti, or remove any markings or tags placed there by the tech staff. Skins and other items made specifically for the devices will be permitted.
15. Do not leave your laptop unattended.
16. Report immediately any loss, damage, or malfunction of the computer. Users may be financially accountable for any damage resulting from negligence or misuse.
17. All are expected to report any technology or internet violations immediately.

18. Use school technologies at appropriate times, in appropriate places, for educational pursuits while at school.
19. Only attaché external drives to the computer at school when you have the permission of the instructor.
20. Do not violate Internet Use Policy, the Technology Use Guidelines, and The Code of Conduct in the Student Handbook. Misuse of school resources can result in disciplinary action.
21. Do not use technologies for illegal activities, or to pursue information on such activities.
22. Do not use technology to hack or access sites, servers, or content that isn't intended for student use.
23. This is not an exhaustive list and the district cannot include all rules that should apply and therefore reserve the right to enforce disciplinary action for any violation which is not included that someone of good judgment would not perform.

MAJOR VERSUS MINOR COMPUTER INFRACTIONS

The difference between a minor infraction and a major infraction is that a major infraction is the malicious or intentional attempt or act to infect, corrupt, or hack the school's technology, or committing an offense which is against the law. Repetitive minor infractions will be considered major infractions. The restitution can include the financial costs of the technology itself and the labor necessary to correct the act. For Major computer/technology/internet violations Havana School District #126 reserves the right to follow more serious disciplinary action than identified, if necessary.

CLASS EXPECTATIONS:

1. Before any free time on your laptop is given in class, including study hall, all missing or incomplete work must be acceptably completed.
2. When using laptops, students must be on the task assigned by the teacher.
3. Printing is permitted at school only with specific permission by the teacher. Classroom teachers will determine when an item needs to be printed and direct students to do so. Do not intentionally waste resources such as paper, printer cartridges, etc. that are provided by Havana School District. Only essential materials should be printed with teacher permission. Limitations may be placed on students' permission to print if they abuse this privilege.
4. Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
5. Students may not download large files over the Internet during school hours.
6. The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.
7. At school all external storage sites can only be plugged into the computer long enough to upload homework completed to the Proxy Server (FLIP Server), or to download educational material from the teacher's Flip folder and then it must be ejected.

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges. (2) Other discipline including Alternative Placement/Suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building Principal to review the limitation. The decision of the building Principal shall be final.

Refusal to follow these expectations will result in the temporary loss of privileges at the discretion of classroom Teachers/Administration/ Internet Technology Coordinator

Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

District Web Sites.

Unless otherwise allowed by law, District web sites shall not display information about, photographs, or works of students without written parental permission. There is an authorization form filled out each year. If the parent/guardian do not want their student's picture of information displayed on-line, then they should not approve it on the form. They have until after the 1st week of the student's attendance in school to inform the school.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines.

Disclaimer.

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of

information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature.

Vandalism.

Vandalism or attempted vandalism to the System is prohibited and will result in discipline and potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

ATHLETIC SECTION

Havana Community Unit School District Extra Curricular Compliance Policy

(This policy will be administered by the Athletic Director and the Principal)

Havana School District is concerned about student health, safety, behavior and attitude. It is essential that all students participating in athletics, cheerleading or school activities be in good physical condition, free from the devastating effects of drugs, alcohol, tobacco and any other illegal substances.

Participation in interscholastic athletics, cheerleading or school activities in Havana Community Unit School District 126 is a privilege extended to the student body by the Board of Education. Students are encouraged to participate enthusiastically as team members and as fans.

For many people in our community and most people in surrounding communities, the only contact they have with our school is through our athletic participants, cheerleaders, fans, coaches and sponsors. Thus, the image of Havana Schools and community is largely formed by the actions and attitudes displayed by our students, coaches and sponsors at athletic contests and school activities. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during and after the games and school activities.

You need to be aware that you (students, players, cheerleaders, and fans) are ambassadors of the Havana Schools and community. You radiate the spirit and build the image and reputation of the school and community by your actions and attitudes. Let's help each other to build a very positive image and enthusiastic spirit, one which we can all be proud!

All students who participate in extra-curricular activities will have their parent or legal guardian sign and have on file at the school the extra-curricular code of conduct, which states:

1. As a condition of participation in the extracurricular activity programs of the district, the student and or parent or guardian waives any right under the provisions of the Juvenile Court Act (705 ILCS 405/1-7,705 ILCS 405/1-8) against disclosure of the conduct of the student by law enforcement officers in a student disciplinary proceeding which is closed to the public.
2. That the student and parent/guardian hereby holds any law enforcement office and/or law enforcement agency harmless with respect to disclosure to the Havana Community Unit Schools of such conduct as may be requested by the school and does indemnify and release the police officer and/or police agency from any liability resulting from such disclosure.
3. No student will be allowed to practice or participate in any activity until said document is signed and on file.

MEDICAL AUTHORIZATION

1. All students who participate in extra-curricular activities will have their parent or legal guardian sign and have on file at the school the medical authorization form that grants treatment authorization by hospital, emergency center, doctor, nurse, and/or paramedic, when accompanied by or escorted to the treatment facility by a teacher, coach, teacher's aide, principal or any member of Havana Unit School District #126 Board of Education.

2. It also grants authorization for the attending physician to conduct life-saving surgery or other lifesaving procedure as may be necessary.

3. Additionally, it states that the Havana Community Unit School District 126 Board of Education and school personnel be held harmless.

4. No student will be allowed to practice or participate in any activity until said document is signed and on file.

EXTRA CURRICULAR COMPETITION

The extra-curricular program at Havana High School in addition to various clubs and classes consists of:

1. Music: Band, Chorus, Jazz Band
2. Scholastic Bowl
3. Cheerleading
4. Dance Squad
5. Athletics: Golf, Football, Volleyball, Basketball, Softball, Baseball, Track, Cross-Country & Wrestling

REQUIREMENTS FOR PARTICIPATION IN PRACTICE OR GAMES:

As an athlete/student you are not eligible to begin practice in any sport or school activity until the following items have been completed or met:

1. Current physical examination form completed and on file with Athletic Director.
2. Students must meet all IHSA requirements to include but not limited to: academic eligibility requirements from previous semester have been satisfied.
3. All Athletic fees are paid in full.
4. Signed Havana Community Unit School Extra-Curricular Compliance Agreement with Medical Authorization form
5. IHSA Concussion Information Form filled out.
6. IHSA Performance Enhancing Substance Testing Policy form
7. Affidavit of Residency Form completed

***** All transfer students should consult the principal and athletic director to be certain that IHSA individual residency requirements are met.**

ACADEMIC ELIGIBILITY EXTRA-CURRICULAR ACTIVITIES

A student athlete may not fail more than one class to participate in extracurricular activities and a student athlete must be taking at least (25 hours of classroom instruction as per IHSA guidelines, which is equivalent to 5 academic classes). If student is only

taking 5 academic courses, then they must be passing all 5 classes in order to participate, as per IHSA minimum guidelines. All extra-curricular activities will follow this guideline as stated.

Eligibility is checked Friday morning. Any athlete that does not meet this academic requirement will not participate for 7 days. It is up to the coach whether the student continues to practice, or if the student stays after school to get further academic help. The ineligible student may not dress for extracurricular activities.

ATHLETES/EXTRA-CURRICULAR ATTENDANCE ELIGIBILITY

1. A participant must be in attendance for 4 periods on the day of a contest to be eligible to participate in that contest/activity. Emergency or unique medical situations can be appealed to the athletic director and or administration.

2. Participants missing one or more class periods during the school day, which are unexcused, shall be suspended from participating in any extra-curricular activity scheduled for that day. If no activity is scheduled for that day, athletes may not participate in the next regularly scheduled contest in the sport in which they are involved.

3. Participants receiving an in-school and/or out-of-school suspension may not practice and/or participate on the days of the suspension. In addition, participants will not participate in the next regularly scheduled contest in that activity in which he/she is involved.

4. The number of contests in which participants may not participate may vary depending on the length and/or severity of suspension, but will be no less than one contest. The building administrators and activity sponsor will make the final decision as to the number of contests the participants will miss.

TRANSPORTATION TO AND FROM ATHLETIC ACTIVITIES

All students will ride school transportation to and from athletic events unless arrangements are made by the parent/guardian and approved by the coaching staff. The parents must sign a sheet giving permission for the student to not ride home on the bus and give permission with them to ride with someone else.

TRAINING RULES

*****These Training rules will apply both in and out of season.**

1. The use of possession of any alcoholic drink, illegal drugs, look a-like drugs, or a substance that affects the way the body works properly, or any tobacco products is prohibited. Any student caught or discovered through investigation using/having used or possessing/having possessed any of these substances will serve a violation of extracurricular code penalty.

2. Havana High School students participating in extra-curricular activities are prohibited from any illegal activity where a student athlete has received probation or charged in some way by the courts. This includes theft or possession of stolen objects.

3. All students/parents or guardians will comply with IHSA rules

4. Havana Community Unit School District #126 Citizenship Code: Any candidate for an athletic team or school activity at Havana Community Unit School District #126, who receives any combination behavioral referrals, suspensions or unexcused absences, totaling three per semester, may forfeit privileges of participation.

RANDOM DRUG TESTING

1. The "In Season" Coach of an athletic team, sponsor of an extra-curricular activity (or the Principal) may request a random drug test of the participants at some time during the season. Several random tests may be scheduled throughout the year.

2. Before requesting the drug test the Coach/Sponsor must receive approval of the Principal or Superintendent and must submit to the administrator his or her reasons for requesting the test. Cost of the test will be borne by the school district.

3. IF THE STUDENT REFUSES TO SUBMIT TO DRUG TESTING, IT WILL BE CONSIDERED AS AN OFFENSE.

4. Realizing that some prescription medications may influence a drug test, a student testing positive, will be allowed to explain the results of the test to the Coach/Sponsor and/or Superintendent. The student may request an immediate retest. (Immediate meaning no later than two (2) hours after the positive results is conveyed to the parents and the student.)

This second sample will be collected by the school nurse and if positive will be sent to the hospital lab (in Springfield) for confirmation. The results of the school test will be considered positive unless otherwise determined by laboratory analysis. If the result of the laboratory analysis is negative, the student will be reinstated.

PROCEDURE FOR HANDLING VIOLATIONS TO SPECIFIC SCHOOL PROHIBITED STUDENT CONDUCT FOR ATHLETE/EXTRA-CURRICULAR COMPETITION:

1. Each violation will be handled by the Principal and Athletic Director.

2. Offenses are cumulative by violation, not type and will be carried from the beginning of a student's athletic competition until graduation.

3. A coach/sponsor's policies can exceed that of the listed disciplinary actions. The coach must make the more stringent policy a written part of his/her own Code of Conduct, which is approved by the administration and then clearly disseminated to the participants and placed on file with the athletic director.

4. When there is confirmed involvement in violations to specific prohibited student conduct for athlete/extra-curricular participant then disciplinary action will follow.

5. An appeal to an action for a disciplinary violation can be appealed to the Board of Education for a final decision.

Listed is the minimum disciplinary action for violating training rules. It is the administration's final decision if specific acts warrant greater disciplinary actions.

VIOLATION OF TRAINING RULES FOR ALCOHOL/DRUG/LOOK A-LIKE DRUGS AND SUBSTANCES THAT AFFECT THE WAY THE BODY WORKS PROPERLY:

FIRST OFFENSE

1. Suspension of 20% of the sport or activity, based on the number of games or activities scheduled at the beginning of the

season, rounded to the next whole number. (Example - Football, 9 games scheduled, if the violation occurred during football, then the player would be suspended from 20% of the games or 2 games. If the offense occurred during baseball in which 24 games were scheduled, the athlete would be suspended for 20% of the season or 5 games.)

2. The parent/guardian must have a conference with the head coach/sponsor (and whomever else the parties deem appropriate) before the student/athlete will be allowed to continue to practice with the team. The student might not be allowed to practice with the team if deemed inappropriate by the administration.

3. In order for the 20% suspension to be counted, the student/athlete must complete the sport or school activity immediately following the suspension. The student cannot participate in the sport or school activity, serve a suspension and quit the sport or school activity. They must finish the sport or school activity in which the suspension is served.

4. The student forfeits the rights to individual and team or activity awards in which the student was involved at the time of the infraction.

5. Mandatory drug testing: to be paid for by the offender, parents or legal guardian.

6. Probationary period of one calendar year in which the Administration may ask for a drug test.

7. If the athletic/student is caught a second time or show positive on a drug test while suspended from athletics or school activities, he/she would be then be ineligible for one calendar year from the time of the second offense.

SECOND OFFENSE

The second offense for alcohol or drugs is a one-year suspension from the time of parental notification of the infraction. The athlete/student may or may not practice with the various teams or take any part of the organization during the one-year period of time, at the discretion of the individual head coach/sponsor, administration, however the athlete/student will not be allowed to practice or attend school activities until the parent/guardian has had a conference with the head coach/sponsor/administration (and whomever else the parties deem appropriate) in the sport or activity in which the violation occurred.

***No lesser penalty option is available for the second offense for drugs or alcohol infractions; however the following still apply for the second offense:

1. The student forfeits the rights to individual and team awards in which the student was involved at the time of the infraction.

2. Mandatory drug testing for one calendar year in which the administration or coach/sponsor may ask for a drug test at any time. Testing will be at the expense of the athlete/student.

3. If the athlete/student shows positive for drugs or alcohol a third time, the athlete will be banned from interscholastic athletic competition or school activity from the Havana C.U.S.D. #126 schools

B. VIOLATION OF TRAINING RULES FOR TOBACCO POLICY:

FIRST OFFENSE

1. Two week suspension from athletic competition or school activity

SECOND OFFENSE

2. Four week suspension from athletic competition or school activity

THIRD OFFENSE

3. Suspension for remainder of season or semester whichever is greater

C. VIOLATION OF TRAINING RULES FOR ILLEGAL ACTS POLICY:

FIRST OFFENSE

1. Removal from the sport or school activity for the remainder of the season.

2. Forfeit ability to practice or train with the team.

3. Forfeit the rights to team and individual awards for that season.

SECOND OFFENSE

1. Suspension from athletic competition or school activity for one year minimum.

2. Forfeit ability to practice or train with the team.

3. Forfeit of all individual and team awards for the season in which the athlete was participating.

4. After completion of 1 year suspension the student/athlete may appeal to the Administration and school board for possible reinstatement.

SERVING PROBATION PERIOD REQUIREMENT

1. A student/athlete's probation period must take place during a sport or school activity the athlete/student has previously participated. A student/athlete who participates in a sport or school activity the first time will be given full participation privileges. The probation period will begin with the first sport or school activity in which the student/athlete has previously participated except for student in his/her 8th semester of school. Freshmen entering high school will begin probation period with the first sport or school activity in which they participate.

2. Athletes or students quitting a team or school activity during a season will not be permitted to join another team or school activity during that season unless mutually agreed upon by the coaches/sponsor of both teams involved. A student/athlete will not be permitted to participate in the Havana Community Unit School District Athletic /Extra Curricular Programs if they have an outstanding obligation in any sport or school activity.

CONFIRMED INVOLVEMENT

This is defined as coaches, sponsors, administration or certified staff reporting the violation to the building principal, coach of the sport, sponsor or the athletic director. Any party filing charges must be willing to place in writing those charges before the end of the next school day and appear in front of the Principal to present those charges in person. The principal will request police department

to notify the school of any violations. Actual police ticketing, a citation, or a report on file would be verification of a training rules violation.

ATHLETE/STUDENT RIGHTS

1. Right to a free education
2. Right to due process
3. Right to question accuser
4. Right to bring before the Superintendent, for review, questions of unfair removal from team because of violations of the Extra Curricular Code.
 - a. Request must be in writing
 - b. Request must be submitted not more than five days after removal from the squad or activity. In the event that the positive results of the drug test can be explained because of the use of a prescription medication the student and family are allowed to explain the results of the test. A retest may be requested and if the result of the retest is negative, the student will be allowed to play. The explanation of the positive drug test must be done no later than one day after the results are known and the new test conducted that day.
5. Right to appeal the decision of the Superintendent to the Board of Education.
 - a. Request must be in writing.
 - b. Request must be submitted not more than five days after the decision of the Superintendent.
6. Right to choose to follow or not follow these rules.
7. Right to choose to participate or not to participate in the Havana Community Unit School District 126 Extra Curricular Programs.

WHO AND HOW CAN CHARGES BE HANDLED

1. Coaches, Sponsors, Administration, certified staff or law enforcement officials may report the said violation to the building principal, coach/sponsor of the sport or school activity, or the athletic director.
2. Any party filing charges must be willing to place in writing those charges before the end of the next school day and appear in front of the Principal to present those charges in person.
3. Principal will request police department to notify the school of any violations.
4. Actual police ticketing, a citation, or a report on file would be an example of a specific verification of a training rules violation.

STUDENTS PLANNING TO PLEAD NOT GUILTY

1. A student will be advised of the charges against him/her by the sponsor and/or Administration and be given the opportunity to respond to the charges before a decision is made or a penalty imposed.
 2. The student and his/her parents/guardians will be advised in writing by the sponsor and/or Administration of any disciplinary action taken as a result of the charge and made aware of their right to appeal.
 3. Students/athletes that are in violation of the Extra Curricular code will become ineligible immediately.
 4. Those students who plan to plead not guilty may appeal the disciplinary action by responding in writing to the principal within one calendar week of the date on the notice of disciplinary action. The principal and athletic director will hear the appeal unless the parents/guardians petition the Superintendent for a Hearing, which must also be done within one calendar week of the date of on the notice of disciplinary action. The district would reinstate any athlete if the administration members hearing the case find reasonable cause or if a judge issued a stay. The suspension shall last as long as the case is pending.
- Upon hearing the appeal, the administration may recommend one or more of the following:
- a. Overrule the penalty: reinstatement of the participant.
 - b. Sustain the penalty as initially imposed.
 - c. Modify the initial penalty.
 - d. Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of his/her high school career).

MANDATED NOTIFICATIONS SECTION

THE FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA) (HHS compliance with FERPA)

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's educational records maintained by Havana High School. Havana High School presumes that the parent has authority to inspect and review records relating to his/her student unless the school district has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation and divorce.

2. The district shall comply with a request to review the educational record without unnecessary delay and before any meeting relating to the identification, evaluation, or placement of the student and, in no case, more than 15 school days after the request has been made. Havana High School must provide a parent, upon request, a list of the types and locations of the education records collected, maintained or used by the district. The right to inspect and review educational records includes:

- a. The right to a response from the participating district to reasonable requests for explanations and interpretations of the records;
- b. The right to have a representative of the parent inspect and review the records; and
- c. The right to request that the school district provide copies of educational records if failure to provide those copies would effectively prevent the parent from exercising his/her right to inspect and review the records at a location where they are normally maintained. Havana High School charges a fee of \$0.35 for each page copied if the fee does not effectively prevent

the parent from exercising his/her right to inspect and review those records.

d. If any educational record includes information on more than one student, the parent will be allowed to review only the information relating to his/her student or to be informed of that specific information.

3. Havana High School must have written permission from the parent/guardian or eligible student in order to release any information from a student's educational record. However, FERPA allows Havana High School to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

4. The Havana School District has designated the following information as directory information: Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of Birth, Major field of study, Grade Level, Inclusion in the Yearbook, Participation in officially recognized activities and sports, Weight and height of members of athletic team, Degrees, honors, and awards received, The most recent educational agency or institution attended, Dates of attendance, and Graduation Programs.

5. If you do not want Havana School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing when your child is registered.

6. Parents/Guardians or eligible students have the right to request that Havana High School correct records which they believe to be inaccurate, misleading or violates the privacy or other rights of the student.

7. CUSD #126 must decide whether to amend the information in accordance with the request within 15 school days from the date of receipt of the request. If the district decides to refuse to amend the information in accordance with the request, CUSD #126 will inform the parent of the refusal and advise the parent of his/her right to a records hearing as set forth below.

8. If the school decides not to amend the record, the parent or eligible student then has the right to request a formal hearing in writing to the CUSD #126 Superintendent. The school district must, upon request, provide an opportunity for a records hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student within 14 days of request receipt.

9. If Superintendent deems a hearing is needed, the formal hearing will go before the Superintendent and the Board of Education. If not, then the parent/guardian has a right to a due process hearing if they so choose.

10. If, as the result of a records hearing, the school district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it must amend the information and inform the parent in writing that it has done so.

11. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. This statement placed in the records of the student will be maintained by the school district as part of the student's records for as long as the record or contested portion is maintained by the school district. If the records of the student or contested portions are disclosed by the district to any party, the explanation must also be disclosed.

12. If a parent/guardian or eligible student believes that Havana School District has violated the rights guaranteed by FERPA, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

IMPARTIAL DUE PROCESS HEARING (GRIEVANCE PROCEDURES)

Requesting a Due Process Hearing

A parent or local district may initiate a due process hearing regarding the district's proposal or refusal to initiate or change the identification, evaluation, or educational placement of a student or the provision of a free, appropriate public education. A request for a due process hearing cannot be denied for any reason.

A parent request for a hearing must be made in writing to the superintendent of the district in which the student resides.

The parent or attorney representing the student must include the following information in a request for due process hearing:

1. Name and address of the student;
2. Name of school attended;
3. Description of the nature of the problem of the student relating to such proposed initiation or change, including facts relating to the problem; and
4. A proposed resolution of the problem to the extent known and available to the parent at the time.

A model form for requesting a due process hearing shall be made available to the parent upon request. If the attorney representing the parent did not provide the school district with the appropriate information when filing the written request for due process, the court shall reduce, accordingly, the amount of attorneys' fees awarded.

Within 5 school days of receipt of the request for a hearing, the district will contact ISBE by certified mail to request the appointment of an impartial due process hearing officer.

Appointment of an Impartial Due Process Hearing Officer

No person who is an employee of the local district involved in the education or care of a student whose services are the subject of a

dispute may conduct the hearing. Prior to appointing the due process hearing officer, the ISBE must review the background of the prospective appointee in order to establish that:

1. The individual has never been employed by or administratively connected with the local district or special education joint agreement involved in the case;
2. The individual is not a resident of the district involved; and
3. The prospective appointee has no personal or professional interest that would conflict with his or her objectivity in the hearing.

A party to a due process hearing will be permitted one substitution of a hearing officer as a matter of right. A request for a substitute-hearing officer must be made in writing to ISBE within 5 days after receipt of notification of the hearing officer's appointment. In the event that both parties submit written requests on the same day and these are received simultaneously, ISBE will consider the substitution to have been at the request of the party initially requesting the hearing. The right of the other party to a substitution will be absolutely protected.

When the appointed hearing officer is unavailable or removes him/herself before the parties are notified of his/her appointment, ISBE will appoint the next scheduled hearing officer under the rotation system.

When a hearing officer removes him/her from the case after learning its circumstances, or when a party to the hearing submits a proper request for substitution, ISBE will within 5 days select and appoint another hearing officer at random.

Pre-hearing Conference

Within 5 days after receiving written notification by ISBE, the appointed hearing officer must contact the parties to determine a time and place reasonably convenient to convene the hearing and pre-hearing conference. The pre-hearing conference must be convened no later than 14 days before the date of the scheduled due process hearing.

Any party to the pre-hearing conference must be permitted to participate by teleconference. At the conclusion of the pre-hearing conference, the hearing officer must prepare a report of the conference and enter it into the hearing record. The report must include, but need not be limited to:

1. The issues, the order of presentation, and any scheduling accommodations that have been made for the parties or witnesses;
2. A determination of the relevance and materiality of documents or witnesses, if raised by a party or the hearing officer; and
3. Such stipulations of fact as have been agreed to during the pre-hearing conference.

Due Process Rights prior to the Hearing

Any party to a hearing has the right to:

1. Be accompanied and advised by counsel and by individuals with special knowledge with respect to the problems of students with disabilities;
2. Inspect and review all school records pertaining to the student and obtain copies of any such records;
3. Have access to the district's list of independent evaluators and obtain an independent evaluation of the student at their own expense;
4. Be advised at least 5 days prior to the hearing of any evidence to be introduced;
5. Compel the attendance of any local school district employee at the hearing, or any other person who may have information relevant to the needs, abilities, proposed program, or the status of the student;
6. Request that an interpreter be available during the hearing;
7. Maintain the placement and eligibility status of the student until the completion of all administrative and judicial proceedings; and
8. Request an expedited hearing to change the placement of a student who the district believes to be of danger to him/herself or others. A parent may also request an expedited hearing if he/she disagrees with the district's manifestation determination or the district's removal of the student to an interim alternative educational setting.

Rights of the Parties During the Hearing

Any party to the hearing has the right to:

1. Have a fair, impartial, and orderly hearing;
2. Have the opportunity to present evidence, testimony, and arguments necessary to support and/or clarify the issue in dispute;
3. Close the hearing to the public if requested by the parent;
4. Have the student who is the subject of the hearing present at the hearing if requested by the parent;
5. Confront and cross-examine witnesses; and
6. Prohibit the introduction of evidence not disclosed at least 5 days prior to the hearing.

The Hearing

ISBE must ensure that a final hearing decision is reached and mailed to the parties within 45 days after receipt of a request for a hearing, unless the hearing officer grants a specific time extension at the request of either party. Within 10 days after the conclusion of the hearing, the hearing officer must issue a written decision which sets forth the issues in dispute, findings of fact based upon the evidence and testimony presented, and the hearing officer's conclusions of law and orders. The hearing officer must determine whether the evidence establishes that the student has needs which require special education services and, if so, whether such services and placement being proposed or provided by the district are appropriate given the student's identified needs.

Request for Clarification

After a decision is issued, the hearing officer will retain jurisdiction for the sole purpose of considering a request for clarification of the

final decision. A request for clarification of the final decision must be submitted in writing by a party to the impartial hearing officer within 5 days after receipt of the decision. The request for clarification must specify the portions of the decision for which clarification is sought and a copy must be mailed to all parties involved in the hearing and to ISBE. The hearing officer must issue a clarification of the specified portion of the decision or issue a partial or full denial of the request in writing within 10 days of receipt of the request.

Appealing the Decision

Any party to the impartial due process hearing aggrieved by the final written decision has the right to initiate a civil action with respect to the issues presented in the hearing. Civil action can be brought in any court of competent jurisdiction within 120 days after a copy of the decision is mailed to the parties.

Stay of Placement and Expedited Hearings

During a pending due process hearing or any judicial proceeding, the student must remain in his/her present educational placement. The student's present eligibility status and special education and related services must be continued. However, if school personnel maintain that it is dangerous for the student to be in the current placement during pending due process proceedings, the local district may request an expedited hearing. The hearing officer has the authority to determine if, by remaining in the current placement, the student is substantially likely to injure him/her or others.

Award of Attorneys' Fees

In any action or proceeding brought under the Individuals with Disabilities Education Act, the court may award reasonable attorneys' fees to the parent or guardian of a student with a disability if he/she is the prevailing party. Fees awarded shall be based on rates prevailing in the community in which the action or proceeding arose for the kind and quality of services furnished. No bonus or multiplier may be used in calculating the fees awarded.

Attorneys' fees may not be awarded and related costs may not be reimbursed in any action or proceeding for services performed subsequent to the time of a written offer of settlement to a parent if:

1. The offer is made within the time prescribed by Rule 68 of the Federal Rules of Civil Procedure or, in the case of an administrative proceeding, at any time more than 10 days before the proceeding begins;
2. The offer is not accepted within 10 days; and
3. The court or administrative hearing officer finds that the relief finally obtained by the parents is not more favorable to the parents than the offer of settlement.

Notwithstanding the above, an award of attorneys' fees and related costs may be made to a parent who is the prevailing party and who was substantially justified in rejecting the settlement offer.

The court shall reduce, accordingly, the amount of the attorneys' fees awarded whenever the court finds that:

1. The parent, during the course of the action or proceeding, unreasonably protracted the final resolution of the controversy;
2. The amount of the attorneys' fees otherwise authorized to be awarded unreasonably exceeds the hourly rate prevailing in the community for similar services by attorneys of reasonably comparable skill, reputation, and experience;
3. The time spent and legal services furnished were excessive considering the nature of the action or proceeding; or
4. The attorney representing the parent did not provide the school district the appropriate information in the due process complaint.

Attorneys' fees shall not be reduced in any action or proceeding if the court finds that the state or local educational agency unreasonably protracted the final resolution of the action or proceeding, or there was a violation of procedural safeguards.

Attorneys' fees may not be awarded relating to any meeting of the IEP Team unless such meeting is convened as a result of an administrative proceeding or judicial action.

Persons interested in contacting the State Board of Education may write or call:

I.S.B.E.
100 North First Street
Springfield, Illinois 62777
(217) 782-4321

NON-DISCRIMINATION

Havana Community Unit District 126 does not discriminate on the basis of age, color, race, national origin, sex, religion or disability. Any complaints should be reported to the non-discrimination coordinator. The Superintendent is the non-discrimination coordinator for males (309) 543-3384 and the Special Education Coordinator (309) 543-6637 is the non-discrimination coordinator for females.

SEXUAL HARRASSMENT POLICY

The Board of Education declares that sexual harassment of students or employees is unacceptable and is strictly prohibited. The purpose of this policy is to eliminate demeaning and disruptive conduct and ensure a workplace/school that is free of sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include, but is not limited to:
 - a. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures or written communications of a suggestive or derogatory nature.

- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Implying or withholding support for an appointment, promotion, or change of assignment or suggesting that a poor performance report will be prepared. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
- d. Coercive sexual behavior used to control, influence or affect the career, salary and/or work environment, engaging in coercive sexual behavior to control, influence or affect educational opportunities, grades and/or the learning environment of a student.
- e. Offering or granting favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Anyone who is subjected to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the building principal or the non-discrimination coordinators. Complaints or allegations of sexual harassment will be investigated. A substantiated charge against an employee of the District shall subject such employee to disciplinary action, which may include warning, censure, suspension or dismissal. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

DISABLED INDIVIDUALS

Anyone who is disabled and plans on attending a school event, please contact the school (309) 543-3337 twenty-four hours in advance if at all possible, so we can make arrangements to accommodate your specific needs.

FREE AND REDUCED MEALS / TEXTBOOK FEE WAIVERS

Students who meet current state guidelines may receive free or reduced lunches and waiver of textbook/e-text rental fees. Forms may be picked up in the office and should be returned after being completed.

ASBESTOS NOTIFICATION

This is to inform you of the status of the Havana Community Unit School District #126 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted on December 29, 1987. The AHERA law required that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review in the Unit Office. Should you wish to review the plans, please call to make an appointment between 7:30 a.m. – 3:00 p.m.

PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING REQUIREMENTS

The Havana School District CUSD #126 applies pesticides (herbicides, fungicides, insecticides) as needed throughout the year by licensed contractors. Normally, we may spray the 2nd Wednesday of every month. On the 2nd Tuesday of every month an activity report is due to licensed contractors for them to know where to concentrate their efforts.

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Anyone who wants to be informed about any changes in the spraying schedule due to health concerns for their student must let the office know during registration. If we change the date of application from the 2nd Wednesday every month, then we will contact those who request personal contact via phone, through our mass notification system at least 48 hours before the application of a pesticide to school facilities or school grounds. We will also post it to our school webpage. This pre-notification will not be given if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

REQUIRED VACINATIONS/VISION EXAMS

Illinois Department of Public Health rules now require students entering ninth grades to show proof of receiving the Tdap vaccine, a booster shot for continued protection against tetanus, diphtheria and pertussis (whooping cough). The state of Illinois has laws requiring vaccinations to protect children from a variety of diseases before they can enter school. Required up-to-date immunizations for a child entering any grade include diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella and mumps. HaemophilusInfluenzae Type B (Hib) is required only for children entering preschool programming. Hepatitis B is also required for children entering preschool programming, but is not required for children in kindergarten through fourth grades. Hepatitis B is, however, required for students entering fifth grade and above. The varicella (chicken pox) vaccine is required for students entering preschool programming through 10th grade.

In addition to immunizations, any student enrolling for the first time in Illinois (with the exception of preschoolers) must have an eye examination performed by a licensed optometrist or medical doctor. Children entering Illinois schools for the first time, must complete a physical examination prior to starting the school year.

Please take time to make sure your children are properly vaccinated and up to date on required health exams.

GUIDELINES APPLICABLE TO MEDICAL AND RELIGIOUS IMMUNIZATION EXEMPTIONS

The Illinois State Board of Education (ISBE) has developed these guidelines to help school administrators determine whether a medical or religious immunization exemption should be allowed and when a medical objection should be referred to the Illinois Department of Public Health (IDPH).

Medical Exemptions

There are two avenues by which a physician may exempt a child from a required immunization. One is a physician statement of immunity and the other is a medical objection (see IDPH rules, 77 Illinois Administrative Code 665.280 and 665.520). A physician statement of immunity or medical objection must be signed by a physician and attached to the student's "Certificate of Child Health Examination" form.

Physician Statement of Immunity (77 IAC 665.280)

A copy of all physician statements of immunity should be forwarded to the appropriate regional IDPH Immunization Program Representative, except when a previous statement addressing the same circumstance has been reviewed by IDPH and deemed acceptable. If the circumstance of a physician statement of immunity has not been previously reviewed and deemed acceptable, the student should be counted as "unprotected but in compliance" until such time as the student's school receives a letter from the IDPH Immunization Program Representative stating that the exemption is accepted. If accepted, the IDPH approval letter should be attached to the student's "Certificate of Child Health Examination" form and the student's status should be considered "protected and in compliance." If the statement is not approved, the school should forward a copy of the statement to the student's parent(s), informing them that the required immunization(s) must be given and the student is currently considered "unprotected and in noncompliance."

Medical Objection (77 IAC 665.520)

Medical objection statements from physicians which indicate an immunization is medically contraindicated are acceptable and should be attached to the student's "Certificate of Child Health Examination" form. A copy of any medical objection statement that does not specifically state that an immunization is medically contraindicated should be forwarded to the IDPH Immunization Program Representative for review. Statements from physicians indicating a specific medical condition that predisposes a student to a potential health risk if vaccinated should also be forwarded to the IDPH Immunization Program Representative for review. If approved, the school should attach the letter of approval from IDPH to the student's "Certificate of Child Health Examination" form. If the statement is not approved, a copy of the IDPH letter should be forwarded to the student's parent(s), informing them that the required immunization(s) must be given.

Religious Exemptions to Immunizations and Examinations

According to state law (**105 ILCS 5/27-8.1(8) – see Section 27-8.1(8) of the School Code on page 3), a religious objection must refer to each specific examination or immunization for which a religious objection is claimed. IDPH rules (see 77 Illinois Administrative Code 665.510) clarify the basis for religious objections, including that general philosophical or moral reluctance to allow an immunization or examination will not provide a sufficient basis for an exception to statutory requirements. The statutory exemption to immunizations for religious reasons is based on constitutional principles. Parents wishing to object on these grounds are expected to state their religious belief that conflicts with a specific examination or immunization. See *Lewis v. Sobel*, 710 F. Supp. 506, 512-16 (S.D. N.Y. 1989). The religious objection may be personal and need not be directed by the tenets of an established religious organization. See *Frazer v. Illinois Department of Employment Security*, 489 U.S. 829, 109 S.Ct. 1514 (1989).

Section 27-8.1 of the School Code does not provide for an exemption to physical examinations or immunizations on non-religious grounds of conscience. A religious objection must be signed and state the specific religious belief that conflicts with an examination, immunization, or other medical intervention. Using forms available on the Internet and elsewhere, which purport to be legal documents and use general language, will not ensure that the necessary information is provided. We recommend that parents be asked to provide an original written statement which sets forth fully the religious belief that is the basis for their objection, instead of relying on a prepared form which may not accurately or sufficiently describe their religious belief. The parent's statement of religious objection should be attached to the student's "Certificate of Child Health Examination" form.

Questions regarding religious objections should be directed to ISBE Data Analysis and Progress Reporting Division at 217-782-3950.

Questions regarding medical exemptions should be directed to the IDPH Immunization Section at 217-785-1455.

**105 ILCS 5/27-8.1(8)

Parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form. Exempting a child from the health, dental, or eye examination does not exempt the child from participation in the program of physical education training provided in Sections 27-5 through 27-7 of this Code [105 ILCS 5/27-5 through 105 ILCS 5/27-7].

RIGHTS, RESPONSIBILITIES AND EXPECTATIONS SECTION INCLUDING BUT NOT LIMITED TO:

- I. **Each student may expect:**
 - A. A free and appropriate education.
 - B. Due process involving any disciplinary action.
 - C. A safe environment conducive to learning.

- II. **Each student is responsible to:**
- A. Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel.
 - B. Respect the rights and individuality of others.
 - C. Refrain from taunting, bullying or harassing others.
 - D. Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process.)
 - E. Come to school on time every day.
 - F. Go to all classes and do your best on all school assignments.
 - G. Refrain from behavior that disrupts the educational process.
 - H. Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities.
 - I. Respect and maintain school and private property in accordance with school rules.
- III. **Parents/guardians may expect:**
- A. Information concerning the lawful policies, procedures, rules and regulations established by school authorities.
 - B. A safe environment conducive to learning.
 - C. To have access to his/her child's school record according to District guidelines.
 - D. Regular student progress reports.
- IV. **Each parent/guardian is responsible to:**
- A. Make sure that your child has necessary supplies and has completed all physicals and immunizations at the beginning of the year.
 - B. See that your child attends school in accordance with Illinois State Laws and arrives on time.
 - C. Be aware of and follow District policies and building rules, traffic laws and regulations concerning your child.
 - D. Be aware of academic and behavioral requirements in the classroom.
 - E. Meet the physical need of your child including nutrition, clothing, proper rest, hygiene and healthy home environment.
 - F. Know your child's teachers and not hesitate to contact them. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the building Principal.
 - G. Take an interest in your child's academic progress and discuss it frequently with your child.
 - H. Know when progress reports and report cards are due and discuss them with your child.
 - I. Encourage the involvement of your child in extra-curricular activities.
 - J. Call the school by 8:30 a.m. if your child will be absent or tardy. If a phone is not available, a written note the following day is required.
 - K. Provide a quiet, well lit and otherwise suitable setting at home for doing homework at a pre-set time.
 - L. Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school support organizations.
 - M. Set the example. If you value school, show it by your actions.
 - N. Provide and maintain current home and emergency contact information.
 - O. Follow the process for resolving issues listed in the front of the book.
- V. **School Personnel are responsible to:**
- A. Know and accurately follow discipline guidelines as established by District policy.
 - B. Make school rules and regulations contained in a handbook and/or District calendar available to all students and parents.
 - C. Notify the appropriate authority of criminal violations by students.
 - D. Implement intervention procedures with his/her jurisdiction through available means; e.g. staff development, special counseling procedures, and programs.
 - E. Notify parents in a timely manner of any significant violation of discipline policy when the offense requires more than an initial reprimand.
 - F. Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls and parent conferences.
 - G. Call parents if child is absent and the parent has not called by 10:00 a.m.
- VI. **The Board of Education is responsible to:**
- A. Hold students accountable for disorderly conduct on school property and to discipline students for disorderly conduct on the way directly to and from school and at any school function.
 - B. Hold parents or guardians liable for all damages caused by their child or ward.
 - C. Review any disciplinary action taken by school personnel.
 - D. Expel students from school for a serious violation of school policy guidelines.

GENERAL HAVANA HIGHS SCHOOL POLICIES

SCHOOL FEES

A list of specific school fees are posted on the district website. A student that does not have their fees paid will not participate in graduation ceremony.

MEDICATIONS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

CHRONIC INFECTIOUS DISEASES

Students diagnosed with chronic infectious diseases and receiving medical attention will be allowed to attend regular classes to the extent that they are able to do so and pose no threat to the health or safety of themselves or others.

TRANSPORTATION

All students who ride the school bus to school activities must return the same way. Failure to comply with this procedure will cause a student to forfeit his privilege of riding the bus. Students will be allowed to return with a parent or guardian only if that person personally picks them up at the close of the activity. The parent or guardian must personally contact the supervising teacher at the event to pick up their child.

The District shall provide free transportation for all District students living more than 1 ½ miles from HHS. Students living within 1 ½ miles of HHS and facing a serious transportation safety hazard may file a petition with the Board of Education requesting free transportation. Transportation reimbursement eligibility and dispute resolution will be done in accordance with Illinois state laws.

NO SMOKING ON SCHOOL GROUNDS

There will be no smoking on school grounds or property adjacent to school property. Included in this are the athletic fields, teacher parking lot, student parking lot and the parking lot across the street.

PARENTAL OBJECTIONS TO SPECIFIC CURRICULA

Parents who object to instruction in sex education, family life instruction, instruction of diseases or dissection should file this objection in writing with the building administration.

PROVISIONS OF PERKINS VOCATIONAL EDUCATION ACT

Seeking a productive and profitable future is a goal for all students. This involves the development of a career plan for education, training, and employment. Individual needs should be assessed to assist the student by providing insight into his/her vocation potential and to provide school personnel the basis to plan the student's individual career plan.

The Carl D. Perkins Vocational Educational Act of 1984 states that High Schools will provide information to each student and his/her parent/guardian concerning the opportunities available in vocational education. This act focuses on students with special needs -- those students who are handicapped, academically or economically disadvantaged, or limited English proficient. It provides for the assessment of his/her interests, abilities, and special needs with respect to successfully completing a vocational education program. Special services are provided as well as guidance, counseling, and career development activities.

A list of specific courses offered by your school is available as well as various courses that are taught at the Lincolnland Area Vocational Center and Fulton Area Career System. If you have additional questions about the Carl D. Perkins Vocational Education Act or specific courses, contact the high school counselor or principal.

MEDICAID REIMBURSEMENT

Medicaid reimbursement is a source of Federal funds approved by Congress to help school districts maintain and improve Special Educational services. Therapy and diagnostic services provided to your student (you) are partially reimbursable. Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

ACCIDENTS

Any accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. Students who require first aid should report to their supervisor or the office. Students may not leave the building without office authorization.

STUDENT CAFETERIA

The high school cafeteria provides a type A prepared lunch, plus an ala carte lunch which provides a great deal of selectivity and variety. Lunch is 30 minutes long.

All food items brought into the building or purchased in the cafeteria must be consumed in the cafeteria or cave. After lunch, students should congregate in the north foyer/gym. Students will not be permitted passed the guidance counselor's office during lunch hour without permission from a lunch supervisor.

ANNOUNCEMENTS

Emailed daily announcements will be read in classes each day. Verbal announcements will be made on the P.A. system as needed. Items to be announced should be dated and left in the office prior to first period each day. Announcements will also be posted on the high school website daily.

STUDENT PARKING AND AUTOMOBILES

Speed limit on campus is 10 mph or less at all times. Parking on the grass is not permitted. Yield the right-of-way to pedestrians at all times. Avoid high-speed starts. Do not pass or go between buses loading or unloading students at any time. Use of vehicle to leave campus early without checking out and/or taking other students off campus without properly checking out is not permitted. Any acts that could be considered dangerous to self or others will result in loss of parking privileges on school grounds.

The only places available for student parking are the student parking lots. Students may not park on McKinley Street, or Randolph Street. Students may not park in parking area designated for School Staff during school hours. Cars are to be parked perpendicular to the curb and only in designated areas.

Littering on school property in the parking lot will result in loss of parking privileges for a specified time determined by administration. Littering may also result in a littering ticket issue by the Havana Police Department.

REPORT CARDS

Quarterly reports are issued to the students. This is the only written confirmation of your progress. It is your responsibility to see that your parents are kept informed.

GUIDANCE SERVICES

The Guidance Counselor is available to assist students, teachers, and parents with academic and personal problems. Freshmen students will formulate a four-year course plan with the counselor based on future career and college goals. Career and college materials and books are available to all students. Seniors are encouraged to use the financial aid information for college planning.

SCHOOL VISITORS

Havana High School encourages parents and guardians to visit school, however, an observation of a teacher's class by a parent or guardian shall require a 24-hour notification to the principal.

All visitors to the campus must check into the high school office upon arrival to the building. Those without permission to visit will be asked to leave. Anyone on school grounds without permission will be considered trespassing and will be subject to arrest by local law enforcement authority.

SCHOOL HOURS

The school building will be open to students from 7:00 a.m. until 8:00 p.m. for the normal school day. Students are not to be in the building at other times unless under direct supervision of a faculty member or other individual given authority by the administration.

SCHOOL CLOSING

School cancellations or early dismissal due to inclement weather will be announced over local radio and television stations. Mass notification system is in place as well and a call from the district superintendent will be made to each phone which has been registered with the system.

EMERGENCY PROCEDURES

Fire drills, severe weather drills bus evacuation drills and law enforcement drills will be carried out periodically. Students will be provided with building safety procedures.

TELEPHONE

Pupils will not be called from classes to the phone by request of parent or guardian unless in the case of an emergency. Necessary messages will be delivered to students at a convenient time. A phone is in the office for use by all students. Students may NOT use your cell phones to contact parents during school time.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a corridor pass from an authorized staff member. If a student needs to see a teacher or Counselor during their prep period or lunch period, a pass should be secured from that person ahead of time.

LOCKERS

Your school locker is the property of the Havana School District. It may be opened and inspected by school officials for valid reasons at any time.

Lockers should be kept clean and free of writing and other decorations. The office will issue a lock at the beginning of each school year. If a student loses a lock they must get a replacement from the high school office at a replacement fee of \$5.00. A student may NOT put their personal lock on a locker. All personal locks will be removed from lockers upon notification of the student. A locker should be used by one student only. Students will be responsible for costs due to extra locker cleaning or repair. The basic clean out fee is \$25.

Personal valuables should never be left in lockers. Large amounts of money should not be brought to school. All personal materials must be removed from lockers no later than the end of the last spring final examination each year. Havana High School will not be responsible for any materials left in lockers after that time.

TEXTBOOK/e-text RENTAL PROCEDURES

1. HHS is transitioning to 1:1 and most classes will have digital curriculum, but some classes will still have basic textbooks. The text books and e-text are rented for one year. Students are responsible for the care of their own books.
2. Student textbook numbers and conditions will be recorded at the beginning of the year. Students should record their name in the inside cover.
3. Students must return the book rented to them. Failure to do so will result in payment of the cost of the book. Students will not be allowed to search the bookroom for lost books.
4. Charges for lost or damaged books at the close of the year will be determined by the office.
5. Books are not to be left on the floor, gym stage, etc. at any time. Any books found in these places will be returned to the bookroom.
6. Textbook/e-text fees should be paid at the time of registration or as soon as possible thereafter.

DRIVER EDUCATION FEE

A fee of \$50 will be charged for driver's education students that are wanting behind the wheel time with the instructor. If a student does not want behind the wheel time, then it is up to the parent/guardian to inform the office when registering for school.

SPECIAL EDUCATION SECTION

Education of Children with Disabilities

It is the intent of District 126 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 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

Students with disabilities are subject to the same discipline code as are regular education students, except where offenses are found to be casually related to their handicapping condition.

Disciplinary procedures and measures shall be addressed and may be included in the student's Individual Education Plan (IEP) and discussed with the parent/guardian in that process. For offenses warranting expulsion, the IEP team will meet to determine if a causal relationship exists between the student's disabling condition and the alleged misconduct. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of their disability.

Havana CUSD #126 staff is committed to providing a learning environment for all students which will enhance their academic, social, and personal growth. The staff recognizes that some students with disabilities will require modified approaches to discipline and behavior. In instances when a student, due to the nature of their disability, requires a modified behavior plan utilizing behavioral interventions, both the plan and the specific interventions will be included in the student's Individualized Education Plan (IEP). Staff members implementing such a modified plan will be provided with the necessary information and training to implement it.

District #126 will comply with provisions of IDEA and the Illinois School Code when disciplining students with Individual Education Plans and developing and implementing behavior plans. District #126 is committed to maintaining safety and supervision of all students. For that reason, it may become necessary for district staff to take steps to prevent a student physically hurting themselves or someone else. The following parameters govern all staff intervention with students.

- The preferred intervention for a student engaging in a problem behavior will always be verbal, gestural, or through prompting replacement behavior rather than physical.
- Restraint will never be used for task refusal behavior or any other problem behavior that does not require interventions of last resort to prevent imminent physical harm to self or others.
- Law enforcement or 911 will be called if the situation cannot be sufficiently de-escalated so that students are safe and/or there continues to be imminent danger after brief physical intervention.
- Parental verbal or electronic notification will occur within 24 hours.

EXEMPTION FOR PHYSICAL EDUCATION REQUIREMENT FOR SPECIAL EDUCATION STUDENTS

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,
2. The student's Individualized Education Program 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 must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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 or her high school graduation class.

REQUEST TO ACCESS CLASSROOM or PERSONNEL for SPECIAL EDUCATION EVALUATION or 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.

For further information, please contact the school Principal.

SPECIAL EDUCATION SERVICES THE DISTRICT PROVIDES

The high school has an RTI three tier approach to education. The high school mainstreams as many students with disabilities into regular education classes as possible and provides accommodations as necessary. Our approach is to provide the maximum opportunity for student growth. Any services we do not offer in the school district we will provide as deemed necessary by the IEP team. The following services are offered locally: Speech Pathologist, School Psychologist, Nurse, Occupation and Physical Therapy, Social Work Services and Councilor, Paraprofessionals, Resource Rooms, Calm Down space, On-line support for academics, On-line grading system with Parent/Student Portal, STEP (Secondary Transition Experience Program), Services provided byTMCSEA (Tazewell, Mason County Special Education Association) and Job Coach.

GLOSSARY OF TERMS

The following definitions apply to all PreK-12 students in attendance in district instructional and support programs as well as school sponsored activities and events.

Academic Dishonesty

Cheating on tests or assignments, plagiarism, forging signature of teacher and/or parent/guardian.

Arson

The malicious, intentional attempt to burn any property.

Abusive Language

Name-calling, racial slurs, or derogatory statements addressed to others.

Breaking and Entering

Unlawful entry into the property of another or into any portion of the school property.

Bullying

Deliberate and repeated threatening or hurting of another person by actions or words.

There are four main ways students may be bullied:

- PHYSICAL -hitting, punching, kicking, taking a person's belongings
- VERBAL -name calling, racist remarks, teasing that goes too far
- WRITTEN -nasty notes, graffiti, text messages, web-pages
- INDIRECT -being left out of a group, spreading nasty stories, play the "heavy"

Closed Campus

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of dismissal for the day, unless permission to leave is granted by the parent/guardian and a building administrator

Communication Devices

- Beepers are not allowed on school property without prior approval of the Principal. Items may be confiscated.
- Cellular Telephones must be turned off and put away at all times while at school.

Complicity/Inciting

Association or participation in a wrongful act.

Computer Tampering/Hacking

Damaging or unauthorized removal of any physical part(s) of a computer system, unauthorized installation of programs, attempting to alter software settings, or the unauthorized use of any account data.

Conference

A meeting conducted among students, parents, and/or school officials where participants may be notified either verbally or in writing of misconduct.

Controlled Substance

1. Any alcoholic substance
2. Other illicit drugs or look-alike drugs

3. Any potential mind-altering substance
4. Prescription medications

Defiance of School Authority

Refusal to comply with reasonable requests of school personnel.

Detention

Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

Disruptive Conduct/Horseplay

To inappropriately disturb the educational environment. A breakdown in the orderly process of instruction and/or school activities.

Disrespect

Display of rudeness or being discourteous towards others.

Due Process

A student has the right to tell what happened from their point of view.

Explosive Device

Any device or material that may explode.

Extortion

The act or practice of obtaining something from another person by force, power, or deceit.

Fighting

Engaging in physical contact for the purpose of inflicting harm on another person.

Forgery

The false making or alteration of a written document or another person's name or signature.

Gambling

To play a game for money or for other stakes.

Gangs

Gang activity or signs of gang activity as related to sanction or secret societies (fraternities)

Harassment

Words and/or actions directed toward an individual who are intended to disgrace, harm, or shame that individual.

Informal Talk

Talking to a student without a formal written referral.

Intimidation

Threats or verbal comments with the intent to cause fear.

Insubordination

An action involving open or persistent defiance of authority and/or school rules and regulations.

Intoxicating Agent

Any substance used to excite or stupefy to the point where physical and mental control is markedly diminished.

Loitering

To stand, or linger while going to or from school, the bus top, or any school sponsored event. It will be considered loitering when one of the following conditions exist:

1. Not leaving after a reasonable request to leave.
2. Not having any legitimate reason for being there.
3. Not having written permission to be there from anyone authorized to grant permission.

Look-Alike Drugs and Weapons

Any material or substance that has the appearance of, or is similar to, the real thing.

Lying

Intentionally giving untrue information.

Loss of Privileges

Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

Not Pursing the Course of Study

Refusal to follow expected procedures in a particular subject.

Obscenity

Statements and materials that school officials find offensive.

Paraphernalia

Accessories, apparatus, or equipment that may be used in the manufacture, utilization, or promotion of a controlled substance or marijuana.

Pornography

Use of vulgar or obscene language, lewd or indecent gestures or clothing.

Referral

A written notice of alleged misconduct.

Refusal to Identify Self

Refusal to give correct name when requested to do so by school personnel.

Reprimand

Warning given or disciplinary action taken by school personnel for student misbehavior.

Self-Mutilation

Inflicting bodily harm on self.

Slander

Making false statements about a person that may cause damage to an individual's reputation.

Suspension of Bus Riding Privileges

Temporary exclusion of a student from school transportation.

Suspension Pending a Parent Conference

Removal of a student from school, school transportation, and/or school activities until a parental conference is held with the appropriate building administrator.

Robbery

The taking of property of another by force or threat.

Sale of Intoxicants or Look-Alike Substances

The transfer of ownership from one person to another for a price or item of value of an intoxicant or look-alike substance.

Sexual Harassment

Any sexual advance, request for sexual favors, or any conduct verbal, non-verbal, gestures, notes, or physical contact of a sexual nature that has the purpose or effect of interfering with an individuals' school performance or creates an intimidating, hostile, or offensive working climate. To annoy, beleaguer, bother, molest, persecute or tease another student.

Special Assignment

Occurs when a student is given any additional work to perform that other students in a non-disciplinary situation are not required to do.

Suspension (Out-of-School)

Removal of the student from school for a specified length of time, not to exceed ten (10) school days. A parent conference may be required prior to reinstatement. (See Page 9 for other definitions)

In-School Suspension

Removal of the student from the regular academic setting or a restriction of privileges. Student remains at school but in an alternative positive learning environment.

Tardy

Any student not in their classroom when the bell rings.

Time-Out

Removal of the student from the regular academic setting or a restriction of privileges.

Theft

Taking property that does not belong to that person.

Tobacco

Dried leaves of plants used for smoking, chewing, and/or sniffing.

Trespass

The unauthorized presence of an individual on private or school property.

Truancy

The intentional absence from school without legitimate cause.

Unauthorized Solicitation

Sale of merchandises or services without prior approval of school administrator.

Vandalism

Destroying, mutilating, and/or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse

Disrespectful language and/or language which is threatening in nature to a staff member or a student.

Vulgarity

The use of offensive language, repulsive language, and/or profane language.

Weapons

A weapon shall be defined as any object used or which could be used with the intent to do harm.

REGULAR BELL SCHEDULE

1ST HOUR – 8:00 - 8:54
2ND HOUR – 8:58 - 9:52
3RD HOUR – 9:56 - 10:50
4TH HOUR – 10:54 - 11:47
5thLUNCH – 11:47 - 12:17
6TH HOUR – 12:20 - 1:13
7TH HOUR – 1:17 - 2:10
8TH HOUR – 2:14 - 3:08

EARLY DISMISSAL SCHEDULE

1ST HOUR – 8:00 - 8:44
2ND HOUR – 8:48 - 9:31
3RD HOUR – 9:35 -10:19
4TH HOUR – 10:22 -11:06
6TH HOUR – 11:09 -11:53
5TH LUNCH –11:53 -12:23
7TH HOUR– 12:26 - 1:11
8TH HOUR – 1:14 - 2:00

SCHOOL IMPROVEMENT SCHEDULE

1ST HOUR – 8:00 - 8:27
2ND HOUR – 8:30 - 8:57
3RD HOUR – 9:00 - 9:27
4TH HOUR – 9:30 - 9:57
6TH HOUR – 10:00 - 10:27
7TH HOUR – 10:30 - 10:57
8TH HOUR – 11:00 - 11:27
5TH LUNCH – 11:30 – 12:00