



Hamilton High School  
Student-Parent Handbook  
2022-2023

*The Hamilton Community Consolidated School District #328 is committed to providing every student with diverse academic and extra-curricular experiences in a positive, supportive, and safe learning environment. These opportunities will prepare students for a successful future of their choice and become productive citizens in their community.*

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## Chapter 1 - Introductory Information and General Notices

### **1.00 School Operations During a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

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

### **1.10 General School Information**

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website, [www.hhs328.com](http://www.hhs328.com), or at the Board Office located at:

1830 Broadway  
Hamilton, IL 62341

The School Board governs the school district and is elected by the community. Current School Board members are:

Mr. Matthew Starr, President  
Mr. Doug Summers, Vice-President  
Mr. Nick Capaldo, Secretary  
Mr. Josey Huls, Member  
Ms. Kayla Kazukauskas, Member  
Mrs. Michelle Monroe, Member  
Mrs. Kim Sikes, Member

The School Board has hired the following administrative staff to operate the school:

Mr. Joe Yurko, Superintendent  
Mrs. Shelli K. Jennings, Principal

School location and contact information:

1100 Keokuk Street  
Hamilton, IL 62341

866-332-3880, ext. 300  
217-551-8003 (fax)

Bell Schedules

Period	3:05 Dismissal	2:15 Dismissal	1:00 Dismissal
Early Bird	7:00 - 7:45	7:00 - 7:45	7:00 - 7:45
1	8:05 - 8:52	8:05 - 8:47	8:05 - 8:35
2	8:55 - 9:45	8:50 - 9:34	8:38 - 9:09
3	9:48 - 10:33	9:37 - 10:17	9:12 - 9:42
4	10:36 - 11:21	10:20 - 11:00	9:45 - 10:15
5A Lunch/Lab	11:24 - 11:54	11:03 - 11:33	10:51 - 11:21
5B Lunch/Lab	11:57 - 12:27	11:36 - 12:06	11:24 - 11:54
6	12:30 - 1:15	12:09 - 12:49	<b>10:18 - 10:48</b>
7	1:18 - 2:03	12:52 - 1:32	11:57 - 12:27
8	2:06 - 3:05	1:35 - 2:15	12:30 - 1:00

**\*During 1pm dismissals, students will proceed to their lunch/lab period AFTER 6th hour \***

Finals Schedule (Order to be determined each semester based on calendar)

Odd Class Periods	Even Class Periods	Times
1	2	8:05 - 9:30
3	4	9:33 - 11:03
5A	5A	11:06 - 11:36
5B	5B	11:39 - 12:09
5	6	12:12 - 1:37
7	8	1:39 - 3:05

## 1.20 Multi-Tiered System of Supports (MTSS)

MTSS (Multi Tiered Systems of Support) is an instructional framework for providing and sustaining effective curriculum and instruction to maximize academic achievement and positive behavior. The system of support is an articulated process that includes screening, reliable data, research based interventions, and progress monitoring to meet the unique needs of diverse learners.

Essential Components of MTSS at Hamilton High School:

1. High-Quality Instruction: All students receive standards-based, culturally and linguistically-relevant instruction in their general education classroom by highly qualified teachers through differentiated instruction.
2. Positive Behavioral Support: The district and school staff collaboratively select and implement schoolwide, classroom, and research-based positive behavioral supports for achieving important social, emotional, and academic outcomes. The teacher is responsible for organizing a well managed classroom with a strong focus on integrating prevention and intervention strategies for effective instruction and consistent student support.
3. Integrated Data System: District and school staff collaborate to create an integrated data collection system that includes assessments to determine the learning needs of each student, as well as data collection methods for monitoring the effectiveness of instruction and continuous systemic improvement.
4. Team Structure: District and school staff establish various teams. The purpose of these teams is to develop a plan for the instructional program in the general education classroom to support individual student needs, while simultaneously providing a positive effect on the instructional program for all students. Teams will use collected data to determine the plan effectiveness. Based on this data, the team will decide if further intervention is necessary and what the continued efforts will look like.

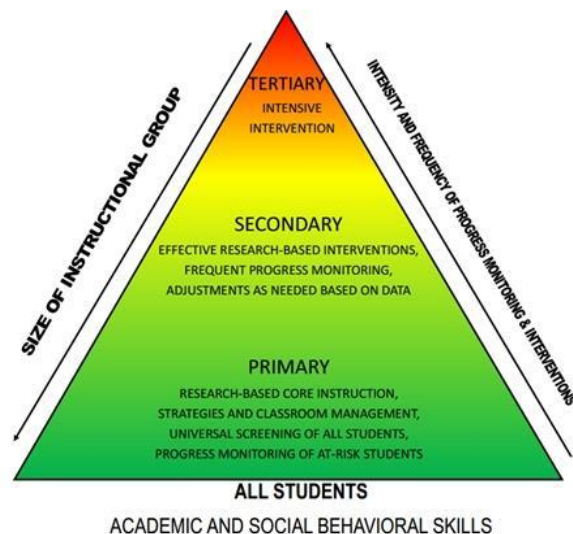
At Hamilton High School, all students will receive instruction in developing and strengthening behavioral and social skills. Using a proactive framework, goals include the reduction of disciplinary measures such as detentions and suspensions. Through MTSS, Hamilton High School strives to create and maintain a safe and effective learning environment for all students to ensure academic success. A student-services team consisting of faculty and administration will regularly review data and identify areas in need of further attention.

### Response to Intervention (RtI)

Changes in federal and state laws have directed schools to focus on helping all children learn by addressing problems earlier within the general education setting. These laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This process of providing interventions to students who are at risk for academic and/or behavior problems is called RtI (Response to Intervention).

RtI is a process designed to help schools focus on high quality interventions that are matched to students' needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

MTSS works in conjunction with RtI. MTSS focuses on student behavior, academics, attendance, and emotional health. They all use the same three-tier intervention model:



GOAL: Prevention and support for the optimization of learning in the least restrictive environment.

All teachers are involved in the MTSS process. Teachers meet in teams on a regular basis to look at data to determine which students need additional assistance due to behavior, academics, health or attendance. Data is used to determine who qualifies for assistance; however, a referral may also be made by a parent, teacher, or even the student. After a student is identified, a plan of action is developed to assist the student in resolving the identified problem(s). The student is monitored and data is collected in order to make further decisions. Most times the action plan is completed within the school system while at other times it may be necessary to get assistance from community resources. Parents will be involved at all levels and updated about their student's progress. The overall goal of MTSS is to help students be successful in school, at home, and in the workplace.

### **1.30 Visitors**

All visitors, including parents and siblings, are required to enter through the OFFICE entrance of the circle drive and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and wear the tag in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State Law, possess a weapon, an object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another person's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, or other lawful product or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, or other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with the Illinois Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 mph, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **1.40 Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Mr. Joe Yurko, Superintendent, 866-332-3880, ext. 310.

#### **1.50 Animals on School Property**

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

#### **1.60 School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

#### **1.70 Invitations and Gifts**

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

#### **1.80 Emergency School Closings**

In cases of bad weather and other local emergencies, the district utilizes an "all-call" system so it is very important that the school district has a working phone number for your household. School closings for any reason will be announced in a timely manner via automated phone calls, the district's website ([www.hhs328.com](http://www.hhs328.com)) and the district's app for smartphones. In addition, the district will notify WGEM and KHQA TV stations.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

#### **1.90 Video and Audio Monitoring Systems**

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

#### **1.100 Accommodating Individuals with Disabilities**

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

#### **1.110 Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (866) 332-3880, ext. 303.

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



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

#### **1.120 Care of Students with Diabetes**

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

1. inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child;
2. inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers;
3. sign the Diabetes Care Plan; and
4. grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

#### **1.130 Suicide and Depression Awareness and Prevention**

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

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

#### **1.140 Accommodating Breastfeeding Students**

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

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

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

#### **1.150 Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

### **1.160 Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **1.170 – Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

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

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following:

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

#### **Warning Signs of Grooming Behaviors**

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

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

are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

### **1.180 Prevention of Anaphylaxis**

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

## **Chapter 2 - Attendance, Grading, Promotion, and Graduation**

### **2.10 Attendance**

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

### **2.20 Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school:

1. any child attending a private school (including a home school) or parochial school,
2. any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
3. any child lawfully and necessarily employed,
4. any child over 12 and under 14 years of age while in confirmation classes,
5. any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and
6. any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

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

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

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, it shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

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

attendance center.

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

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

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

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

### **2.30 Release Time for Religious Instruction/Observance**

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

Students excused for religious reasons will be given an opportunity to make-up all missed work, including homework and tests, for equivalent academic credit.

### **2.40 Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students with an unexcused absence from school will not be allowed to make up missed work unless additional consideration is granted from the instructor. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. For example, if a student is absent on Monday and returns on Tuesday, the missed work from Monday is due on Wednesday. If a student is absent on Monday and Tuesday and returns on Wednesday, Monday's work is due on Thursday, and Tuesday's work is due on Friday. The student is responsible for obtaining assignments from his/her teachers. Tests will be rescheduled on a mutually-agreed upon date with the teacher.

### **2.50 Truancy**

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

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

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

1. referral to the truancy officer,
2. reporting to officials under the Juvenile Court Act,
3. referral to the State's Attorney, and/or
4. appropriate school discipline.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **2.60 Grading and Promotion**

Teachers use the following grading scale:

A+	100-98	B+	89-88	C+	79-78	D+	69-68	F is
A	97-92	B	87-82	C	77-72	D	67-62	59 and
A-	91-90	B-	81-80	C-	71-70	D-	61-60	below

School report cards are issued to students on a quarterly basis. For specific questions regarding grades, please contact the classroom teacher.

### **2.70 Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

### **2.80 Exemption from Physical Education Requirement**

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

A student in grades 11-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. enrollment in a marching band program for credit;
2. ongoing participation in an interscholastic athletic program;
3. enrollment in academic classes that are required for admission to an institution of higher learning;
4. or enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

1. the time of year when the student's participation ceases;
2. the student's class schedule; and
3. the student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### **2.90 Credit for Alternative Courses/Programs and Course Substitutions**

#### **Distance Learning Courses, including Virtual or Online Courses**

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

1. the course is offered by an institution approved by the superintendent or designee;
2. the course is not offered at the student's high school, unless it is for credit recovery;
3. the student assumes responsibility for all fees (including tuition and textbooks); and
4. the building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

#### **Exchange Programs**

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

### **Summer School and Independent Study**

A student will receive high school credit for successfully completing the following:

1. any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. independent study in a curriculum area not offered by the district, provided the student obtains the consent of a supervising teacher as well as the building principal; and
3. any course assigned through the district-offered credit recovery program.

### **Dual Credit Courses**

A student who successfully completes a dual credit course will receive credit at both the college and high school level. The class will count toward the student's grade point average. A student must pass the Accuplacer Test and have at least 12 credits in order to be eligible to take dual credit classes.

### **Youth Apprenticeship Vocational Education Program (Tech Prep)**

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

### **Substitutions for Courses**

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

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

### **2.100 Home and Hospital Instruction**

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

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

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

For information on home or hospital instruction, contact the principal.

### **2.110 Early Graduation**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to November 1 of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices, etc.). Students who graduate early will not participate in spring school functions such as, but not limited to, athletic contests, class functions/trip, or prom.

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent/guardian will schedule a conference with the principal and the school counselor prior to November 15 of the student's seventh semester. At the conference, the student should be prepared to justify his/her request to graduate early.

### **2.120 High School Graduation Requirements**

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

1. completing all State mandated graduation requirements.

2. completing all District graduation requirements that are in addition to state graduation requirements.
3. completing all courses described below, as determined by when the student entered the 9th grade.
4. passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. participating in the State assessment required for graduation (SAT for Class of 2018 and beyond)

In order to graduate from Hamilton High School, a student must accumulate 24 total credits. In addition, those credits must meet the following specific requirements:

Language Arts/English	4 credits, including 2 in writing intensive courses
Math	3 credits, including Algebra 1 and Geometry
Science	3 credits, including 2 in lab sciences
Social Studies	2 credits, including US History, Government/Civics
Health	½ credit
Consumer Education	½ credit
Driver's Education	½ credit
Physical Education	2 credits, plus participation as required by law
Electives	8.5 credits, including 1 year chosen from music, art, foreign language, vocational education, or forensic speech.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

Note:

1. Students must pass the Illinois and US Constitution tests in high school. Under certain conditions, transfer students may take these tests separate from the US History class, as approved by the teacher, school counselor, and principal.
2. In order to be enrolled in driver's education, students must be age-eligible AND pass all of their classes (at least 7 separate courses) the semester prior to their enrollment.
3. The physical education requirement can be adjusted because of academic classes and/or medical excuses.
4. No prospective graduate from Hamilton High School shall participate in the graduation exercises in any manner or receive a diploma until he/she has met all of the requirements for graduation.
5. Waivers of any type cannot contribute to the total credits required.

#### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

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

#### **2.130 Valedictorian and Salutatorian**

Valedictorian (class rank 1 of x) and Salutatorian (class rank 2 of x) honors are based on 8 semesters (or 4 year equivalent) of high school grades. Those graduating early will waive their right to such honors. All credits earned in a school approved by an appropriate state agency or accrediting agency will be accepted for transfer. All credits earned in other high schools or home schools and submitted for transfer shall be subject to administrative review and approval. To be eligible for Valedictorian or Salutatorian honors, a student must complete their 7th and 8th semesters at Hamilton High School. Any transfer student with weighted grades will lose the weighted grade. Grade point averages will be calculated to the third decimal place (thousandths) for the purpose of determining the valedictorian or salutatorian. In the event of a tie, either honor may be bestowed to more than one student.



## Chapter 3 - Student Fees and Meal Costs

### **3.10 Fines, Fees, and Charges: Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parents/guardians are unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The superintendent will give additional consideration where one or more of the following factors are present:

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. If you have questions regarding the fee waiver process or would like to pick up an application waiver, you may contact the District Office at 866-332-3880, ext. 310 or the HS office at ext. 300.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal.

Registration, Grades 9-12	\$45.00
Driver's Education Fee	\$100.00
Lunch	\$2.60
Reduced Lunch	\$0.40
Additional Milk	\$0.35

### **3.20 School Lunch Program**

Lunch is served every school day except when there is an early dismissal due to an emergency. A student may bring a sack lunch from home or may purchase a school lunch for \$2.60. Lunch may be purchased on a weekly basis for \$13.00. Free or reduced price meals are available for qualifying students. For an application, contact the building principal. Students without money on their accounts will still be able to get a daily lunch; however, students will not be allowed to order extra entrees or get items from the snack bar unless they have money on their accounts to pay for them. Negative lunch balances are expected to be paid.

## Chapter 4 - Transportation and Parking

### **4.10 Bus Transportation**

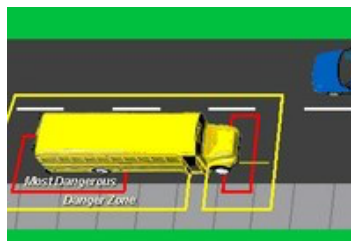
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter the bus in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.



11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the building principal.

#### **4.15 Bus Conduct**

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

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

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

#### **4.20 Parking**

Students may park their vehicles in the lot behind the morning drop-off zone. Vehicles must be parked between the painted lines and must be driven under the speed limit of 5 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or in designated parking spots may be ticketed or towed at the discretion of the school and at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action, including a loss of parking privileges.

The north circle drive and other marked spots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students without permission from the principal. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The school has designated locations in the north circle drive and near the auto shop and in the south circle drive for school visitor parking. There are no assigned parking spots for seniors. For safety, students will register their vehicles with the main office and display a parking sticker. Failure to do so may result in the vehicle being towed.

Those dropping off and picking up children may do so behind the school from 7:50-8:05 am and 3:05-3:20 pm. If you arrive after 8:05, come to the OFFICE END of the north circle drive and check in at the office prior to proceeding to your first hour class.

Shortly after 8:05, the doors on the GYM END of the circle drive and the doors near the student parking lot will be locked. Any student who arrives after that time will be expected to walk to the doors at the OFFICE END of the circle drive and check in at the office for a pass to class. This procedure is to help ensure we are maintaining a safe environment.

### **Chapter 5 - Health and Safety**

#### **5.10 Immunization, Health, Eye, and Dental Examinations**

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Eye Examination**

All children enrolling in Kindergarten for the first time are required to have a vision examination. The exam shall be performed by a licensed optometrist or a physician licensed to practice medicine in all of its branches. The eye exam is due by October 15. Additional vision and hearing screening tests shall be conducted at school in accordance with IDPH rules.

**Dental Examination**

All Illinois children in kindergarten, second, sixth, and ninth grades are required to have an oral health examination. Proof of examination is required by May 15<sup>th</sup> of the school year. Exams must have been completed within 18 months of the May 15<sup>th</sup> deadline. An exam waiver form can be completed for reasons outlined on the form.

**Parents:**

Please complete the student information at the top of the physical form (name, birth date, grade, etc.) as well as the medical history section on the upper half of the form. Be sure to sign your name where indicated. This information is important to our school health records, as it will provide information on health related problems. The immunization section must be completed and include the month, day and year that the immunizations were given. This section must be signed and dated by someone in the Doctor's Office, Health Department, or School Health Aide (Nurse). Please keep a record of immunizations at home for your personal records.

The following immunizations are required by Illinois State Law:

Chicken Pox	Pre-K through 6th (or proof of disease).
DPT (Diphtheria/Pertussis/Tetanus)	Complete basic series and required booster, which is given after age 4.
Tdap	1 dose for students entering 6th-12th grades.
Polio	Complete basic series and required booster, which is given after age 4.
MMR (Measles/Mumps/Rubella)	1st dose given at 12-15 months, 2nd dose given at 4-6 years (before school starts).
HIB (Haemophilus Influenzae Type B)	Pre-school has received 1 or more doses with the last dose on or after 15 months of age.
Hepatitis B (3 dose series)	2nd dose should be given 1 month after the 1st dose. 3rd dose should be given 4 months after the 2nd. Required for Pre-K students and grades 6-12.
Varicella	Required for all students. 2nd dose is required for students entering kindergarten, 6th grade, and 9th grade.
Pneumococcal	Required for all pre-k students.
Meningococcal Conjugate	6th grade students will be required to show proof of one on or after 11 years of age. 12th grade students will be required to show proof of receiving 2 doses unless the first dose was administered after age 16. In this case, only 1 dose is required.

### **Immunization Clinic Information**

Hancock County Health Department, 671 Wabash Avenue, Carthage, Illinois. To make your appointment, please call: 217-357-3459.

### **Hancock Dental Clinic**

Priority will be given to children and adults who are on Medicaid and/or have no insurance who have not ever seen a dentist, those experiencing dental problems, as well as, children who are in Kindergarten, Second and Sixth grade requiring an oral health exam by a licensed dentist. 217-357-2171

### **ALL PHYSICALS MUST BE DONE BEFORE REGISTRATION IN AUGUST.**

#### **Exemptions**

A student will be exempted from the above requirements for:

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

#### **General Health Rules**

If a student has a fever (100 or higher), or has vomiting or diarrhea, he/she needs to stay home for 24 hours. In order to reduce the illness rate, a student must be fever-free or vomit/diarrhea-free for 24 hours. If a student has been diagnosed with pinkeye, the student must be on medicated eye drops for 24 hours before returning to school.

#### **5.20 Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

#### **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a class based on willful and wanton conduct, arising out of

a student's self-administration of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use:

1. Asthma medication;
2. Epinephrine injectors;
3. Opioid antagonists; and
4. Glucagon.

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/ guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **5.30 Career Planning and Counseling**

The school provides a career planning and counseling program for students. The school's counselor is available to those students who require additional assistance.

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

Requests for schedule changes must be done within the first week of the semester. Teachers may make a request on behalf of a student within the first two weeks.

### **5.40 Safety Drill Procedures and Conduct**

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

### **5.50 Communicable Diseases**

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

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

### **5.60 Head Lice**

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **Chapter 6 - Discipline and Conduct**

### **6.10 General Building Conduct**

Students shall not arrive at school before 7:50 a.m. unless they have made arrangements to meet with a staff member before school. Students should be supervised at all times. Classes begin at 8:05 a.m., and students are dismissed at 3:05 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Students shall not run, talk loudly, or yell in the hallways, nor shall they push, shove, or hit others.
2. Students shall not write on walls or desks, or deface or destroy school property.
3. Skateboards are not permitted at school.
4. Water guns, play guns, and/or real guns are not permitted at school.
5. Computers, tablets, phones, headphones, handheld gaming systems, CD players and cameras are not permitted during classroom time without permission from the principal or classroom teacher. Electronic devices, including phones are to be left in students' lockers during the school day.

### **6.20 School Dress Code**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, hoods, coats, chains, sweatbands, and sunglasses may not be worn in the building during the school day. Coats may be allowed if the classroom is abnormally cool.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing that shows undergarments may not be worn at school.
6. The length of shorts, skirts, and shirts (including arm holes) must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.
10. For the sake of safety, only clear or see-through mesh backpacks are allowed in classrooms.

### **6.30 Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed

practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device
- 6. Using a cellphone or any electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, take/send video without permission, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-class during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Behaving in a disrespectful manner towards staff members.
- 10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 13. Engaging in teen dating violence.
- 14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 15. Entering or exiting school property or a school facility without proper authorization.
- 16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling



- 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
  18. Being involved with any public school fraternity, sorority, or secret society.
  19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  23. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

#### **When and Where Conduct Rules Apply**

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

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

#### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges, including the privilege of possessing a cell phone during the day or at lunch.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If

transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension from bus riding, activities, athletics and/or dances.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

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

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

### **Weapons Prohibition**

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

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

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **6.40 Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

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

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

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

Nondiscrimination Coordinator:  
Name: Joe Yurko, Superintendent  
Address: 1830 Broadway, Hamilton  
Telephone: 866-332-3880, ext. 310

Complaint Managers:  
Name: TJ Taylor, School Counselor or Shelli Jennings, Principal  
Address: 1100 Keokuk St., Hamilton  
Telephone: 866-332-3880, ext. 300

#### **6.45 Harassment and Teen Dating Violence Prohibited** **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or

actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

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

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

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

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

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

Nondiscrimination Coordinator:  
Name: Joe Yurko, Superintendent  
Address: 270 N. Tenth St., Hamilton  
Telephone: 866-332-3880, ext. 310

Complaint Managers:  
Name: TJ Taylor, School Counselor or Shelli Jennings, Principal  
Address: 1100 Keokuk St., Hamilton  
Telephone: 866-332-3880, ext. 300

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

#### **6.50 Lunch and Cafeteria Rules** **Lunch/Cafeteria Rules**

1. Students may not leave campus for lunch, except with permission granted by administration or authorized staff.

2. Parents/family members may drop off lunch for their student(s) only and only when necessary.
3. Students shall not save seats for other students.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food or drinks.
6. Students shall not trade food.
7. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
8. Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
9. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
10. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
11. Students shall report spills and broken containers to cafeteria staff immediately.
12. Drinks and snacks during lunch time must be purchased from the cafeteria, not the vending machine.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

#### **6.60 Field Trips**

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

1. failure to receive appropriate permission from parent/guardian or teacher;
2. failure to complete appropriate coursework;
3. behavioral or safety concerns;
4. denial of permission from administration; and/or
5. other reasons as determined by the school.

#### **6.70 Access to Student Social Networking Passwords and Websites**

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

#### **6.80 Student Use of Electronic Devices**

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept silenced and out-of-sight unless:

1. permission is granted by an administrator, teacher or school staff member;
2. use of the device is provided in a student's individualized education program (IEP); or
3. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. using the device to take photographs in locker rooms or bathrooms;
2. cheating; and
3. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

1. The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the class period.
2. The device will be confiscated by school personnel and sent to the office. A final warning will be assigned. The student will receive the device back at the end of the school day.
3. The device will be confiscated by school personnel and sent to the office. A school service project will be assigned to the student. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. The device will be confiscated by school personnel and sent to the office. Two school service projects will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will not be allowed to have an electronic device at school for a designated period of time.

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

## Chapter 7 - Internet, Technology and Publications

### **7.10 Acceptable Use of the District's Electronic Networks**

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

Terms and Conditions - The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, or similar devices.

Acceptable Use - Access to the electronic network must be:

1. for the purpose of education or research, and be consistent with the district's educational objectives, or
2. for legitimate business use.

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

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use chargers, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety - Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **Parent Portal – Lumen**

Hamilton has put into place this student information software that will allow parents and students to log in to our system to view many of their records, class assignments, grades, attendance, lunch balances, and much more. In order to get the full benefits of this system, we need a good email address from one or both parents/guardians at student registration. Students with failing grades will have an email notification sent to your email account once every day.

You will need to download and install the Mozilla Firefox or Chrome browser. Once you have downloaded it, simply double click on the download and accept all the defaults. You can then click on the "Lumen Login" on the Hamilton website ([www.hhs328.com](http://www.hhs328.com)), and it will take you directly to the login screen. You can bookmark this location. Your Location is 4 for high school students.

Enter your user name and password. These were included with your registration paperwork, but if you did not receive yours, call the school (866-332-3880, ext 300) to request your "user id" and "password."

Important Step: The first time you login, you will receive a message from Firefox that you are trying to access an insecure site. You will want to "accept" or "add an exception." Click "I understand the risk." Get the certificate and confirm it. It will then take you to the login screen. You will only have to do this step the first time you go to the site. The first time you log into Lumen, you will click on the parent Lumen access icon, and then you will need to accept the terms of use. Click on your student's name and view his/her records. Once you have logged in, you can add all of your children to one login. You will see an option to add. If you are having problems, please contact Mr. Coultas, our technology coordinator, for further assistance at 866-332-3880, ext 351.

### **7.20 Guidelines for Student Distribution of Non-School Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to



students must comply with the following guidelines:

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

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

The definition of "publication" includes, without limitation:

1. written or electronic print material;
2. audio-visual material on any medium; or
3. information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other handheld devices).

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

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

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

### **7.25 Guidelines for School Sponsored Publications, Productions, and Websites**

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

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;

4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

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

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

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

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

#### **7.27 Access to Non-School Sponsored Publications**

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use; or
5. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for:

1. accessing or distributing forbidden material, or
2. for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that:

1. causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or
2. interferes with the rights of other students or staff members.

#### **7.30 Annual Notice to Parents about Educational Technology**

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

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

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

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

1. Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
2. Demographic information
3. Enrollment information
4. Assessment data, grades, and transcripts
5. Attendance and class schedule
6. Academic/extracurricular activities
7. Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
8. Conduct/behavioral data
9. Health information
10. Food purchases
11. Transportation information
12. In-application performance data
13. Student-generated work
14. Online communications
15. Application metadata and application use statistics
16. Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

1. Instruction in the classroom or at home (including remote learning)
2. Administrative activities
3. Collaboration between students, school personnel, and/or parents/guardians
4. Other activities that are for the use and benefit of the school district

## **Chapter 8 - Search and Seizure**

### **8.10 Search and Seizure**

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

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

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

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

#### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age, gender, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her

parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will:

1. notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
2. make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to a social worker, psychologist, nurse, school counselor, or any other mental health professional) is present during questioning; and
3. if practical, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during questioning.

## **Chapter 9 - Athletics and Extracurricular Activities**

### **9.10 Athletics and Extracurricular Activities Code of Conduct**

#### **Purpose and Philosophy of Activities and Athletics**

This is not intended to create a contractual relationship with students; rather, it is intended to describe the activities and athletics programs, current practices, procedures, rules and regulations (code of conduct). This Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

HHS maintains the belief that activities and athletics are integral and important parts of the total school curriculum. Through activities and athletics, participants can develop desirable learning habits, acquire knowledge that will correspond to situations that occur in later years, recognize their abilities to become leaders of their community, learn how to accept success or failure, and develop sound physical and mental habits. Because of these desirable outcomes, the school district recognizes its responsibility to provide students the opportunities to develop their skills and abilities through organized school-sponsored activities and athletics programs.

The activities and athletics programs are designed to provide the participants with opportunities to learn lifelong skills and reach personal goals through interaction and/or competition. It is important that each person in the activities and athletics department (both staff and students) strive for growth in their personal selves and for growth in their desires to achieve excellence through hard work and determination.

Participation in activities and athletics is a privilege, not a right. At this level, playing time/participation is not guaranteed and is at the sole discretion of the head coach or activity sponsor.

#### **Objectives of the Activities and Athletics Programs**

1. To provide each participant an opportunity to develop innate physical skills and abilities.
2. To develop within the participants a wholesome attitude and appreciation for activities and athletics in general.
3. To foster within the participant a sense of self-pride and self-worth.
4. To foster within the participant a sense of pride for the school and community.
5. To provide an opportunity for the participant to develop leadership skills.
6. To develop in each participant a sense of common purpose, goal and team effort.
7. To develop in each participant an understanding of and an appreciation for good sportsmanship.
8. To instruct the participant in the basic fundamentals of the activities and sports in which s/he is participating.
9. To foster within the student a positive attitude toward his/her education and to provide assistance to the athlete who may be doing poorly in his/her school work.
10. To strive for growth in the activities and athletics programs as demonstrated by increased participation of the student body and by continued support of the fans.

#### **Chain of Command**

Assistant coaches shall be responsible to the head coach. The head coach shall be responsible to the Director of Athletics and Activities. The Director of Athletics and Activities shall be responsible to the Building Principal. Activity sponsors shall be responsible to the Building Principal.

### **Requirements for Participation**

Participants must have their parents/guardians sign a permission slip in order to participate in each individual activity and/or sport.

In addition, a student-athlete must have the following fully executed documents on file with the Director of Athletics and Activities before the first participation in any athletic activity.

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

### **Illinois High School Association**

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

### **Academic Eligibility**

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

All students are encouraged to maintain good grades. With this in mind, classroom teachers will verify each student's eligibility on a weekly basis. Course grades are based on quarter work. Students must be passing all classes by noon on Friday in order to be eligible for the following week. Students must pass all semester courses in order to be eligible for the following semester.

The ineligibility period begins on Monday morning and continues until the following Monday morning. The student will not be allowed to participate in any extracurricular performances/games, etc. during the ineligibility period. The student will be allowed to practice during weeks of ineligibility. The student will not be allowed to miss school to attend a contest during the period of ineligibility. After four (4) weeks (does not need to be consecutive) of ineligibility, the student will be dropped from the activity.

### **Absence from School on Day of Extracurricular or Athletic Activity**

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

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

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

### **Travel**

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

## General Guidelines and Definitions:

### Activity

“Activity” means a tryout, practice, game, event, contest, competition, performance, tournament, match, or recreation connected to the conduct of a sport or extracurricular activity, including school-sponsored weight training, summer league, camp, or open gym.

### Participant

“Participant” refers to a boy or girl enrolled in grades 9-12 who is participating and/or intends to participate in an extracurricular or interscholastic athletic activity sponsored by HHS or the West Hancock Titans, including, but not limited to:

Boys’ Baseball	Boys’/Girls’ Basketball	Boys’/Girls’ Track	Wrestling
Girls’ Volleyball	Girls’ Softball	Football	Drama
Student Council	Band/Chorus	Academic Clubs	
Science Olympiad	ACES		

### Practice Sessions and Meetings

All practice sessions and meetings shall be appropriately planned by the activities and coaching staff to ensure the safety of and maximize instructional value for the participants.

### Sport

“Sport” means any interscholastic sport sponsored by HHS or the West Hancock Titans and governed by the rules of the IHSA.

### Sportsmanship and Appropriate Behavior

Activities and athletics coaches and sponsors shall personally exhibit good sportsmanship and appropriate behavior. They will also require their athletes to exhibit good sportsmanship and appropriate behavior.

Profanity, fighting and unsportsmanlike conduct will not be tolerated. Activities and athletics coaches will not use profane language and shall require their students to refrain from the use of profane language. Each individual coach will deal with violation of this rule. (Standard guidelines will be determined and reviewed by the principal, Director of Athletics and Activities, and coaches to be consistent from sport to sport). Depending on the severity of the situation, discipline under the Activities and Athletics Code of Conduct could be warranted.

### Equipment and Uniforms

#### Equipment Use and Return

Students shall be responsible for the care and maintenance of all equipment and material issued to them. Each student issued equipment and materials shall return the equipment in good condition to the respective departments within one (1) calendar week of completion of the season or one (1) calendar week from the end of the student’s participation in that sport, whichever comes first. If a student fails to return equipment or materials as required, or returns it in damaged condition, the student may be charged for replacement or repair, and/or disciplined with fines and/or other disciplinary measures as appropriate.

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

#### Uniform Purchase

As a general rule, students will be responsible for purchasing their own shoes, socks, personalized items of clothing, and other personal items. The school will provide uniforms and game equipment other than baseball/softball gloves.

#### Care and Maintenance of Equipment

Coaches and sponsors shall be ultimately responsible for the care and maintenance of athletic equipment and other school equipment used in their respective sport or activity.

### Insurance and Injuries

#### Insurance for Athletics

Before any student athlete shall be permitted to practice or compete in any athletic event, and before any athletic equipment is issued to the athlete, the athlete must provide proof of coverage for athletic injuries by a private insurance carrier and have a signed insurance waiver on file with the Director of Athletics and Activities.

### Student Injury

No student is permitted to participate in an activity if the nature or extent of an injury to the student dictates that s/he should be withheld from participation. When doubt exists as the ability of the student to participate, competent medical advice shall be solicited.

### Report of Injury

Students shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by the activity or athletic competition to the person in charge of their activity or sport.

### Medical Release to Return to Competition

When there is any question of a student's medical fitness to practice/perform/compete, coaches, sponsors, or school officials may require the student to provide a release to participate, signed by a physician licensed to practice medicine, before allowing the student to engage in further athletic activity.

### Injuries and Emergencies

All injuries are to be reported to the coaches and/or sponsors as soon as possible. Staff members will complete an accident report for any injury when notified. A hospital will not treat our students unless s/he is unconscious, parents are present, or we have the signed permission portion of our Emergency form.

### Dress and Grooming

The coach/sponsor of each respective activity and/or sport may develop reasonable rules regulating the dress or grooming of the participants. Team/Organizational uniforms and necessary equipment shall be required. Other rules shall be limited to regulating forms of dress or grooming which present health or safety concerns for the athlete or other participants.

### Travel and Transportation

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests or text messages shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules, and regulations as provided herein.

### Drugs, Alcohol and Tobacco

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

### Code of Conduct

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

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

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

in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

### **Due Process Procedures**

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

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



- i. First violation
    1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
    2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: a suspension of at least one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
    3. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
  - ii. Second violation
    1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
    2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
    3. The student may be required to practice with the group (unless suspended or expelled from school).
  - iii. Third violation
    1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
    2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal. All students remain subject to all the School District's policies and the school's student/parent handbook.

Students who join a sports team or activity to complete a suspension due to one of the above violations are expected to function as a productive teammate for the entire season. If the student leaves the team early, further discipline may be applied to the next activity or sport. All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

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

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

#### **Athletic Board**

The Athletic Board shall have jurisdiction over the Code of Conduct of all West Hancock Athletic Cooperative sports.

The members of the board will be the principal, an athletic director (or appropriate designee), and the head coach of the athlete in question. It shall be the duty of the Athletic Board to meet upon notification of a violation of the Code of Conduct and act on each case as soon as possible. The Athletic Director from the school where the possible violation occurred shall be responsible for calling a meeting of the Board.

#### **9.20 Attendance at School-Sponsored Dances**

Attendance at school-sponsored dances is a privilege. Any school dances and other activities must be approved in advance by the school administration. Unless otherwise approved, dances will start at 8:00 pm and finish at 11:00 pm.

Hamilton High School reserves the right to call the police to test attendees at a dance who are suspected of consuming alcoholic beverages or using other restricted substances. Any attendees failing or refusing such a test will

be asked to leave the dance. Further consequences may also ensue.

Prom is an activity designated for seniors and juniors. Students must have at least junior status in order to purchase a single ticket and/or bring a guest. Junior status is defined as being in the third year of high school AND having at least 13.5 credits at the end of the 5th semester. Freshmen and Sophomores can only attend prom as the guest of a junior or senior.

Only high school students may attend high school dances or other activities. No junior high school students are allowed. Students may not bring dates over the age of 20 to any dance. Only students who attend Hamilton High School may attend school-sponsored dances, unless the principal or designee approves a student's guest via the guest request form in advance of the event. Guests must be eligible to attend activities at their own school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **9.30 Student Athlete Concussions and Head Injuries**

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

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

## **Chapter 10 - Special Education**

### **10.10 Education of Children with Disabilities**

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

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

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

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

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

#### **Behavioral Interventions**

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

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

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

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

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

### **10.30 Exemption From Physical Education Requirement**

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

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

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

### **10.40 Access to Classroom 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.

### **10.50 Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## **Chapter 11 - Student Records and Privacy**

### **11.10 Student Privacy Protections**

#### **Surveys**

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

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

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parents/guardians may inspect the survey or evaluation upon their request and within a reasonable time of their request. This applies to every survey:

1. that is created by a person or entity other than a district official, staff member, or student;
2. regardless of whether the student answering the questions can be identified; and
3. regardless of the subject matter of the questions.

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

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

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

1. political affiliations or beliefs of the student or the student's parent/guardian;
2. mental or psychological problems of the student or the student's family;
3. behavior or attitudes about sex;;
4. illegal, anti-social, self-incriminating, or demeaning behavior;

5. critical appraisals of other individuals with whom students have close family relationships;
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; and/or
8. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

### **Instructional Material**

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

### **Selling or Marketing Students' Personal Information Is Prohibited**

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

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **11.20 Student Records**

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

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

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

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

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

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

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

A parent/guardian or eligible student may ask the district to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the district decides not to amend the record, the district will notify the parent/guardian or eligible

student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities, when necessary for the discharge of their official duties, who request information before adjudication of the student.

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

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

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

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

- a. name;
- b. address;
- c. grade level;
- d. birth date and place;
- e. parent/guardian names, addresses, electronic mail addresses, and telephone numbers;
- f. photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs;
- g. academic awards, degrees, and honors;
- h. information in relation to school-sponsored activities, organizations, and athletics;
- i. major field of study; and
- j. period of attendance in school.

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

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

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

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

**obtain through the exercise of any right secured under State law.**

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

The name and address of the office that administers FERPA is:

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

### **11.30 Student Biometric Information**

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

### **11.40 Requests from Military or Institutions of Higher Learning**

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

## **Chapter 12 - Parental Right Notifications**

### **12.10 Teacher Qualifications**

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

1. whether the teacher has met State certification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. whether the teacher is teaching in a field of discipline of the teacher's certification; and
4. whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **12.20 Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Fitnessgram, MAP/NWEA, ISA, PSAT 8/9, PSAT 10, and SAT.

Parents are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents can assist their students achieve their best performance by doing the following:

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

### **12.30 Homeless Child's Right to Education**

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

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

Assistance and support for homeless families includes:

Hamilton #328 Liaison:	Donna Rodeffer	866-332-3880, ext. 402
Food bank and meal programs:	Riverbend Food Pantry	309-764-7434
Family shelters:	Hancock Co. Health Dept.	217-357-2171
Medical services:	Illinois Medicaid	800-843-6154

#### **12.40 Sex Education Instruction**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction; instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

#### **12.60 English Language Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can:

1. be involved in the education of their children;
2. be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and
3. Participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact Joe Yurko, Superintendent at 866-332-3880, ext. 310.

#### **12.70 School Visitation Rights**

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

#### **12.80 Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the District Office at 866-332-3880, ext. 310. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

#### **12.90 Mandated Reporters**

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

#### **12.100 Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

#### **12.105 Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

#### **12.110 Sex Offender Notification Law**

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

1. to attend a conference at the school with school personnel to discuss the progress of their child;

2. to participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; or
3. to attend conferences to discuss issues concerning their child, such as retention or promotion.

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

#### **12.120 Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website (<http://www.isp.state.il.us/sor/>). You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website (<http://www.isp.state.il.us/cmvo/>).

#### **12.130 Parent Notices Required by the Every Student Succeeds Act**

1. **Teacher Qualifications:** A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
  - a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - a. The teacher is teaching under emergency or other provisional status.
  - b. The teacher is teaching in the field of discipline of the certification of the teacher.
  - c. Paraprofessionals provide services to the student and, if so, their qualifications.
2. **Testing Transparency:** The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12.20. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
3. **Annual Report Card:** Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.hhs328.com](http://www.hhs328.com)
4. **Parent & Family Engagement Compact**
5. **Unsafe School Choice Option:** The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center.
6. **Student Privacy:** Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.
7. **English Learners:** The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.
8. **Homeless Students:** For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

#### **12.140 Notification to the Public Concerning Asbestos within the School District**

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the district office.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s). The district will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.