

HARTSBURG-EMDEN
JUNIOR / SENIOR HIGH SCHOOLS
Parent / Student Handbook
2024-2025

Welcome to the new school year. The main goal of the school is to prepare students for their futures. We hope that students achieve academic success and enjoy their preparation for future endeavors. Equal opportunities are available for all students in the Hartsburg-Emden School District and we encourage students to perform at the highest level possible.

Students are expected to abide by the rules and regulations of the school district. These rules and regulations have been adopted by the Board of Education and are designed to create an educational environment conducive to learning. In addition to the rules and guidelines in this handbook, additional ones can be found in our Reopening Plan found on our website and supersedes any conflicting guidance in this book. It is each student's responsibility to strive to do his/her personal best, both academically and socially. It is assumed that all rules and regulations of the school district are covered in the student handbook, the district superintendent and building principal reserve the right to deviate from the policies to meet the needs of the individual's situation.

Hartsburg-Emden has a tradition of excellence both in academic as well as in co-curricular activities. All students are encouraged to become actively involved in extra and co-curricular activities offered in the school district. The more a student is involved in extra and co-curricular activities, the more he/she will experience and grow.

HARTSBURG-EMDEN MISSION STATEMENT

Hartsburg-Emden Community Unit School District provides an empowering and collaborative environment allowing students to reach their full potential.

This Agenda Belongs To:

Name: _____

Home of the Stags

GUIDANCE DEPARTMENT INFORMATION

The Guidance Department handles many different duties. Students are encouraged to contact a guidance counselor for educational, vocational, or personal guidance issues. Discussions are held in strict confidence with the guidance counselor. Educational guidance can help students with postsecondary institutional visits and registration.

Course Description Handbook

Additional information on course requirements and content can be gained from the course description handbook or through the Guidance Department. Any course that is not in the Course Description Handbook, the school will do its best to offer a course through other means. For example, Dual Credit or Online courses could be possible.

Extra/Co-Curricular Activities

The following extra and co-curricular activities are available to students at Hartsburg-Emden Jr/Sr High School. Each activity is governed by a set of rules for membership. These rules are updated periodically and are on file for review.

National Senior and Junior Beta Club	Yearbook "Antler" Club
Cheerleading	Student Council
Boys and Girls Interscholastic Sports	FFA
Jr/Sr High School Scholastic Bowl	Future Educators of America
School Play/Musical	WYSE
Science Olympiads	Chess

Graduation Requirements

All graduating classes of Hartsburg-Emden High School, starting with the class of 2013, will need twenty-six (26) credits in order to graduate from high school.

One full credit is earned for successful completion of a course in a year's duration. All students are required to take at least four academic subjects and physical education each semester they are enrolled. Independent and correspondence courses can be taken in addition to the four academic classes. No student, freshman-junior, is allowed more than one study hall. Seniors may not take more than 2 study halls. Seniors with 1st hour study hall may arrive late or leave early for 8th hour study hall. Students will be required to have a signed permission form to arrive late or leave early. Please note that you are required to take five academic courses to be eligible for IHSA sanctioned events.

During the junior and senior years, athletes may qualify for a 'waiver' from physical education class, during the season in which they participate or if a conflict arises with a class required for graduation or college admission.

Course		Course	
English	4	Physical Education	4
Mathematics	3	Computer Applications	0.5
Social Sciences US History and Civics/Gov't are required	2	Art/Vocational Ed/Foreign Lang/Music	1
Science *	2	Electives	9
Consumer Education	0.5	Total Credits	26

* Two Science credits for graduation are required. One credit must be with the Science Department

In order to graduate from Hartsburg-Emden High School, unless otherwise exempted, each student is responsible for:

1. Completing the required number of credits set by the school district.

2. Completing all minimum requirements for graduation as specified by the Illinois State Board of Education.
3. Earning a passing score on an examination on patriotism and principles of representative government, proper use of the flag, methods of voting and the Pledge of Allegiance.
4. Taking the required State achievement test.

Early Graduation

Students are encouraged to attend high school for eight semesters in order for them to access the educational opportunities available to them. Attending high school all four years allows students to grow mentally, socially, physically, and emotionally prior to entering the world of work or beginning post-secondary educational opportunities. The early graduation application is available upon request in the Guidance office. **All materials MUST be turned in to the Superintendent by June 1 of the junior year.** All early graduations are at the Superintendent's discretion. Early graduates will not be eligible for senior activities that take place second semester. This includes senior trip and prom. Graduation will still be an activity early graduates can participate in.

PROMOTION REQUIREMENTS

8th Grade students being promoted must complete all state requirements including the constitution tests. Students must also have accumulated 4 credits and pass three of five core courses during their 8th grade year

CLASSIFICATION OF STUDENTS

The number of successfully completed academic courses is used to determine the grade classification of high school students. Rights, responsibilities, and privileges are determined by the student's classification. A student remains in this classification until the completion of the current school year.

- A student is classified as a freshman until they have earned five (5) credits.
- A student is classified as a sophomore until they have earned eleven and a half (11.5) credits.
- A student is classified as a junior until they have earned eighteen (18) credits.
- A student may graduate at the end of the current year if they have earned twenty- six (26) credits.

National Beta Club

Membership in the National Beta Club, both junior and senior, is an honor and a responsibility bestowed upon students who meet specific criteria. To be eligible for membership in Junior Beta, a candidate must be in the sixth through eighth grades. Senior Beta Club membership requires the candidate to be in tenth through twelfth grade. Senior Beta Club requires a full year of high school to be completed. To gain membership in either high school or junior high school Beta Club, the student must attain a 3.5 GPA and submit an application form, judged upon leadership, character, and scholastic abilities.

The Beta Club is a service organization and students participate in a service project annually. The students must maintain a 3.0 GPA to retain membership, as well as continuing to demonstrate qualities of leadership and good character.

Course Repetitions and Schedule Changes

Individual course credit can be only earned once for any one course. Schedule changes must be made prior to the completion of the tenth full day of attendance for that class for any semester. These changes will require a schedule change form signed by the parent and teacher. Forms may be

obtained through the guidance office. Students dropping an academic course after the first ten full days of attendance at the beginning of a semester, automatically become ineligible for any extra or co-curricular activity offered during that semester. Those students will receive a “WF” grade on their transcript, counting the same as an “F” grade for their grade point average.

LincolnLand Technical Education Center

Students of either a junior or senior status enrolled in or have completed all graduation requirements are eligible to enroll at LincolnLand Technical Education Center (LTEC). The areas of concentration are building trades, metal/welding trades, automotive technology, advanced computer technology, co-op education, culinary arts, health occupations, electricity/electronics, auto body repair, and computer repair/networking I. Specific rules are as follows:

- Students with excessive disciplinary referrals/action are not eligible to enroll.
- Students may enroll for either a one-year or two-year program.
- Students are expected to be on the bus at 7:30am in front of the high school.
- Those students not in attendance at that time are considered unexcused. These students will not be allowed to drive to Lincoln HS but will spend 1st and 2nd hours in study hall at Hartem HS.
- Students who have a pre-arranged absence will be allowed to drive to LTEC. These students will not be allowed to drive anyone else in their vehicle.
- Students attending LTEC are still under the discipline guidelines set forth by our school district. All referrals will be dealt with in that fashion (this applies to riding the school bus to and from LTEC).

Excessive absenteeism will not be tolerated while attending LTEC. Those students exceeding 10% of 180 days absenteeism will have to present documentation from a licensed physician to excuse these absences. If absences are never excused they will be considered truanancies (unexcused absences). The school district reserves the right to drop LTEC students from enrollment when a truancy situation exists with full reimbursement paid by the student. In the case of chronic truancy or tardiness, the student will assume financial responsibility for LTEC tuition.

GRADES AND REPORT CARDS

A letter grading system is utilized by Hartsburg-Emden schools. It is an indicator of scholastic achievement. The percentage grading scale used in the district is as follows:

A 100-93	C 77-73
A- 92-90	C- 72-70
B+ 89-88	D+ 69-68
B 87-83	D 67-63
B- 82-80	D- 62-60
C+ 79-78	F Below 60

Grading Scale

A 4.00	B 3.00	C 2.00	D 1.00
A- 3.60	B- 2.60	C- 1.60	D- 0.5
B+ 3.30	C+ 2.30	D+ 1.30	F 0.00

Report cards are mailed four times annually, one at the end of the semester and another at the midpoint of the semester. Student progress reports are mailed to parents 2 times each semester. One will be mailed about 4 to 5 weeks into the semester and the second 13 to 14 weeks into the semester. Semester exams, administered at the end of each semester, factor in as 15% of the semester average for that class.

Weighted Grades

All courses that are Dual Credit Courses through Heartland Community College, College Board approved A.P. (Advanced Placement) courses, or approved by the principal will receive a 1 point weight in the grade. The principal may also approve upper level rigor classes receive 0.5 point weight in the grade as well.

SEMESTER GRADE CALCULATIONS

The decision to use a total point system or to weight performance categories or assignments (i.e. a certain percentage of quarterly grade will be attributed to homework, another percentage of quarterly grades to quizzes, another percentage of quarterly grade to tests, etc.) shall be determined by the instructor, per course, based upon the course content and class requirements.

High School grades will be calculated on a semester basis. All points/percentages will be calculated from the beginning of the semester until the end of the semester all together. Finals, if required or taken optionally to improve a grade, will be weighted 15% for the semester summative grade.

INCOMPLETE GRADES

Incompletes are entered in a teacher's grade book for assignments that are not turned in on time. These may be due to a variety of reasons. Two days are given to a student in order to complete missing work for an excused absence. Students with a prolonged illness may be granted additional time as deemed necessary by the teacher and the administrator. Incomplete grades not cleared after a two- week time frame will be changed to an 'F' grade.

HONOR ROLL

The following chart denotes how the Hartsburg-Emden Honor Roll is determined. Band, Chorus, Physical Education courses are not counted within the grade point average for Hartsburg-Emden Honor Roll purposes. Students cannot make the Honor Roll if they have a 'D' in any academic course for that grading period.

High Honors	4.00-3.80
Honors	3.79-3.40
Honorable Mention	3.39-3.00

REQUIREMENTS FOR VALEDICTORIAN & SALUTATORIAN

The student with the highest GPA is Valedictorian and the student with the second highest GPA is Salutatorian. To be considered for Valedictorian or Salutatorian, the student must physically attend classes at Hartsburg-Emden High School for their entire Junior and Senior Year. Second semester seniors taking college courses, not within the school district, will need to prove current grades to the counselor three Fridays before graduation.

CORRESPONDENCE COURSES

Students may take up to two (2) units of credit through correspondence with the permission of the principal. If the student wishes to take more credits than two (2) credits, he/she must petition the Board of Education in both oral and written formats (foreign language courses offered on a whole school level do not count towards the 2 units. Any student work, including the final exams, in a correspondence course, must be completed before the last day of student attendance of that same semester. If the required amount of course work is not finished within the same semester, the grade will be an F. Exceptions would be determined by administration concerning circumstances outside the student's control. Administration or the Counselor will determine the report card grade.

Any correspondence course that would replace a class being taught at Hartsburg-Emden High School, LTEC or Heartland Community College will require administrative approval. Correspondence courses, like Edgenuity, should only be taken for credit recovery or when the 3 institutions can not offer a class that a student wants to take.

REPORT OF ILLNESS/INJURY

If a student becomes ill during the school day, he/she should report to the main office. The secretary will make contact with the parent(s)/guardian(s) to arrange for the student to go home. If the student receives an injury at school or at a school sponsored activity, he/she must report the injury to the supervisor in charge of that activity no matter how minor. If medical treatment is necessary, the accident should be reported immediately to the main office and arrangements will be made for appropriate care of the student.

MEDICATIONS

All medications, prescription or otherwise, must be brought to the school office and kept there. This policy includes all types of medication. Students recovering from temporary illnesses or students on permanent medications which require a specific dosage to be administered during the school day may bring the medication to the school office if the following guidelines are met:

A written statement from the physician indicating the necessity and proper dosage, time, and duration required. A signed and completed medication form should be on file in the main office.

- Original package with student name clearly written on the package.
- The telephone number of the physician and pharmacy should be indicated.
- Students are to bring the medications to the main office and are not to store any medications in their lockers or on their person.
- All medications must be self-administered.
- Students with asthma may carry a prescription inhaler with authorization by a parent/guardian and physician.
- If any of these guidelines are not met, medications are not administered.

HEALTH EXAMS AND PHYSICALS

All students entering school in early childhood or kindergarten, sixth grade, and ninth grade must have a current physical exam on record in the district office. For transfer students from out of state, a health form that is comparable to the Illinois requirements may be accepted only at the time of first entry into the district.

New students must have a current health record on file in the district office. Additional health exams may be required when deemed necessary by school authorities.

A student's interscholastic health examination form may be accepted as proof of the student's required physical.

Upon entrance into kindergarten, the Department of Public Health requires evidence of immunity against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and hepatitis B. Children entering early childhood **must** also show proof of immunization against haemophilus influenza type B (HIB). Children entering fifth grade must show evidence of having received three doses of hepatitis B if they were not immunized before entering kindergarten. An additional tetanus/diphtheria booster will be given before entrance into the ninth grade.

Lead assessment shall be required as a part of the health examination for children age six years or below prior to school admission.

The lead assessment, immunizations, and physicals are required by law. If the child does not submit proof of the required health exam and/or immunizations by October 15th of the current year, the child will be excluded from school until such time as proof is presented.

STUDENT RECORDS

Notification of Rights of Parents and Students

Rules concerning student records at Hartsburg-Emden School District #21 are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in the District 21 administrative office. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's guidance counselor or to the building principal.

Permanent and Temporary Records

A student's **permanent record** consists of:

- Basic identifying information, including the student's and parent's names and addresses, student birth date and place, and gender.
- Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
- Attendance record.
- Accident reports and health records.
- Record of release of permanent record information.

All permanent student records will be destroyed sixty (60) years after the student graduates or permanently withdraws from school.

A student's **temporary record** consists of:

- Family background information.
- Intelligence test scores and aptitude test scores.
- Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
- Elementary and secondary achievement level test results.
- Teacher anecdotal records.
- Disciplinary information
- Honors and awards received, and participation in co-curricular and extracurricular activities.
- Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
- Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
- Record of release of temporary record information.

Student temporary records will be destroyed five (5) years after a student graduates or permanently withdraws from school.

Parent and student rights in regard to student records

Parents or a student who has become 18 years old (“eligible student”), have the right to:

- Inspect and copy the student’s education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of \$.10 cents per page for copies.
- Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
- Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that disclosure without consent is authorized by state or federal statute.
 - Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term “school official” may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician, or a parent or student serving on a school-established disciplinary or grievance committee.

- The District will disclose a student’s education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
- File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that administers the Act is:

Family Policy Compliance Office
 U.S. Department of Education 400
 Maryland Avenue, SW
 Washington, D.C. 20202-5901

Parent and Student Protections

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school’s principal or the principal’s designee has been provided a copy of such order.

A parent or student may not be forced by any person or agency to release information from the student’s temporary record in order to secure any right, privilege, or benefit, including employment, credit, or insurance.

Directory Information

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1 or within 30 days of initial enrollment, that any or all such information not be released:

- Identifying information, including the student’s name, address, telephone listing, photograph, grade level, birth date and place, and parents’ names and addresses.
- Academic awards, degree and honors.
- Information in relation to school-sponsored activities, organizations, and athletics. ☞ Period of attendance in the school.

[Applicable only at high school level:] As required by federal law, the District will, upon military recruiters’ request, provide recruiters with access to student names, addresses and telephone numbers, unless the parent requests in writing that such information not be so disclosed without prior written consent. Such a request must be delivered to the building principal by October 1, 2021 or within thirty (30) days of initial enrollment.

SCHOOL LUNCH/BREAKFAST PROGRAM

Eating a school lunch/breakfast will be confined to the cafeteria area. A monthly calendar of the menu for the district attendance centers will appear in the monthly newsletter. Students should purchase lunches/breakfasts in the main office or in the lunch line. These are recorded on computer at the high school. Seconds are available to students on a per item basis, as long as supplies allow for that day. Lunch/Breakfast charges are limited to five (5) for any one student. Parents, as well as students, are notified when the number of paid lunches/breakfasts has been depleted.

LOCKERS

Grade 6-7 students are assigned one locker. Grade 8-12 students are assigned two lockers for their use at school. One is for their physical education class and the other is located in a hallway for books and other school materials. Students are to use only school issued padlocks for their P.E. lockers. The padlocks should be locked at all times. Hallway lockers have built-in combination locks. The combination will be provided to the student when he/she registers. A separate lock will be charged to each student at registration. Students are responsible to keep their lockers clean and free of damage. Lockers are subject to search at any time with or without student permission or notification.

CLASS/TEXTBOOK FEES

Students are charged a fee for use of textbooks. Students purchase their own consumables. Fines are charged at the end of each school year for missing and/or damaged textbooks. A 'lab' fee is charged for different classes. This fee varies per class and is charged to defray material costs incurred by the district for these classes. The fee is payable at registration.

STUDENT BUS TRANSPORTATION

Bus transportation is provided for many of the students within the Hartsburg-Emden school district. Using the provided bus transportation is a privilege. Those students, who cannot abide by the bus rules for the district, may lose their bus privileges. Parents and students are to sign a bus transportation rules sheet at registration.

HARASSMENT

Harassment or aggressive behavior, sexual or otherwise, of students or faculty members by students is considered unacceptable behavior in the school district. This includes threats made against other students or staff members. All incidents should be reported immediately to either the principal or the guidance counselor. It is at the principal's discretion to discipline students for this behavior. Aggressive behavior will also be reported to the student's parent(s)/guardian(s).

ASBESTOS MANAGEMENT PLAN

School building and district asbestos management plans are on file and available for inspection in the district office.

STUDENT MOTOR VEHICLES

All students driving their own motor vehicles to and from school must have the vehicle(s) registered in the high school office. A driving form must be on file in the main office no later than the end of the first week of any semester or after a change is made. Students may park on the school grounds in designated areas. No student is allowed to enter a vehicle during the school day unless permission is obtained from the principal.

Reckless driving and/or use of excessive speed will not be tolerated and will result in the loss of driving and parking privileges on school grounds. Warnings and suspensions will be administered by the principal. The motor vehicle 'Rules of the Road' apply and are to be observed by all drivers on school property. Riding bicycles or other conveyance on or off school grounds without permission is not allowed during regular school hours.

VISITORS

It is the policy of the Hartsburg-Emden school district to encourage parents to come into the school and visit at any time. We do suggest that parents set up an appointment with the office and to let teachers know in advance of the visit. Graduates, as well as parents, may also be granted visitation permission by the principal after signing in at the main office. Teachers may be visited, with prior

notice, during either their lunch times or planning hours. Children living outside of the school district or children not of school age are not permitted to visit classes during the school day. All visitors must sign in at the main office when arriving and sign out when they leave.

ILLINOIS FREEDOM OF INFORMATION ACT

The Board of Education believes that all persons are entitled to request information regarding the official acts and policies of the district. The district is required to follow public law 96-542. Any information request should be addressed to the district's FOIA officer in writing.

Telephone

Students will be called to the telephone only in cases of emergency. Messages left in the office will be delivered to the student at a time convenient for office staff during the school day.

Student Behavior

Learning is directly affected by student behavior. Students are to behave in a mature, responsible manner when they are at school, on the school bus, or during extra- or co-curricular events. Student behavior that disrupts the educational environment of class will not be tolerated.

No student will be allowed to disrupt the class or prevent their classmates from receiving the maximum benefit of the class. Continued misbehavior could result in permanent dismissal and/or loss of credit for that class.

Student infractions are to be reported to the building principal. The discipline of any offense is at the discretion of the building principal. The student, teacher, or building principal may request a conference at any time. Infractions may be reprimanded with a forty-five (45) minute after school detention. Transportation to and from the detention is the students responsibility.

Policy 7:190

Student Behavior (formerly known as *Student Discipline*)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. 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 tablet or powdered form.
 - g. "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.
 - h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the

educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary

measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar

programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Suspension Procedures In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - o For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - o For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii) For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why

- the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - g. Include the time, date, and place for the hearing.
 - h. Briefly describe what will happen during the hearing.
 - i. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - j. List the student's prior suspension(s).
 - k. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - l. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
 5. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
 6. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 7. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 8. Upon expulsion, the District may refer the student to appropriate and available support services.

STUDENT USE OF ELECTRONIC DEVICES

Using or possessing an electronic paging device, using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited.

Students must leave cell phones in their locker. Cell phones, ear buds/headphones, smart watches, or any accessory connected to a cellphone or can be used to communicate should not be used during class time. Students have access to school computers so there is not a need for cell phones in class. Reasons that a student could have their cell phone include; (a) use of the device is provided in the student's Individualized Education Program (IEP) or 504 plan; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals (105 ILCS 5/10-21.10 and 105 ILCS 5/10-20.28).

Students may only use school issued computers in class. Personal computers and cell phones are prohibited. If a student needs a program, application, or access to anything that is not on the school issued computer, the student should consult administration for anything to be changed or added onto the device. Students need to consult the office if they are feeling sick or have a need to use a phone.

Students may choose to bring their electronic devices to the school cafeteria during lunch their periods for personal use. Devices may only be taken out once the students enter the cafeteria for their lunch period. Devices should be powered-off and out-of-sight before students leave the cafeteria at the end of their lunch period. This is the only time during the school day that electronic devices may be used for personal use without approval by the main office.

As there is no expectation of privacy for students who choose to bring their electronic devices to school, students will surrender their device(s) without removing batteries or SIM cards.

Use of a cell phone, under supervision in the school office in an emergency will be allowed, unless the privilege is abused.

Students in violation of using electronic devices will be subject to the following consequences:

1. First offense – 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 day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parents or guardians will be notified and asked to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parents or guardians will be notified and asked to pick up the device in the school office. Additionally, the student will be required to turn in the device upon his/her arrival at school for the following ten (10) school days (if the device is brought to school). If the device is brought to school during this 10-day period and not turned in (and found to be in the student's possession), the student will be prohibited from bringing the device to school for the remainder of the school year and receive an internal suspension.
4. Fourth offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parents or guardians will be notified and asked to pick up the device in the school office. He/she will face consequences for insubordination for all additional offenses.

STUDENT DRESS

The following guidelines will be followed by students concerning their apparel during school hours and school sponsored activities:

- Clothing should not 'advertise' a tobacco, alcohol, drug product, or cult insignia. No Hooters, Joe's Crab shack, or other shirts that may have inappropriate connotations according to the building principal.
- The student's anatomy should be sufficiently covered at all times and no part of the student's undergarments should be visible.
- Holes in the pant legs more than six (6) inches above the knee shall not expose either the student's skin or undergarments.
- Pants which violate dress code may be worn with a long shorts/spandex underneath.
- No head coverings or hats are allowed in the building during school hours.
- All shirts/tops should touch the waistband of the pant, short, or skirt at all times. Clothing should cover the body from shoulder to 6 inches above the knee.
- Shorts/skirts/dresses should be no more than six (6) inches above the knee (approximately mid-thigh).
- Tops should have a two inches (2") strap minimum.
- Tops should not come more than four inches (4") below the base of the neckline.
- No open back shirt. The whole back below the neckline needs to be covered.
- 'Tank Tops' which violate dress code must be worn with a 'T-shirt' underneath.
- Wheely shoes are prohibited.
- Lace tops must have appropriate top underneath.
- Pajamas may not be worn at school (unless for approved spirit days). Blankets are not appropriate for school.
- Any piece of clothing or accessory that causes a disruption to the educational environment.
- The district does not maintain a uniform or dress code policy that applies to hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.
- From November 15th to March 1st, no shorts or 'Tank Tops' are allowed in the school.

CLASS DISMISSALS

Class dismissals are a three-step process for each semester. The parent shall be notified of each occurrence that merits a dismissal. After a first step class dismissal takes place, a conference is held with the student, teacher, guidance counselor, and building principal. This conference will determine what actions the student will perform to improve the situation. After all parties agree with the findings of the conference, the student will be allowed to return to class. If a second dismissal occurs in that class, both the parent(s) and the district superintendent will have a conference with the other parties from the first step dismissal. During this conference, all parties will agree on what the conditions will be prior to the student being allowed to return to class. If a third step class dismissal takes place, the second step committee will again meet and the student may be removed from the class for the remainder of the semester and receive no credit for that class.

DETENTIONS

Detentions will be held on a designated day of the week (Wednesday), from 3:15-4:00 p.m. for those students who violate the rights of others, disrupt the learning environment, or refuse to cooperate within the school rules/guidelines. The detention, or supervised study period, will be served in a designated area. Failure to serve an assigned detention will result in an internal suspension. A third (3rd) detention will also merit an internal suspension while a fourth (4th) may merit another day of

internal suspension. Detentions will not be rescheduled unless the student is either sick on that day of detention or if school is not in session for whatever reason.

If a student is able to correct their inappropriate behavior after a detention has been served and that behavior is not repeated for a period of four weeks (any disciplinary action), the previous detention may be purged from the cumulative discipline record at the discretion of the building principal.

SUSPENSIONS

Only the district superintendent, building principal, or their designee(s) may suspend a student. Periods of suspension will be one (1) to ten (10) days in duration, depending upon the offense. Suspensions may be issued on an internal (Learning Adjustment Center) or on an external (out-of-school) basis. In the case of an external suspension, the student will not be allowed on school grounds for any reason during the suspension. In the case of a LAC, the student will provide his/her own transportation to and from school. Parents or guardians will be notified using regular and certified mail. Every attempt will be made to make communication by phone to the parent(s)/guardian(s). For an LAC, the student must arrive by 8:17 a.m. and will then be dismissed from LAC at 3:14 p.m. Students are to use the day as extended study time segregated from other students. All of their assignments will be gathered in advance and they are to complete all assigned work prior to returning to class. Schoolwork that is completed in LAC will receive full credit. Students who receive an external suspension will be allowed to make up the missed assignments.

Additional Infractions and Consequences

Certain infractions may result in greater penalty than others. The list below is intended to be used as a guideline and is not completely inclusive. The discipline assigned for any infraction is implemented at the discretion of the building principal, district superintendent, or their designee. The list is as follows:

1. Tardy to class (cumulative on a semester basis). First three (3) infractions: detention.
 - Second set of three (3) infractions: two (2) detentions.
 - Third set of (3) infractions: One (1) day LAC
 - Additional days of LAC for each set of three infractions thereafter.
2. Truancy (constitutes an unexcused absence).
 - First Offense: One (1) day of LAC.
 - Second Offense: Two (2) days of LAC.
 - Third Offense: Multiple-days of LAC along with referral to truant officer located at the Logan/Mason/Menard County Regional Office of Education.
3. Use and/or possession of tobacco, electronic cigarettes, alcohol, narcotic products, or misuse of prescription or over-the-counter drug occurring on school grounds, while on the school bus, or during extra / co-curricular activities.
 - First Offense: Up to a three (3) day external suspension and parent notification.
 - Second Offense: May result in multiple-day external suspension and notifying parents and law enforcement officials.
4. Wearing clothing that advertises alcohol, tobacco, electronic cigarettes, drugs, innuendoes, gang insignias, clothing that constitutes sexual harassment, or other type of clothing that disrupts the educational environment of others (including inappropriate clothing).
 - First Offense: Student(s) will be asked to change clothing. A 'PE' shirt will be given to the student(s) to wear the remainder of the school day.
 - Second Offense: Detention.
5. Use of profanity.
 - First Offense: Detention

- Second Offense: Detention
 - Third Offense: LAC
 - Additional offenses may result in an external suspension
6. Use of profanity directed at teachers or staff members will begin with LAC consequences.
 7. Disregarding traffic and/or speed limit signs located on and around school grounds.
 - First Offense: Loss of driving and/or parking privileges on school grounds.
 - The length of the suspension will be determined by the building principal.
 - Second Offense: Notification of parent(s), law enforcement officials, administration, and student(s) involved and a conference to determine solution along with loss of driving and/or parking privileges on school grounds.
 8. Fighting on school grounds, while on the school bus, or during extra / co-curricular activities.
 - First Offense: Up to a three (3) day external suspension.
 - Second Offense: Up to a five (5) day external suspension.
 - Third Offense: Up to a ten (10) day external suspension with possible recommendation to Board of Education for expulsion. (all levels of punishment are to be determined on the situation at the building principal's discretion)
 9. Damaging, defacing, or serious misuse of school property (including school buses).
 - First Offense: Suspension, notify parent(s) or guardian(s), and payment of the total cost of repair or replacement (materials and labor).
 - Second Offense: Multiple-day suspension, restitution, along with recommendation to Board of Education for expulsion.
 10. Driving a vehicle or using a mode of transportation during the school day without permission from the main office.
 - First Offense: Detention or suspension (building principal's discretion).
 - Second Offense: Suspension (building principal's discretion).
 11. Behavior detrimental to the safety of others.
 - Detention or suspension (based upon individual situation to be determined by the building principal).
 12. Leaving the school building without permission. ≡ Detention or LAC.
 13. Public display of affection.
 - Detention.
 14. Wearing of a head covering/hats during the school day unless for religious reasons (8:14-3:14). Detention.
 15. Gum chewing, food, or drink.
 - Detention. Teachers may (or may not) allow bottled water only (clear containers) in the classroom.
 16. Possession and/or use of a dangerous firearm, explosive, or instruments used as a weapon.
 - Illinois State statute: Expulsion for up to two (2) school calendar years.
 17. Any action occurring on school grounds, on the school bus, or during extra / co-curricular activities that is considered a misdemeanor in a court of law will result in a detention or suspension, commensurate with the infraction.
 18. Cheating and/or plagiarism will result in loss of credit for assignment or test, with the discretion of the instructor.
 19. Book bags and coats are not to be worn or carried by any student during the school day. Students presenting a doctor's notification to the building principal and who have been granted permission may carry a book bag during the school day.
 20. Inappropriate computer usage including but not limited to using another students computer log-in, viewing an unauthorized or inappropriate website, etc.

- First offense---one week removal from the school computer system.
- Second offense—removal from the school computer system for four weeks.
- Third offense---removal from the school computer system for nine weeks.

Plagiarism: Plagiarism occurs when one steals or uses the ideas or writings of another and presents these ideas or writings as his/her own. Here are some examples of plagiarism.

- Buying a paper for a research service or term paper mill
- Turning in another student's work with out that student's knowledge
- Turning an assignment a fellow students or another person has written for you as your own work.
- Copying a paper from a source without proper acknowledgement.
- Copying materials verbatim from a source, supplying proper citation, but leaving out quotation marks.
- Paraphrasing materials from a source text without appropriate citation.
- Turning in assignments that were .
- Allowing others to complete a student's assignments that are on an online course such as Edgenuity.

The penalty for plagiarism will be up to the teacher and recommended to be a part of the teacher's syllabus.

Searches and/or seizures.

- In order to maintain order and security at our school district, the administration along with Logan County/State law enforcement officials, are authorized to conduct a student search of personal effects as well as school property.
- Parent(s)/Guardian(s) will be notified if contraband is found during the search.
- The Logan County Sheriff's Department search teams may be used in conjunction with school officials in conducting the search.

PREVENTION OF BULLYING, INTIMIDATION, AND HARASSMENT BOARD POLICY 7:180

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

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

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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

Internet communications, instant messages, or facsimile communications. *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*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected

under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

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

Complaint Manager:

District Principal

Address- 400 W. Front Street, Hartsburg, IL 62643

Email- cbrown@hartem.org

Telephone- 217-642-5244

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

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

STUDENT ATTENDANCE

Hartsburg-Emden School District shall comply within the laws stated in the Illinois School Code. These laws/regulations govern student attendance and the reporting of student absence. Realizing that attendance is of utmost importance in the learning process, the school district shall insist that all students attend on a regular basis.

1. In accordance with Illinois compulsory attendance requirements, it is the policy of Hartsburg-Emden C.U.S.D. #21 that students attend school on a regular basis (every day/if possible). We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attributes of regular attendance, punctuality, and participation. Also in accordance with Illinois compulsory attendance requirements, below are the procedures and definitions required by the State.

Steps to Follow When Absent From School

It is the parent/guardian's responsibility to call the Main Office and give the reason for an absence. The parent/guardian is requested to call prior to the start of the school day of the absence at (217) 642-5244 for Jr./Sr. High School and (217) 376-3151 for the Grade School. In the event that school personnel do not hear from parent(s)/guardians(s) about tardiness or absence before 9:00 a.m., the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence. In cases where an upcoming absence is known, parent/guardian may write a note explaining the reason for the absence as well. The note should be written by the parent/guardian and signed.

Excused Absence:

An excused absence refers to a situation where an individual is absent from school with permission and a valid reason that is accepted by the school district. Excused absences are usually granted for a limited period, and individuals may be expected to provide proper documentation or proof to support their absence.

Hartsburg-Emden C.U.S.D. #21 will recognize an excused absence as:

1. Sick Day
2. A Family Emergency
3. Medical Appointment
4. Vacation Days
5. Death of a Family Member
6. Observance of a Religious Holiday
7. Other situations beyond the control of the student such as court appearances
8. Other reasons approved by the Superintendent or designee

Unexcused Absence: An unexcused absence refers to an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

A physician's note may be required to excuse a student and/or for returning to school after the third (3rd) consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused."

Students who have ten (10) or more absences (non-consecutive) due to being sick may be required to provide a doctor's note to excuse the absences.

Hartsburg-Emden C.U.S.D. #21 will recognize unexcused absence as:

1. Oversleeping
2. Missing the bus
3. Car not starting
4. Working
5. Cutting class
6. Needed at home for non-emergency
7. Other avoidable absences as determined by the administration

Truant Absences:

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the tenth (10th) school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian conferences, and/or involvement of the Logan County Truancy officers and/or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

Vacation Absences:

The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

Cutting Class:

A cutting class is defined as an absence from part of (15 minutes or more) or an entire class period/block, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence and may result in disciplinary action.

Tardiness:

Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Administration will monitor students' tardies. Students may be considered tardy if they arrive after the bell has rung. On the (3rd) tardy to class per semester, students may receive disciplinary consequences.

Anticipated Absence:

An anticipated absence is defined as a situation in which student and parent know in advance that the student will be absent on a school day. A student must submit a written explanation (note, email, fax, etc.) to the school office from a parent/guardian.

Mental Health Day:

Students who are absent from school for the purpose of focusing on one's emotional wellness. These are not personal days to be used for activities other than improving the student's wellness. Although five (5) Mental Health Days are allowed each school year, a student may be referred to school support personnel after the second (2nd) Mental Health Day is used. This can be a counselor, social worker, or school psychologist. A doctor's note from a mental or behavioral health specialist may also work in place of seeing school support staff.

Make-Up Work During Absences:

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allowed to make up work will generally be one school day for every one school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Late Arrivals to School:

When a student arrives late to school, he/she must report to the office.

The office will issue a tardy pass to admit him/her to class. The date of the tardy will be recorded by the office. Students will be allowed only five (5) tardies each semester for any reason, such as appointments, car problems, oversleeping, etc. The only exceptions shall be reasons that are excused.

Leaving School Early:

Students who need to leave school early for medical purposes (doctor or dental appointments) should bring a note to the Main Office or give to their teacher at the start of the school day. The note must be written by the parent/guardian and should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature. The parent/guardian may also call the school office at the start of the school day to as well. If a student is ill during the day, the student must check in the Main Office before leaving the building. Students should not arrange for parents/guardians to pick them up, without first checking into the Main Office.

Extra-Curricular Participation: A student must be in school for half ($\frac{1}{2}$) a school day in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc. When a student has a pattern of frequent absences because of illness/injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

PRE-ARRANGED ABSENCES

There are times during the course of the school year when a student absence cannot be avoided. With prior knowledge of such an absence, the student must notify the main office of the absence and fill out a pre-arranged absence form prior to the absence. This should be taken care of by the student 24 hours in advance. For example, if you are to be absent on a Friday, the completed form should be delivered to the Principal on Thursday for approval. Failure to do so can result in the absence being unexcused or not being able to attend the field trip.

Field Trip Approval: A student that is identified as a chronically absent student by the State of Illinois (10% or more of school days either with or without valid excuse) should attend school instead of attending a field trip or other school activities that would further keep the student from attending classes. Administration can allow a student to attend based on the educational purpose of the field trip. Senior Trip requires a minimum attendance to participate.

Several individuals must be notified of this absence in advance, including the parent(s), the building principal, and all teachers. Signatures are required from all of these individuals. Arrangements should be made with each teacher by the student to make sure that work is either completed or a date of completion is set prior to the teacher signing the pre-arranged absence form. College visit days are considered pre-arranged absences. (See College Visits for more information.)

Absences are considered *excused* when they are requested in *advance or are pre-arranged*. A listing of these situations is as follows:

- Family trips *with prior approval and pre-arranged absence* form filled out with all signatures and assignments turned into the teacher or arrangements approved. Prearranged 'family' trips can only be made for 'immediate family' reasons.
- College/University visits *must* be arranged through the guidance office *prior* to the absence to be considered an excused absence. Students who are of junior status may ask to have two (2) day for a college visit, while students who are of senior status may request three (3) days. College visits may be granted to freshman and sophomore students with permission from the administration. Extra official college visit days may also be granted on a case by case basis with approval by the administration
- Physician and/or dental appointment with written and/or verbal verification provided.

- Organizational or church-related activities with *pre-arranged absence form* completed.
- Athletes attending state tournaments in the sport in which they have participated that year.

UNEXCUSED ABSENCES

Credit for course work missed because of an unexcused absence will not be granted. All grades accumulated during the unexcused absence will be recorded as a “0” grade.

These grades will be averaged with all other credit grades for the nine (9) week period and semester grade.

If the unexcused absence is for an entire day of school, further penalty will result (refer to student discipline). The action to be taken in these cases is up to the discretion of the building principal. Chronic truancy (unexcused absences for no reason) will be referred to the District Superintendent and ultimately to the Regional Superintendent of Schools (truancy officer) for action.

INSTRUCTIONS TO SCHOOL BUS RIDERS

School bus riders, while in transit, are under the jurisdiction of the school bus driver. Pupils must be on time. Watch for the bus and be waiting when it arrives at your stop. The bus cannot wait for those who are tardy; the bus must run on a regular time schedule.

OF INTEREST TO PARENTS OF ECE, KINDERGARTEN AND FIRST GRADE BUS RIDERS In order to help the safety of our young students, we have the following policy regarding bus drivers. When an ECE, first grade or kindergarten student is the oldest person off the bus, we ask that an adult let the driver know someone is home. This can be accomplished by a simple wave to the driver.

If no one is home, the student will be brought back to the high school and the parents will be contacted concerning the whereabouts of the child.

CHANGES FROM REGULAR DESTINATION

If parents of the bus riders wish to have their children dropped off some place other than their own home, a note to that effect should be sent to the office. The note should state the date, student’s name and desired destination.

This procedure is also necessary for town students who are going home on the bus with a friend.

Misbehavior on School Bus

All penalties are at the discretion of the building principal depending upon the circumstances of the student’s actions. The ‘penalty’ may include removal from the bus from one day up to permanent removal for up to one school year. Removal for the remainder of the school year must be the result of a ‘formal hearing’ attended by the building principal, superintendent, parent(s)/guardian(s), the student(s) involved, and the bus driver. Formal notification will be sent by ‘certified’ mail to the student’s address. Serious ‘misbehavior’ on the school bus may result in punishment that leads to either school suspension or expulsion from school. It should be remembered that the school bus is an extension of the classroom, with all rules applying.

It is recommended that all riders, parent(s)/guardian(s), students, and teachers, become familiar with the following regulations governing school bus riders:

1. Be on time at the designated school bus stop. This will help in keeping the bus on schedule. Any student that misses the bus, it will be the parents’ responsibility to get them to school. It is not the bus drivers’ responsibility to go back.

- 2. Stay off the roadway at all times while waiting for the arrival of the school bus. Fighting or running with another student while waiting for the school bus is prohibited. There is a yellow line by the Emden Grade School that the students need to stay behind when the bus is approaching. Caution should be taken by all individuals when a school bus approaches. Do not move toward the bus until the bus has made a complete stop. When getting on the bus, use the handrail and move quickly to your seat.**
- 3. Do not leave, stand up, or kneel on your seat while the bus is in motion. No sitting or crawling on the floor.**
 - Always be alert to a danger signal from the bus driver. The bus driver is in complete command of the bus at all times.
 - Remain on the bus in the event of an emergency, road or otherwise, until specific instructions are given by the bus driver.
 - Keep your hands and arms inside of the bus at all times. Never throw objects out the windows or within the bus itself. Students may not lower the bus windows below the designated black line.
 - Loud talking, laughing, or unnecessary confusion diverts the bus driver's attention and could result in an accident. It should be remembered that this activity is not permitted while riding on the school bus. The use of any profanity is prohibited on the school bus. There is no use of tobacco, alcohol, narcotics, or misuse of prescription or over-the-counter drugs by anyone at any time.
- 4. Students are reminded that they are to be quiet when approaching and crossing railroad tracks. Remain quiet until completely across the tracks.**
- 5. The bus driver will assign seats. Any damage done to your seat you will be responsible for the damage. Stay in your assigned seat at all times.**
 - Students are responsible for any damage done on the school bus. Students may never, under any circumstances, tamper with the school bus or any of its safety equipment. Students that violate these rules will be dealt with at the discretion of the building principal.
 - Students are reminded that they are to keep the school bus safe and sanitary at all times. Eating and drinking is not allowed on the school bus, unless the bus driver makes an exception that is approved by their supervisor beforehand.
 - Animals/Pets are not permitted on the school bus.
 - Students are reminded to keep books, book bags, packages, instruments, athletic equipment, project materials, and all other objects out of the aisles of the school bus.
- 6. Students should be courteous and keep their hands and feet to themselves on the school bus at all times.**
 - Older students should assist in helping smaller students when the situation warrants itself.
 - Students should not ask the bus driver to stop at locations other than those on a regular route. The bus driver is not permitted to do this unless instructions have been given, in advance, by an authorized school official.
 - Students should observe all discharge points of the school bus. Where it is necessary to cross a two-lane highway, students need to proceed to a point at least ten (10) feet in

front of the school bus on the right shoulder of the highway where traffic may be observed in both directions. Students must wait for a signal from the bus driver permitting them to cross the highway. ○ Students should keep all personal items in their book bags while on the school bus.

7. Be consistent in pick up and drop off points. This is the responsibility of the parent(s)/guardian(s) as well as the student. Changes to these points must be made, in writing, in advance of a change. These changes need to be brought to the attention of the district superintendent and transportation director.
 - Students carrying book bags must remove them before entering the school bus. While on the bus, students should either have book bags on their laps or between their feet on the floor. All students should carry the book bags in front of them to avoid creating damage or injury to another student.
8. Never walk in back of a school bus when it is in operation. Never walk within 10 feet of a school bus when it is in operation.

Extra- and Co-curricular Participation Code

The Hartsburg-Emden C.U.S.D. #21 Board of Education, administration, and faculty believe that an individual who participates in extra and co-curricular activities has a very strong influence and obligation within the school and the community. They are to demonstrate positive qualities of education, citizenship, and leadership. Every student will be considered a potential participant and will be covered by this code year round, including the summer vacation period. Extra and co-curricular activities are defined as follows:

Extra Curricular Activity: any activity that is governed by the Illinois Elementary School Association (IESA) or the Illinois High School Association (IHSA). Student/Participant eligibility is for the duration of that activity.

Co-Curricular Activity: any activity or organization that coincides with the academic curriculum of the school district. Student/Participant is governed by the 'No Pass/No Play' policy.

Academic Criteria for Participation

- The student shall be passing all classes with a 'D' average or better every week beginning the 8th day of attendance of each semester.
- Students that drop an academic course with a failing grade, after the first five (5) full days of attendance, will automatically become ineligible for any activity offered during the semester.
- Four (4) unexcused absences, other than academic absences, from a scheduled practice, will result in dismissal from the squad for the remainder of the season. Each day a student is suspended constitutes one (1) unexcused absence.

Responsibilities of All Individuals

Student Responsibilities:

- Students must be in attendance for at least 1/2 a school day in order to participate in an activity on that day.
- The student is solely responsible for his or her grades.
- The student will take an active role in monitoring their grades.
- The student will take a proactive role toward corrective action if their grades begin to fall.
- The student will notify the coach/sponsor and parent/guardian of their ineligibility.

Teacher Responsibilities:

- A cumulative grade must be reported for all students every Thursday by noon.

- Teachers are encouraged to take a proactive role in notifying all students of impending grade difficulties.

Parent Responsibilities:

- Taking an active role in their children's grades is essential toward their success.
- If the parent portal system is not available please call 217-642-5244 for an update of the student's grades on Thursday afternoon between 3:15pm and 4:00pm.

Coach/Sponsor Responsibilities:

- Coaches/sponsors are to submit a roster of participants to the secretary immediately following try-outs, or on the first day of attendance of the school year where applicable.
- The coach/sponsor shall monitor, through the student, that minimum grades are being maintained.
- The coach/sponsor shall check with the athletic director or principal as soon as possible on Friday morning if not notified of any impending eligibility infractions.
- The coach/sponsor may occasionally ask teachers for impending grade problems of their respective students. However, after a Thursday preliminary eligibility check finds a student ineligible, the coach/sponsor shall not approach the teacher with any requests for preferential treatment of any kind.
- The coach will notify the student if they are ineligible for the upcoming week.

Administrative Responsibilities:

- Academic officer is responsible for running the failure report on Thursday and a final failure report on Friday. These reports will be distributed to the athletic director by the academic officer.
- The athletic director will distribute the reports to the coaches and notify coaches of possible students who might be ineligible for the upcoming week on Thursday. When the final eligibility report is run on Friday, the athletic director will notify the coaches of students that are ineligible for the upcoming week. Parents may select to receive email notification on Friday of the week the student is declared ineligible. Parents must provide an accurate email address for such contact.

ACADEMIC INELIGIBILITY

Academic ineligibility will be checked, beginning, after the eighth day of each semester.

Students who receive a failing grade in any class will be considered ineligible.

All academic ineligibilities run from Monday through Saturday of the upcoming week.

A high school student, who receives an 'F' in one (1) subject only and meets IHSA's eligibility requirements, will be placed on academic probation for the following week (Monday-Saturday). Any weekly eligibility that occurs right before a school break, for example, Christmas/Spring Break, will continue to carry over until the first day back in school following break.

During academic probation, the student will still be allowed to practice and participate in the extra-curricular activity or co-curricular activity Games (or Matches). A student can receive academic probation only once during each sports season. Academic probation will count as a week of ineligibility.

1st academic ineligibility

- 1st time a student receives a failing grade
- No Games – Practice

2nd academic ineligibility

- The student receives a failing grade after his/her 1st academic ineligibility.
- No Games – Practice

3rd academic ineligibility

- The student receives a failing grade after his/her 2nd academic ineligibility.
- No Games – No Practice

After a student receives his/her 4th academic ineligibility will result in dismissal from the sport for the rest of the season or co-curricular activity for the rest of the season. Lack of notification does not change the eligibility status of the student.

Behavior Criteria for Participation

- No student/participant is to use and/or have in their possession tobacco products of any kind also including any type of e-cigarette or vape product.
 - *First Infraction:* Student-athlete/participant will be suspended from interscholastic competition (game/meet) for one-third (1/3) of the scheduled competitions. The student-participant will be allowed to practice with his/her squad.
 - *Second Infraction:* Student-athlete/participant will be suspended from both practice and play for any extra or co-curricular activities for a period of one (1) calendar year from the date of the violation.
 - *Third Infraction:* Student-athlete/participant will be suspended from both practice and play for any extra or co-curricular activity for the remainder of their eligibility.
- No student-athlete/participant is to use and/or have in his/her possession any alcoholic beverage of any kind.
 - *First Infraction:* Student-athlete/participant will be suspended from interscholastic competition (game/meet) for one-half (1/2) of the scheduled competitions. The student/participant will be allowed to practice with his/her squad.
 - *Second Infraction:* Student-athlete/participant will be suspended from both practice and play for any extra or co-curricular activities for a period one (1) calendar year from the date of the violation.
 - *Third Infraction:* Student-athlete/participant will be suspended from both practice and play for any extra or co-curricular activity for the remainder of their eligibility.
- No student/participant is to use or possess any type of illegal non-prescription drugs, drug look-alikes, or drug paraphernalia.
 - *First Infraction:* Student-athlete/participant will be suspended from practice and play for one (1) calendar year from the date of the violation.
 - *Second Infraction:* Student-athlete/participant will be suspended from practice and play for any extra or co-curricular activity for the remainder of his/her eligibility.
- Any student/participant who, for the first time, is found in violation of the Extra- and Co-curricular Participation Code faces a suspension. The student-athlete/participant has the right to admit to the violation and voluntarily attend counseling to keep any other violations from happening. By actively attending and progressing in an approved counseling program, the student/participant will reduce the suspension by one-half (1/2). The type of counseling must be approved by the building principal, the athletic director, and the coach/sponsor of that activity. Any fee(s) associated with counseling will be the responsibility of the student and/or his/her family.

- The conviction of any act that constitutes either a misdemeanor or felony in a court of law will result in disciplinary action taken by the Board of Education's Designee.
- Any violation of policies, rules, and regulations of the District #21 Board of Education will result in disciplinary action taken by the Board of Education's Designee.
- Any actions considered 'unbecoming' of a student-participant, including inappropriate language or body language that is derisive of coaches, officials or fans, will be dealt with by the coach/sponsor of that activity in the manner defined by the individual activity guidelines discussed at the beginning of that season.
- Head coaches/sponsors may establish additional policies about missed practices, tardiness, late hours, and personal grooming for their particular activities with approval from the Board of Education.
- Parent(s)/Guardian(s) will be notified, in writing, in the event that a student/participant is found in violation of the Athletic Code (excluding academic ineligibility). The letter will indicate the offense, the punishment, hearing procedures, and all applicable dates and times involved. After the violation, verbal contact will be made by the coach within twenty-four (24) hours and a written documentation will be received within three (3) days from the coach.
- Unless indicated otherwise, student-participants suspended from participation will be expected to attend practices and games/matches.
- In the event that a student-athlete/participant is suspended for one-third (1/3) or one-half (1/2) scheduled competitions for an activity and the season ends prior to the completion of the suspension, the remaining suspension will carry over to the next season activity in which the student-participant is participating.
- All employees of District #21 are obligated to report any student-participant violations of the Extra- and Co-curricular Participation Code to the appropriate coach/sponsor and athletic director.
- All student-participants in any extra or co-curricular activity may request a hearing if they are found in violation of the Extra- and Co-curricular Participation Code. This request must be received by the building principal within ten (10) calendar days after official notification of the Extra- and Co-curricular Participation Code infraction was sent to the residence by certified mail. Failure to request a hearing within the ten (10) day period will be construed as a waiver of all rights to appeal both present and future.
- All Students participating in non-educational field trips must be academically eligible according to our Academic Ineligibility found on page 26.

Review Board

The review board shall consist of the building principal, the athletic director, and two (2) teachers designated by the building principal. The review board procedure is as follows:

- The building principal will preside over the review hearing.
- The building principal will call the review board to order.
- The coach/sponsor who suspended the student/participant will proceed with the following:
 - reasons for the suspension.
 - rules and/or regulations violated by the student/participant.
 - action taken by the coach/sponsor (length and dates of suspension).
- The student/participant may present their case based on the following guidelines:
 - explain his/her side of the case/actions.
 - A student-participant may have no more than five (5) witnesses called on his/her behalf.

- All witnesses are subject to inquiry by both the student/participant and by the review board.
- The building principal shall control all discussions at his/her own discretion.
- The student-/participant will be notified within forty-eight (48) hours of the review board's decision in writing and also will have a copy of the decision by 'certified' mail.
- A majority vote from the review board members present at the hearing is required to overturn a suspension given by a coach/sponsor. In the event of a tie, the principal will be the tiebreaker.
- Should a decision of the review board prove unsatisfactory to any member of either party, an appeal with the district superintendent and the Board of Education will render the final decision of the suspension.
- It is believed that all policies stated within the Extra- and Co-curricular Participation Code deal with the majority of issues faced throughout a school year. However, it should be remembered that there are times when it becomes necessary to deviate from this rigid policy to meet the needs of an individual's situation. It is the responsibility of the building principal and the athletic director to reserve this right.
- Student/Participants violating the Extra- and Co-curricular Participation Code (including grade eligibility) are subject to suspension from all extra and/or co-curricular activities in which they are participating at the time of the violation. All activities of participation are inclusive and not limited to one specific activity.
- Any student-athlete/participant or parent(s)/guardian(s) who may have a concern about any policy stated within the Athletic Code, is advised to voice concerns using the following chain of command:
 - Coach/Sponsor
 - Athletic Director or Assistant Athletic Director
 - Administration (Building Principal)
 - Administration (District Superintendent)
 - Board of Education
- A doctor's/physician's written restriction from physical education classes will also restrict the student-participant from participating in any extra or co-curricular activity involving physical effort. A doctor/physician's note must be filed with the main office prior to regaining physical activity.
- Payment of all fees owed to the school must be paid in full or arrangements made prior to the student-participant being allowed to tryout or participate in an extra or co-curricular activity.

Semester Exams

Finals are taken by all Freshmen and Sophomore students. Students who are Junior or Senior status do not have to take finals if you meet the following conditions:

- 3.5 cumulative GPA at the beginning of the semester
- Not Tardy 3 or more times to the class
- Maintain an A in the class
 - 2nd semester seniors maintain a C or higher in the class
- Dual Credit always takes finals
- No unexcused absences
- No detentions, Learning Adjustment Center, Suspensions for any infraction

Hold harmless clause: Students exempt from taking an exam may take the exam with the knowledge that the resulting score/grade will not lower their semester grade (but can raise the semester grade).

EQUAL EDUCATIONAL OPPORTUNITIES:

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex ethnicity, language barrier, religious beliefs, physical and mental handicap or disability or economic and social conditions, or actual or potential marital or parental status. A copy of the Board Policy 7:10, Equal Educational Opportunities may be acquired in the main office at any time.

Uniform Grievance Procedure

The Hartsburg-Emden Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a formal complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired. A copy of the Board Policy 2:260, Uniform Grievance Procedure, may be picked up in the main office at any time. The Complaint Managers for the district are the District Principal and Elizabeth Hilgert, Counselor.

Interpreter Requirements

Any Parent who is deaf or does not typically communicate using spoken English may require an interpreter for EIP meetings, 504 meetings, and multidisciplinary meetings.

Hartsburg-Emden District Concussion Policy

Hartsburg-Emden School District is committed to ensuring the health and safety of our students. The following concussion policy helps us to prevent and treat head injuries. It is in compliance with IHSA policy and with State of Illinois Law. A copy of the Board Policy 7:305, Student Athlete Concussions and Head Injuries may be picked up in the district's main office at any time.

Diagnosis & Return to Play

Athletes should complete the following step-by-step process prior to return to play following a concussion:

- Removal from contest following signs and symptoms of concussion.
- No return to play in current game or practice.
- Medical evaluation following injury before being allowed to return.
- The Athletic Trainer has the final decision regarding return to play.

RESPONSE TO INTERVENTION (RTI)

At Hartsburg-Emden we strive for excellence in education and recognize that all students learn differently. Therefore, we ask for your support in a three-tiered approach to meet the academic needs of all students in our school. This three-tiered approach, known nationally as Response to Intervention or RTI, is a process that identifies and provides early intervention to struggling students in the area of reading and math. Response to Intervention is supported by federal and state education laws.

Three Tiers of Support Tier 1

- Effective, scientifically-based core academic and behavior instruction and curriculum, linked to state standards
- On-going professional development
- Universal screening data 3 times per year
- Data used to examine effectiveness of overall instructional practices
- Decision rules utilizing universal screening data to identify students at risk for not achieving outcomes

- 80% of students reaching benchmark with only core programming in place
- No achievement gaps
- School-wide team for planning and decision-making

Tier 2

- Supplemental, research-based intervention, delivered in a timely, automatic way to students who need it
- Small group intervention with flexible grouping based on ongoing progress monitoring data
- School-wide team for planning and decision-making
- Focused instruction that is provided in addition to the core

Tier 3

- Intensive, individualized interventions
- Systematic progress monitoring data
- Small problem-solving team
- Consideration given to level and slope of progress and intensity of instruction needed to close gaps/change trajectory

Concealed Carry Act

No concealed firearm allowed on School Property.

Under the Concealed Carry Act, *P.A. 98-63*, School districts must notify the public and display signs at the entrances of each school building, indicating that the carrying of a concealed firearm on or into the property of the school is prohibited.

Tobacco Products & Alcoholic Beverages

School Boards will prohibit the use of tobacco on school property by all persons when such property is being used for any school purposes, *105 ILCS 5/10-20.5b and 105 ILCS § 5/3418.11*. Use and/or possession of tobacco, electronic cigarettes, alcohol, narcotic products, or misuse of prescription or over-the-counter drugs on school grounds are prohibited.

Lockdown Practice Alternatives

Students who wish to not participate in the State Mandated Lockdown Drill may request to be excused. The students will receive an alternative method of instruction about the Lockdown Procedure. Instruction may come from an administrator, School Resource Officer, or School Counselor, or Lead Teacher.

About the Cover

This year's cover was designed and created by Abby Newlun. She submitted her cover in a school-wide contest and was chosen from many other well created art ideas. A small committee judged the submissions, and her art was selected to be the front of the Jr/Sr High School Handbook.