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Serena High School

2026-2027

Student Handbook

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Serena High School

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CHAPTER 1: INTRODUCTION & GENERAL INFORMATION

General School Information

**Updated June 2026*

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (http://www.unit2.net) or at the Board office, located at: 2283 N 3812th Rd Serena, IL 60549

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

- Justin DeBolt, President
- Joseph Cantlin, Vice-President
- Gary McNelis, Secretary
- Dan McNally, Member
- Neal Rosengren, Member
- Scott Govednik, Member
- Emelie Gallup, Member

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

- Richard Faivre, CUSD 2 Superintendent
- Megan Adams, Serena High School Principal
- School location and contact information is as follows:

Serena High School
2283 N 3812th
PO Box 107
Serena, IL 60549
P: (815) 496-2361
F: (815) 496-9234
District Office: (815)496-2850

The following are the specific Serena High School start and end times:

Drop Off Start Time	Breakfast Start Time	School Start Time	School Dismissal Time	Early Dismissal Time	Half Day Dismissal Time
7:45 am	7:45 am	8:00 am	3:00pm	1:15 pm	11:30 am
** Students should not arrive prior to 7:45 am. There will be no supervision provided prior to that time.*					

The following are the specific school pickup and drop off locations for parents and buses:

Parent Pick Up/Drop Off Location	Bus Pick Up/Drop Off Location
Cafeteria Entrance	South Main Entrance

Daily Class Schedules 2026-2027

*Updated June 2026

Regular Dismissal Schedule *(45 min classes)*

1	8:05 - 8:50
2	8:53 - 9:38
3	9:41 - 10:26
4	10:29 - 11:14
5	11:17 - 11:47 Lunch)
6	11:50 - 12:35
7	12:38 - 1:23
8	1:26 - 2:11
HH	2:14 - 3:00

1:15 Dismissal*(37 min classes)*

1	8:05 - 8:42
2	8:45 - 9:22
3	9:25 - 10:02
4	10:05 - 10:42
5	10:45 - 11:15 (Lunch)
6	11:18 - 11:55
7	11:58 - 12:35
8	12:38 - 1:15
	No Husker Hour

11:30 Dismissal Schedule *(27 min classes)*

1	8:05 - 8:32
2	8:35 - 9:02
3	9:05 - 9:32
4	9:35 - 10:02
6	10:05- 10:32
7	10:35 - 11:02
8	11:05 - 11:30
	No Husker Hour; No Lunch

10:00am Start Schedule *(35 min classes)*

*if needed in case of emergency

***If a 10am start time is called for, all morning buses will run 2 hours later than their normal times*

1	10:00 - 10:35
2	10:38 - 11:13
	11:16 - 11:46 (Lunch)
3	11:49 - 12:24
4	12:27 - 1:02
6	1:05 - 1:40
7	1:43 - 2:18
8	2:21 - 3:00
	No Husker Hour; No Breakfast

1.00: School Operations During a Pandemic or Other Health Emergency

(MSH NEW: July 2020)

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

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

Additionally, please note the following:

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

Cross Reference: PRESS 4:180, Pandemic Preparedness; Management; and Recovery

1.40: Visitors

(MSH Updated: May 2024)

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

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

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

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

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Cross Reference: PRESS 8:30, Visitors to and Conduct on School Property

1.50: Equal Educational Opportunities and Sex Equity

(MSH Revised: May 2025; Updated June 2026)*

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal and/or superintendent.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Cross Reference:
PRESS 7:10, Equal Educational Opportunities
PRESS 2:260, Uniform Grievance Procedure

Serena CUSD #2 Title IX Grievance & Inquiry Contacts*:

It is the policy of the Board of Education, Community Unit School District No. 2 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 education amendments. Inquiries regarding compliance with Title IX may be directed to any of the following administrators:

Chris Bjork, Principal Harding Grade School 1643 N 40th Rd Earlville, Illinois 60518 Phone: 815-792-8216 Email: cbjork@unit2.net	**Megan Dralle, Principal** Sheridan Grade School P.O. Box 328 Sheridan, Illinois 60551 Phone: 815-496-2002 Email: mdralle@unit2.net
Megan Adams, Principal Serena High School 2283 N 3812th Rd P.O. Box 107 Serena, Illinois 60549 Phone: 815-496-2361 Email: madams@unit2.net	**Kristin Hjerpe, Principal** Serena Middle School 2283 N 3812th Rd P.O. Box 107 Serena, Illinois 60549 Phone: 815-496-9250 Email: khjerpe@unit2.net
Susan McNelis, **Director of Student Services** 2283 N 3812th Rd P.O. Box 107 Serena, Illinois 60549 Phone: 815-496-2361 Email: smcnelis@unit2.net	**Jennifer Gotsch,** **Counselor** 2283 N 3812th Rd P.O. Box 107 Serena, Illinois 60549 Phone: 815-496-2361 Email: jgotsch@unit2.net

Inquiries may also be made to Richard Faivre, Superintendent, (designated district Title IX Coordinator), P.O. Box 107, Serena, Illinois 60549, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

1.60: Animals on School Property

(MSH Updated: February 2010)

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

Cross-reference:
PRESS 6:100, Using Animals in the Educational Program
PRESS 6:120-AP3, Service Animal

Facility Therapy Dogs

(Updated June 2026)

Serena utilizes facility therapy dogs that were gifted to them from United Way of Eastern LaSalle County. These facility therapy dogs have gone through training and are certified to work in stressful environments, ignore distractions, and provide canine therapy and support to children and adults with diverse backgrounds and circumstances. Facility therapy dogs will visit classrooms for educational, social, and mental health purposes.

Research has shown simply petting an animal releases a relaxation response. Therapy animals' lower anxiety and help people relax, provide comfort, reduce loneliness, and increase mental stimulation. As allergies, asthma, immune challenges, and/or other health needs may make animal contact inappropriate for some students, District guidelines require prior student permission for contact with animal(s) in school.

The Building Principal or designee will ensure that the District's Guidelines for Using Animals in School Facilities are followed. You may find these Guidelines on our District Website under our District Resources and clicking on the tab of the policy manual. The Building Principal or designee will also supervise the entire student-animal contact session, have a clean and disinfected area of showing the animal, not allow food or drink in the animal showing area, and appropriately dispose of animal waste.

1.70: School Volunteers

(MSH Updated: November 2009; Updated June 2026)*

The school principal must approve all school volunteers prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Long-term volunteers, such as volunteer coaching assistants or any visitor that regularly enters classrooms to assist in instruction, must receive a background check and approval from the School Board.*

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

Cross-Reference:
PRESS 6:250, Community Resource Persons and Volunteers

1.90: Emergency School Closings

(MSH Updated: November 2009; Updated June 2026)

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Snow day and inclement weather day announcements will be made via the following:

a) **District All-Call System (Phone Calls and/or Text Messages and/or emails)** -
   a. Please ensure that your contact information is up to date and that you are able to receive phone calls, text messages, and/or emails from TEACHEREASE*
b) www.unit2.net
c) School Facebook Pages
d) Radio: AM 1430 or FM 107.1
e) www.mywebtimes.com

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference: PRESS 4:170, Safety

1.100: Video and Audio Monitoring Systems

(MSH Updated: February 2009)

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

Cross-Reference: PRESS 4:110, Transportation

1.110: Accommodating Individuals with Disabilities

(MSH Updated: February 2011)

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

Cross Reference: PRESS 8:70, Accommodating Individuals with Disabilities

1.120: Students with Food Allergies

(MSH Updated: November 2009)

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

Cross Reference: PRESS 7:285-AP, E, Allergy and Anaphylaxis Emergency Plan

1.130: Care of Students with Diabetes

(MSH Updated: February 2011)

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

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

For further information, please contact the building principal.

Cross Reference:
PRESS 6:120-AP4, Care of Students with Diabetes
PRESS 7:270-AP1, Dispensing Medication

1.135 Seizure Smart Care Act

Effective July 1, 2020, the Seizure Smart School Act requires the development of a Seizure Action Plan and is documented within a 504 plan for students with epilepsy on how to best care for students with the disorder.

Parents **MUST** submit a seizure action plan from the child's medical doctor to the student's school): (a) at the beginning of the school year, (b) upon enrollment, (c) as soon practicable following the student's diagnosis, or (d) when a student's care needs change during the school year.

A student's parent or guardian is responsible for informing the school, in a timely manner, of any changes to the student's seizure action plan and emergency contact information. It is the responsibility of the student's parent or guardian to share the health care provider's instructions on the student's epilepsy management during the school day, including a copy of any prescriptions and the methods of administering those prescriptions.

1.140: Suicide and Depression Awareness and Prevention

(MSH Revised: June 2026)

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

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

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988
Crisis Text Line
Text HOME to 741741
Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

Cross-Reference:
PRESS 7:290, Suicide and Depression Awareness and Prevention

School Insurance

As Community Unit District No. 2 is an eligible member of the Workers' Compensation Self-Insurance Trust, *school-time* student accident coverage will be provided at no charge to all enrolled students. Optional 24-hour coverage and extended dental are available for a fee. *If a student is covered by a pre-existing policy, the policy offered through the Workmen's Self-Insurance Trust would act as the secondary policy. Claim forms are available in the school office and must be filed within 90 days of the injury.* Additional copies of the coverage are available in the district office.

1.160: Parent Organizations and Booster Clubs

(MSH NEW: June 2021)

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

Cross Reference:
PRESS 8:90, Parent Organizations and Booster Clubs

1.170: Student Appearance

(MSH Updated: July 2023)

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross Reference: PRESS 7:160, Student Appearance

1.180: Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

(MSH New: June 2022)

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

Warning Signs of Child Sexual Abuse include the following:
Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"

- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

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

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

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.
Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:
PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
PRESS 5:120-AP2, Employee Conduct Standards
PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

1.185: Faith's Law Notifications

(MSH New: September 2022)

Employee Conduct Standards

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

Cross Reference:
PRESS 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest
PRESS 5:120-AP2, Employee Conduct Standards

1.190: Prevention of Anaphylaxis

(MSH New: June 2022)

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

Cross Reference:
PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program
PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

1.200: Sexual Abuse Response and Prevention Resource Guide

(MSH NEW: July 2023)

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Cross Reference: NONE

CHAPTER 2: ATTENDANCE, PROMOTION & GRADUATION

2.10: Attendance

(MSH Updated: December 2018)

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

For the purpose of marking the attendance of all students of the district, the following guidelines shall be used:

a) Except for shortened school days, all students shall be required to be in attendance for at least five (5) clock hours to receive credit for a full day of attendance. On shortened school days, no more than one and one-half (1½) hours may be missed by a student for the student to receive credit for a full day of attendance.

b) Except for shortened school days, all students shall be required to be in attendance for at least two and one-half (2½) hours to receive credit for one-half day of attendance. On shortened school days, no more than four (4) hours of school may be missed by a student for the student to receive credit for one-half (½) day of attendance.

Cross-reference:
PRESS 7:70, Attendance and Truancy

Tardiness to School

(Updated June 2026)

It is vitally important that students report to school and classes in a timely manner.

- 1st Hour begins promptly at 8:05. Any student who arrives **after 8:05am** is considered tardy.
- Any student who arrives **after 8:20am** for his/her first class is considered tardy and will be marked absent from 1st hour. Students who are Tardy without a valid excuse from a parent are considered Unexcused Tardy. Students who arrive after 8:20 and are Unexcused may need to wait in the office until the next class period starts in order to mitigate classroom disruption.
- More than 5 tardies to school may result in disciplinary action. The possible consequences are, but not limited to:
    - Lunch Detention, After School Detention, or In School Suspension
- Tardiness, a form of absenteeism, is disruptive in that it distracts students and teachers alike. It should be noted that tardiness may lead to lower or failing grades due to the loss of classroom and instructional time.

2.20: Student Absences

*(MSH Revised: May 2025; *Updated June 2026)*

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused.

- **Excused Absence:** Parent must call the school to notify of the absence and reason for each absence
    - Illness
        - After 3 days of illness, school may require parent to provide a doctor's note excusing the student from school due to the illness
    - Students may take up to 5 days for mental or behavioral health
        - After the second call in for mental or behavioral health (and any following call ins for mental or behavioral health), the student will be referred to student services to determine further needs
    - Attendance at a verified medical or therapeutic appointment (including a victim services provider)
    - Observance of a religious holiday or event

- Death in the immediate family
- Family emergency
- Situations beyond the control of the student as determined by the school board
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Other reasons as approved by the building principal.
- Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.
- For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.
- Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
- **Pre-arranged extended absences:** Family vacations may be excused (up to 5 total days) by the building principal as long as the following criteria is met:
  - The student is not placed on chronic truant status
  - A parent has filed a "Prearranged Vacation Form" with the school office.

- **Unexcused Absence:**
  - Absences not reported to the school office
  - Absences beyond the number of allowed days without a doctor's note
  - Absence due to missing the bus or "sleeping in."
  - Extended Absences without valid documentation (a Pre-Arranged Vacation Form needs to be filled out and approved)
  - Any other absence not listed under "Excused" and not approved as excused by the school

Students are responsible for obtaining any work missed during an absence. There is no guarantee a student will receive work ahead of time. Students should check in with teachers upon return to obtain any missing work they have not already received. Students who are **excused** from school will be given an extra day for every day missed to make up for missed homework and classwork assignments that occurred during the student's absence.

The school may require documentation explaining the reason for the student's absence. After three consecutive days of absences a physician's note will be required to excuse the absences. After students reach 9 days of absences in a semester (excused and unexcused combined), that student may receive a Truancy Letter and be requested to provide the office with a physician's note each time to excuse the absence. **Absences beyond 9 days may result in, but are not limited to, the following consequences: Truancy Referral to County ROE, Home Visit, Lunch Detention, After School Detention, In School Suspension, Referral to Alternative Placement.***

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence, which may lead to disciplinary action.

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

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

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

Chronic Absenteeism

*(*Updated June 2026)*

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. Students who are in attendance more are proven to do better academically. Check ins from school personnel will be made to parents regarding an accrual of absences and a process of incentives, contracts, parental meetings, and when necessary a referral to a truancy officer will be made to encourage regular attendance.

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

Supportive services to truant or chronically truant students include: County ROE Truancy Referrals, Parent conferences, Student counseling, and/or Disciplinary Consequences. Truant students may receive a letter about their absences from the school district, as well as information about community services.*

Cross-reference: PRESS 7:70, Attendance and Truancy

2.21: Student Participation in Outside Activities that Count Toward Calculation of Class Hours

(MSH New: June 2026)

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

Cross-reference:
PRESS 7:70, Attendance and Truancy

2.30: Release Time for Religious Instruction and Observance

(MSH Updated: August 2017)

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
PRESS 7:80, Release Time for Religious Instruction/Observation

2.40: Make-Up Work

(MSH Revised: June 2026; Updated June 2026)

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students are responsible for obtaining any work missed during an absence, as well as scheduling time to complete tests, quizzes, experiments, presentations, etc…. There is no guarantee a student will receive work ahead of time. Students should check in with teachers upon return to obtain any missing work they have not already received. Students who are **excused** from school will be given an extra day for every day missed to make up for missed homework and classwork assignments that occurred during the student's absence. Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

In lieu of a teacher's expressed policy, the policy for make-up work is as follows. Make-up work is to be completed within one school day for each day of excused absence. For example, a student with three consecutive days of excused absence is allowed up to three consecutive school days to hand in make-up work. Make-up work is to be completed as homework. Work for an unexcused absence cannot be made up.

Cross Reference:
PRESS 7:70, Attendance and Truancy

2.50: Truancy

*(MSH Updated: December 2018; *Updated June 2026)*

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

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

a) A Warning Notice of Truancy will be mailed or personally delivered to home after 5 Unexcused Absences, and a Notice of Truancy, as well as possible referral to a truancy officer, will be sent after 9 Unexcused Absences*

After the first notice of Truancy, the following support services will be offered: County ROE Truancy Referrals, Parent conferences, Student counseling, and/or Disciplinary Consequences

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

a) Referral to the truancy officer
b) Reporting to officials under the Juvenile Court Act
c) Referral to the State's Attorney
d) Appropriate school discipline

It is within the sole discretion of the high school administration to determine the legitimacy of a student's absence and to determine whether it is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in disciplinary action. This disciplinary action may include, but not limited to a written warning, meeting with their counselor or other support services, Detentions, or ISS.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to being dropped from school rosters.

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

Cross-references:
PRESS 7:70, Attendance and Truancy

Enrollment & Withdrawal of Students

The central office of the Superintendent conducts enrollment. If there is any question about which school a student should attend, information may be obtained from the principal's office in any of the district's schools. A student must live with his parents or legal guardian in the school's attendance area in order to attend school in Community Unit School District No. 2. Tuition students are permitted under very special circumstances but only after approval of the Superintendent of Schools.

If the student moves during the year, his parents should contact the school office as soon as it is known when the student will move. This procedure will help get the student's records to his/her new school much quicker.

School Transfer

If a student transfers outside the school district, he/she may complete the remainder of the year in this district's school on a non-tuition basis provided that his parents shall be responsible for his/her transportation to and from school.

2.60: Grading and Promotion

*(Updated: November 2009; *Updated June 2026)*

School report cards are issued to students on a Semester basis. Progress Reports may be sent home halfway through each semester if the student is earning a D or an F in any class.* Report Cards will be available to view online at the end of each Semester. If you would like a copy sent home, please notify the school office. For questions regarding grades, please contact the school office.

The decision to promote a student to the next class level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Serena High School Grading Scales

Semester grades are determined on a cumulative scale where the entire semester will be counted for students' grades. In high school, the semester cumulative grade will be 85% of their semester grade, whereas the final exam will account for 15% of their semester grade.

Traditional Grade Scale

- A 100% - 90% Excellent
- B 89% - 80% Very Good
- C 79% - 70% Average
- D 69% - 60% Below Average
- F 59% - 0% Failing

Class Rank

Updated June 2026

All students must attain the minimum number of credits listed below to progress to the next class. The following obligations and privileges that go with class status apply may include but are not limited to; prom, parking privileges, locker assignments, running for class office, state mandated testing. A student may attain class status when they attain the necessary number of credits. This may be at a semester (when credit is awarded) or when a board-approved program of study is successfully completed. This has to be verified by school officials. All students must earn a total of 26 credits in order to earn their diploma and graduate from Serena High School.

Below 7 credits	Freshman status
8-14 credits	Sophomore status
15-20 credits	Junior status
21-26 credits	Senior status

Cross Reference: PRESS 6:280, Grading & Promotion

Graduation Ceremony

The graduation ceremony is an extracurricular activity, not a right. Students may lose the opportunity to participate in the graduation as a consequence of violating rules of conduct.

2.70: Homework

(MSH Updated: June 2022)

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Homework is to be completed by the assigned due dates by each teacher. Penalties may be applied for late or missing work in accordance with the teacher's classroom policies. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable amount of time. Unexcused absence work cannot be made up.

Cross Reference: PRESS 6:290, Homework

2.80-HS: Exemption From PE Requirement [HS]

*(MSH Updated: November 2021; *Updated July 2026)*

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

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

A student in grades 9-12 may request to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

All requests for exemption from physical education are subject to administrative review and approval. The administration reserves the right to approve or deny requests based on compliance with Illinois School Code, Board of Education policy, and District procedures. Any request involving unique circumstances will be reviewed on an individual basis and handled in accordance with applicable law and Board policy. *

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

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

1) Medical Release from Restriction from a licensed physician
2) The time of year when the student's participation ceases
3) The student's class schedule.
4) The student's future or planned additional participation in activities qualifying for substitutions for physical education.

Cross Reference:
PRESS 6:310, Credit for Alternative Courses and Programs, and Course Substitutions
PRESS 7:260, Exemption from Physical Education

2.100: Home and Hospital Instruction

(MSH Revised: May 2025)

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.

2. For up to three months after the child's birth or a miscarriage.

3. When a student must care for his or her ill child if:

   a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and

   b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.
The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: Susan McNelis, Director of Student Services, 815.496.2361.

Cross Reference: PRESS 6:150, Home and Hospital Instruction

CHAPTER 3: STUDENT FEES & MEAL COSTS

3.10: Fines, Fees, & Charges; Waiver of Student Fees

*(MSH Updated: November 2022; *Updated June 2026)*

All school fees (including breakfast/lunch accounts) can be paid in the school office (cash or check) and can also be paid online with a credit card through the Illinois E-Pay portal. A link to this portal can be found on the district website.

Student Fees *(prices are subject to change)**

- Cafeteria:
  - Daily Breakfast Price (5-12): $2.25
  - Daily Lunch Price (9-12): $3.75
  - Milk Price: $0.50

- Annual Registration:
  - Registration Fee (5-12): $45.00
  - Technology Fee (5-12): $20.00
  - Activity Fee (9-12): $15.00

- Participation Fees:
  - Athletic Participation Fee (9-12): $40.00
  - Band (9-12): $15.00
  - Driver's Education (9-12): $175.00
  - Parking Permit (driving students only): $40 per year; $20 per semester

- Fines or Supplies:
  - Musical Instrument Rental (Owned by District): $25.00
  - Paperback Books: Cost of Materials
  - Art Projects: Cost of Materials
  - Library Book Late Fee: $0.10 per day
  - Damaged/Lost Materials: Discretion of Director/Cost of Replacement

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

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

Students who have accumulated delinquent lunch fees in excess may be restricted from purchasing extra, optional snacks at lunch or breakfast. However, students will still be provided with the hot lunch meal, regardless of account status.*

Cross-references:
PRESS 4:110, Transportation
PRESS 4:140, Waiver of Student Fees
PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
PRESS 4:140-E1, Application for Fee Waivers
PRESS 4:140-E3, Response to Application for Fee Waiver, Appeal, and Response to Appeal

3.20: School Lunch & Breakfast Program

(MSH Updated: November 2009; Updated June 2026)

Breakfast is served every school day from 7:45 a.m. to 8:00 a.m, except when there is a late start due to weather or other emergency.

Lunch is served every school day from 11:17 a.m. to 11:47 a.m. on Regular Dismissals; 10:45am to 11:15am on 1:15 Dismissals; and 11:16am to 11:46am on late start days. Lunch will not be served on an 11:30 Dismissal schedule. Students may get a sack lunch from the cafeteria, for the same cost they pay for a hot lunch, if the student requests one in advance.

Students receiving free meals will receive one milk with a complete hot lunch or breakfast. However, if the student wants only a milk, an extra, or a snack from the A La Cart options, the student will be charged for those individual items, regardless of status.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Cross Reference: PRESS 4:130, Free and Reduced-Price Food Services

Free and Reduced-Price Food Services Eligibility

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Cross Reference:
PRESS 4:130, Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296)
7 C.F.R. §245.5.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act
23 Ill. Admin. Code Part 305, School Food Service.

Meal Charges for Meals Provided by the District

*(*Updated June 2026)*

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided via email to the students and their parent(s)/guardians(s) to attempt collection of the owed money. If a parent/guardian regularly fails to provide money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DSFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Students who have accumulated delinquent lunch fees in excess may be restricted from purchasing extra, optional snacks at lunch or breakfast. However, students will still be provided with the hot lunch meal, regardless of account status.*

Cross Reference:
PRESS 4:130, Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296)
7 C.F.R. §245.5.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
23 Ill. Admin. Code Part 305, School Food Service.

CHAPTER 4: TRANSPORTATION

4.10: Bus Transportation

*(MSH Updated: February 2016; *Updated June 2026)*

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

The following transportation rules apply to students riding a bus to and from school, for an extracurricular activity, on a school sponsored field trip, to Indian Valley Vocational Center, and any other time a student is on a school bus.*

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Removal from the bus may be for, but not limited to:

a) Violating any school rule or school district policy.
b) Willful injury or threat of injury to a bus driver or to another rider.
c) Willful and/or repeated defacement of the bus.
d) Repeated use of profanity.
e) Repeated willful disobedience of a directive from a bus driver or other supervisor.
f) Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the High School Office

Cross Reference:
PRESS 4:110, Transportation
PRESS 4:110-AP3, School Bus Safety Rules
PRESS 7:220, Bus Conduct
PRESS 7:220-AP, Electronic Recordings on School Buses

4.15: Bus Conduct

(MSH Updated: January 2016)

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Cross-references:
PRESS 4:110, Transportation
PRESS 7:220, Bus Conduct

4.20-HS: Vehicle Registration & Parking

(MSH Updated: November 2009; Updated June 2026)

Automobile parking is a privilege. By purchasing a permit, students consent to the following parking regulations and to random drug testing in accordance with District Policy.

1. All student parking is limited to the parking lot in the North of the building. Students must park in their designated parking spot in the North lot (appropriately and between the lines) or be subject to suspension of privileges. Student parking is NOT allowed on side streets, handicapped parking, visitor parking, or faculty parking spaces.
2. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
3. All vehicles must be registered with the main office along with copies of the student's Drivers License and Car Insurance.
4. Parking Permits (hang tags) must be displayed and visible on the rear view mirror of the vehicle at all times. Permits are not transferable and attempt to do so will result in suspension or loss of privileges.
5. Students should exit their vehicle and immediately enter the school building.
6. Students are not allowed to go to their vehicle during the school day.
7. The school assumes no liability for vehicles on Serena CUSD Unit 2's parking lot. Please safeguard your vehicle by locking the doors and keeping valuables out of sight.
8. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and school resource officers. Students should be aware that items and

spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

9. Vehicles on school grounds are subject to search, with or without cause, and the individual who parks on CUSD #2 property is responsible for the contents of the vehicle.
10. There should be no excessive noise or loitering occurring in the parking lot.
11. Students should maintain a safe driving environment, refraining from any reckless driving or speed over 10 m.p.h.
12. Students should never pass a stopped school bus as it is dangerous and also illegal. Failure to stop for a bus with the stop arm out may result in, but not limited to: Legal Consequences (which could result in the loss of your driver's license), Suspension of Parking Permit, Referral to Peer Jury, and/or Community Service*
13. Any vehicular changes should be reported to the office.
14. Any special parking requirements require notification to administration ahead of time.
15. Any violation of these regulations can result in suspension or revoking of parking privileges.
16. Students may not drive to Indian Valley Vocational School (IVCC) without permission from the vocational school administration, the student's parent/guardian, and Serena High School administration. If a vehicle is driven, no one may ride with the driver unless the same parameters are followed for the rider. Students may be suspended from IVCC for unauthorized driving or riding to/ from IVCC.*
17. As this is a privilege, all Serena students who drive are subject to random drug testing in accordance with District Policy.
18. Students and/or Parents who refuse to sign this random drug testing agreement will not be allowed to purchase a parking permit or park on school grounds during school hours.
19. Students who have a positive drug test will have their parking privilege suspended for 30 days pending the outcome of a 2nd test. Parking will be restored upon the completion of a negative drug test at 30 days. Refusal of the 2nd drug test will result in suspension of parking privileges until they submit to a drug test and will not receive a refund. Students are required to sign up and participate in a drug and alcohol group.
20. Students who have a positive drug test for the 2nd time will have their parking privileges permanently revoked for the duration of their high school career and will not receive a refund.
21. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.*

CHAPTER 5: HEALTH & SAFETY

5.10: Immunization, Health, Eye & Dental Examination

(MSH Updated: May 2019)

Required Health Examinations and Immunizations
All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

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

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

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

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

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

Exemptions
A student will be exempted from the above requirements for:

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

Cross Reference: PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20: Student Medication

(MSH Revised May 2025)

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

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

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

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

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

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

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

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

Undesignated Medications
The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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

Cross-References:
PRESS 7:270, Administering Medicines to Students
PRESS 7:270-AP1, Dispensing Medication
PRESS 7:270-E1, School Medication Authorization Form

Reporting Student Illness, Appointments, and Medical Needs

(Updated June 2026)

Appointments:

Medical and dental appointments should be limited to times when school is not in session. If it becomes necessary for a student to be absent for a medical or dental appointment, prearranged notice must be given to the school by a parent.

1. Students must present an excusal note or appointment notification from the doctor's office for the absence to be excused.
2. The parent must also call and leave a message at the school regarding the appointment.
3. Students who drive themselves must have parent permission to do so.
4. For students who need to be picked up for an appointment, the parent needs to come to the main entrance of the high school. Students need to sign themselves out before being dismissed. Returning students need to enter the main entrance of the high school and sign themselves in prior to attending class.

Student Illness or Injury:

1. Student Illness or Injury During the School Day:
    a. If a student becomes ill or injured during the school day, they must report to the main office after obtaining permission from their classroom teacher. Failure to follow this procedure may result in the student being marked absent from class.
    b. **If it is determined that a student should leave school due to illness or injury, the school office will contact the student's parent/guardian.** Students may only be released from school with authorization from a parent/guardian and approval from the school office.
    c. **Parents/guardians should not come to the school based solely on communication from their student.** Decisions regarding early dismissal for illness or injury will be made collaboratively between school personnel and the parent/guardian. Please wait for direct communication from the school office before arriving to pick up your student. **Students are expected to report health concerns through the appropriate school procedures rather than contacting parents/guardians directly to arrange dismissal.**

2. Student becomes ill prior to arriving at school
    a. Parents/Guardians need to notify the school office about the absence and reason for absence before 8am. Please refer to section 2.20: Student Absences for more information.
    b. ***When to Keep a Child Home from School****:* A parent/guardian is often faced with the decision of when to keep their son/daughter home because of illness. Below are the general guidelines for appropriate reasons for a student's absence:
        i. Temperature over 100 degrees F within the last 24 hours
        ii. Vomiting/diarrhea within the last 24 hours
        iii. Severe headache, stomachache, earache, sore throat, chills
        iv. Excessive coughing
        v. Rash of unknown origin
        vi. Children should remain at home until they have had no episodes of vomiting/diarrhea and have been fever free (without the use of fever reducing medication) for 24 hours.
    c. Policies on when students can return to school may change during a Pandemic or other health event.

Cross-References:
PRESS 7:270, Administering Medicines to Students
PRESS 7:270-AP, Dispensing Medication
PRESS 7:270-E, School Medication Authorization Form

5.30-HS: Guidance & Counseling

(MSH Revised May 2025)

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

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

Cross-Reference: PRESS 6:270, Guidance and Counseling Program

5.40: Safety Drill Procedures and Conduct

(MSH Updated: November 2021)

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

Cross-References:
PRESS 4:170, Safety
PRESS 4:170-AP1, Comprehensive Safety and Security Plan

5.50: Communicable Diseases

(MSH Updated: November 2009)

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

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

Please visit IDPH at https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html for information about communicable disease guidelines.

Cross-References:
PRESS 7:280, Communicable and Chronic Infectious Disease
PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases

5.60: Head Lice

(MSH Updated: November 2016)

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
5. If a student has siblings in Serena Community Unit School District 2, the office will do a courtesy check of that student for head lice. Every child, after having been determined to have head lice, must be cleared by the school office before being allowed back into the classroom.

Cross-References: PRESS 7:250 AP1, Measures to Control the Spread of Head Lice at School

5.70: Targeted School Violence Prevention Program

(MSH New May 2024)

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Cross Reference: PRESS 4:190, Targeted School Violence Prevention Program

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

(MSH New May 2025)

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint
An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person & Title IX Coordinator:	Complaint Managers		Nondiscrimination Coordinator
Susan McNelis, Director of Student Services Serena CUSD #2 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-2850	Megan Adams, Principal Serena High School 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-2361	Kristin Hjerpe, Principal Serena Middle School 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-9250	Rich Faivre, Superintendent Serena CUSD #2 PO Box 107 Serena, IL 60549 815-496-2850

Retaliation Prohibited
Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross Reference:
PRESS 7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
PRESS 7:255-A1, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
PRESS 7:255, A2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

CHAPTER 6: DISCIPLINE & CONDUCT

6.10: General Building Conduct

(MSH Updated: November 2009; Updated June 2026)

Students shall not arrive at school before 7:45 AM, classes begin at 8:05 AM. Students are dismissed at 3:00 PM each regular release day. On early dismissal days, students are dismissed at 1:15pm, and at 11:30am on half day dismissals. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Respectful Behavior:
  - Students shall be expected to act respectfully toward staff, peers, and themselves. Vulgarity, derogatory comments, and disrespect will not be tolerated.
  - Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
  - Students shall not write on walls, desks or deface or destroy school property.
  - See Section 6.30 for more specific behavior expectations
- Food & Drink Consumption:
  - Lunch and Breakfast are to be consumed in the cafeteria during the designated serving times
  - Consumption of food and drink outside the cafeteria is at the discretion of the classroom teachers.
    - If permitted, students are expected to clean up after themselves and to throw away any garbage or risk losing such privileges.
  - Students are not to leave food and drink in their lockers overnight. This helps mitigate the allure to pests in the building.
  - Students are asked to bring any drink in a sealable container (containers with lids that can be closed to prevent spills and/or leaks onto school property and belongings).
- Attire:
  - Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
  - See Section 6.20 for more specific dress code information
- Weapons, Paraphernalia, & Miscellaneous
  - Skateboards, or other wheeled transportation methods, are not permitted at school. Wheelchairs are acceptable when a medical reason is present.
  - Water guns, play guns, and/or real guns are not permitted at school.
  - See Section 6.30 for more specific weapon expectations
- Electronic Devices & Cell Phone Policy
  - No radios, tape players, CD players, cameras are permitted without permission from the principal.
  - Phones are not allowed to be used in classrooms during instruction without permission from the classroom teacher. If students need to reach a parent/guardian for any reason, they are to ask permission from the teacher to do so from the office or designated location.
    - During instruction, phones are to be placed on silent or off and placed in the designated location of the classroom (hanging pocket, counter, table, etc…). Any staff member has full discretion to confiscate a cell phone if a student is not following this rule.
    - During passing periods and lunch, students are allowed to access phones in a responsible manner in accordance with school rules
  - Students are not allowed to record or take pictures of anyone or anything without permission by a staff member.
  - Any social media posts, text messages, or other communications while in school are subject to disciplinary measures if applicable
  - See Section 6.30 for more Cell Phone Policy and other Electronics restrictions
- Students must follow any additional conduct expectations and rules set forth and communicated by the staff and administration of Serena High School.

6.20: School Dress Code & Student Appearance

(MSH Updated: June 2022; Updated June 2026)

Dress Code Philosophy
The Serena High School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code
Serena High School Expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. **Students should be reminded that all school photos that are submitted to the yearbook must follow all the dress code rules.**

- School attire will be neat, clean, opaque, and will cover the individual at least from shoulder through a 2-inch inseam on shorts.
- Appropriate footwear will be worn at all times.
- Pants must fit properly at the waistline.
- Shirts or blouses may not expose excessive cleavage.
- Bare midriffs, strapless tops, halter tops, and other attire deemed inappropriate by administration, faculty, and staff are not permitted.
- All undergarments should be covered by an opaque material.
- Wallet chains are not permitted in school.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- No student on or about school property or at any school activity shall dress or display any clothing, jewelry, emblem, badge, symbol, sign, including look-a-likes or other items that are evidence of membership or affiliation in any gang.
- Coats, sunglasses, gloves and head wear including but not limited to (hats, bandanas or hoods) will not to be worn during the school day nor brought to class.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment (2 in inseam or more)
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- **Any attire deemed inappropriate by administration will be prohibited. The building principal will make the final decision.**

Students who ignore these guidelines will be sent to the Principal or designee. The student may be sent home from school to change clothes or be retained by the Principal or designee until the end of the school day.

Dress Code Enforcement
To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students in violation will be provided two (2) options to be dressed more to code during the school day:
    - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
    - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
    - **If the student refuses to comply with the above provided solutions, disciplinary action may be taken.**
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
    - kneeling or bending over to check attire fit; measuring straps or skirt length;
    - asking students to account for their attire in the classroom or in hallways in front of others;
    - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others and,
    - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.

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

Cross Reference:
PRESS 7:160, Student Appearance

6.30: Student Behavior

(MSH Revised May 2025; Updated June 2026)

Prohibited Student Conduct
Students may be disciplined for gross disobedience or misconduct, including but not limited to the following. For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Illegal Substances:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
    i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Weapons, Violence & Criminal Activity:

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
6. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
8. Engaging in teen dating violence.
9. Entering school property or a school facility without proper authorization.

10. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
13. 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.
14. 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.
15. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
16. **Weapons Prohibition:** A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
    a. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
    b. 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.
    c. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
17. **Gang & Gang Activity Prohibited:** "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:
    a. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
    b. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
    c. request any person to pay protection or otherwise intimidate, harass or threaten any person;
    d. commit any other illegal act or other violation of district policies,
    e. or incite other students to act with physical violence upon any other person.

Electronics:

18. Using or possessing an electronic paging device.
19. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-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.

20. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

General Respect & Academic Honesty:

22. **Book bags/Backpacks & purses:** Due to safety considerations of crowded classrooms, book bags, backpacks and purses will not be allowed in any classroom throughout the day. Purses and book bags may be used to carry books and personal belongings to and from school but must remain in the student's locker during the school day unless given permission from the Office or Administration.
23. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
24. 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. This policy includes the use of any Artificial Intelligence to complete assignments in any class.
25. Being absent without a recognized excuse.
26. Being involved with any public school fraternity, sorority, or secret society.

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Leaving all electronic devices (phones, ear buds, etc…) in the office for the duration of the school day
4. Withholding of privileges - including dances, extracurricular activities, and field trips

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

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Re-Engagement of Returning Students

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

Cross-references:
PRESS 7:190, Student Behavior
PRESS 7:190-AP2, Gang Activity Prohibited

6.40: Prevention of and Response to Bullying, Intimidation, and Harassment

(MSH Revised: November 2025)

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

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

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

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

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

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

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

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

Title IX Coordinator:	**Complaint Managers**		**Nondiscrimination Coordinator**
Susan McNelis, Director of Student Services Serena CUSD #2 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-2850	Megan Adams, Principal Serena High School 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-2361	Kristin Hjerpe, Principal Serena Middle School 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-9250	Rich Faivre, Superintendent Serena CUSD #2 PO Box 107 Serena, IL 60549 815-496-2850 rfaivre@unit2.net

smcnelis@unit2.net	madams@unit2.net	khjerpe@unit2.net	

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

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24 hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self harm determined to be the result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.*

Cross-references:
PRESS 7:20, Harassment of Students Prohibited
PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment
PRESS 7:190, Student Discipline
PRESS 2:260, Uniform Grievance Procedure

6.42: Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

(MSH New: May 2024)

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct
Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process
Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies
If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or

call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program
The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including disc

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-reference: PRESS 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

6.45: Harassment & Teen Dating Violence Prohibited

(MSH Revised: November 2025)

Harassment Prohibited

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

threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Title IX Coordinator:	Complaint Managers		Nondiscrimination Coordinator
Susan McNelis, Director of Student Services Serena CUSD #2 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-2850 smcnelis@unit2.net	Megan Adams, Principal Serena High School 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-2361 madams@unit2.net	Kristin Hjerpe, Principal Serena Middle School 2283 N 3812th Rd Box 107 Serena, IL 60549 815-496-9250 khjerpe@unit2.net	Rich Faivre, Superintendent Serena CUSD #2 PO Box 107 Serena, IL 60549 815-496-2850 rfaivre@unit2.net

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

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-references:
PRESS 7:20, Harassment of Students Prohibited
PRESS 7:185, Teen Dating Violence Prohibited

6.50-HS1: Cafeteria Rules [HS-Closed Lunch]

(MSH Updated: Nov 2009)

1. Students shall walk to lunch and shall be orderly and quiet during lunch.
2. Trays shall be stacked neatly after placing silverware in its proper container.
3. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

6.60: Field Trips

(MSH Updated: November 2009)

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission (yearly at registration). Students may be prohibited from attending field trips for any of the following reasons:

a) Failure to receive appropriate permission from parent/guardian or teacher;
b) Failure to complete appropriate coursework;
c) Behavioral or safety concerns;
d) Denial of permission from administration;
e) Low attendance rate
f) Other reasons as determined by the school.

Cross-references:
PRESS 6:240, Field Trips
PRESS 6:240-AP, Field Trip Guidelines

6.70: Access to Student Social Networking Passwords & Websites

(MSH Updated: February 2016)

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

Cross-references:
PRESS 7:140, Search and Seizure
PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

6.80: Student Use of Electronic Devices - SHS Cell Phone Policy*

*(MSH Updated: February 2016; *Updated June 2026)*

The use of electronic devices and other technology at school is a privilege, not a right.

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

An electronic device includes, but is not limited to, the following: cell phone, smartphone, smart watch, music players, audio or video recording device, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During extra-curricular events, after school events, and school sponsored activities (dances, plays, field trips, concerts); students are expected to exercise due care and common courtesy when using cell phones.

The enumerated lists below are not exhaustive. Administration has final authority to discipline a student based on inappropriate actions with, or involving, electronic devices.

General Technology Rules:

1. No student shall use or possess any pocket pagers, similar electronic paging devices, or laser lights, while in any school building or on school property, during regular school hours or at any other time.

2. All electronic devices should be turned off and put away before entering the first class of the day. The last warning bell for the start of school is the signal to turn off electronic devices and put them away. Bringing cell phones, smartphones, cameras, iPods, video recording devices, CD players, personal digital assistant (PDA), or similar electronic devices to school is considered a privilege and as such the privilege may be revoked. Electronic devices must be turned off, must not be seen, and must not be heard during class time unless: (a) the supervising teacher grants permission for educational purposes; or (b) use of the device is provided in a student's individualized education program (IEP) and/or a 504 plan.

3. Videotaping or taking pictures without the consent of those being videotaped or photographed is prohibited.

4. Earbuds are acceptable for high school students during lunch however students' ears need to be visible and not covered by headphones or any other similar type of device. Earbuds may not be worn in the hallway or classroom.

5. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting" may result in loss of electronic device privileges, possible suspension and/or expulsion and referral to law enforcement officials. Prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person using a computer, electronic communication device, or cellular phone.

6. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

7. School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Failure to comply would result in insubordination and assume the student is guilty in the behavior and subject to discipline as well as possible police involvement based on circumstances.

8. Students are only permitted to use Serena CUSD #2 issued Chromebooks in the building.

9. Students are required to log into Serena CUSD #2 devices with the appropriate Serena High School login credentials

10. All Student Chromebooks and Accounts are subject to monitoring and filters such as Go Guardian. Misuse of technology, such as accessing restricted websites or websites not relevant to classroom activity may result in the loss of technology privileges and disciplinary action. This includes, but is not limited to, the following: Cyberbullying (including the creation of potentially harmful media), general derogatory behavior, video gaming, cheating and

plagiarism, web browsing inappropriate or violent material, and use of AI sites to aid in assignment completion are also prohibited

Cell Phone Rules:

Phone use in the classrooms can directly impact the learning environment. Students who are on their phone throughout the day in schools may struggle with Attention, Focus, Poor Grades, Poor Test Scores, and Increased Anxiety.

1. During instructional time electronic devices must be kept off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
2. Students are expected to turn their phones into a designated location in each classroom (phone pockets, countertop, etc…), and will take them with them at the end of each class period.
3. Students who do not turn their phone into the designated location and are caught using their phones during class will be subject to disciplinary action and could result in the loss of the privilege to have a phone on them at school.

Cell Phone & Electronic Device Violation Consequences:

1. Anyone engaging in any activity that constitutes an inappropriate behavior/use, interference with the educational process or an educational function will be requested to turn off their electronic device and will be subject to discipline and/or removal of privileges.
2. Disciplinary actions range from a warning to possible recommendation for an expulsion hearing, including loss of their electronic device privileges. The policy warrants the possible tiered consequences:
    a. 1st Offense:
        i. The device will be confiscated by school personnel.
        ii. The student will receive the device back at the end of the class period
    b. 2nd Offense:
        i. The device will be confiscated by school personnel & turned into the office
        ii. A lunch detention will be assigned
        iii. Parents/guardians will be notified
        iv. The student will receive the device back at the end of the day in the school office.
    c. 3rd Offense:
        i. The device will be confiscated by school personnel.
        ii. An after school detention will be assigned
        iii. Parents/guardians will be notified.
        iv. The student will receive the device back at the end of the day in the school office.
    d. 4th + Offenses:
        i. The device will be confiscated by school personnel.
        ii. Discipline will be assigned progressively, including but not limited to In School Suspensions and Out of School Suspensions
        iii. Parents/guardians will be notified
        iv. The student will be required to turn the phone into the office at the beginning of each day for a designated period of time

Failure to comply with cell phone or electronic device confiscation will result in a secondary appropriate disciplinary action

Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices

CHAPTER 7: INTERNET, TECHNOLOGY & PUBLICATIONS

7.10: Acceptable Use of the District's Electronic Networks

(MSH Rewritten: June 2021)

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

Terms and Conditions

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

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

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

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the network for any non approved educational games
7. Using the electronic networks for private financial or commercial gain;
8. Wastefully using resources, such as file space;
9. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
10. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
11. Using another user's account or password;
12. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
13. Posting or sending material authored or created by another without his/her consent;
14. Posting or sending anonymous messages;
15. Creating or forwarding chain letters, spam, or other unsolicited messages;
16. Using the electronic networks for commercial or private advertising;
17. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
18. Misrepresenting the user's identity or the identity of others; and
19. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

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

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

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

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

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

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

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

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

to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the District's email system constitutes consent to these regulations.

Internet Safety-Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.
Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

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

Cross Reference:
PRESS 6:235, Access to Electronic Networks

7.20: Guidelines for Student Distribution of Non-School Sponsored Publications

(MSH Updated: June 2022)

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

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

Cross Reference:
PRESS 7:315-AP, Guidelines for Student Distribution of Non-SchoolSponsored Publications ; High Schools

7.25: Guidelines for School-Sponsored Publications, Productions and Websites [HS]

(MSH Updated: June 2022)

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

Student journalists must:

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

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

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

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

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

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

Cross Reference:PRESS 7:315 Restrictions on Publications; High Schools

7.27: Access to Non-School Sponsored Publications

(MSH Revised: November 2025)

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Cross Reference:
PRESS 7:315 Restrictions on Publications; High Schools

7.40: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

(MSH Updated: October 2021)

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

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

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

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

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

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities

- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference: PRESS 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors

7.50: Use of Artificial Intelligence

(MSH New July 2023)

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8: SEARCH & SEIZURE

8.10: Search & Seizure

(MSH Updated: November 2019)

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers and third party agencies.

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-reference:
PRESS 7:140, Search and Seizure

CHAPTER 9: ATHLETICS & EXTRACURRICULAR ACTIVITIES

This following Chapter applies to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Extracurricular activities and athletics are a privilege and not a right. Students who participate in all extracurricular activities and athletics are bound by the Serena High School Extracurricular Code of Conduct and must sign the code in order to participate. Students do not have a constitutional or statutory right to participate in extracurricular activities or athletics; therefore, students are not entitled to due process before suspension or removal from participation.

The Serena Board of Education recognizes extracurricular activities and athletics are a part of the total program of the school district. These programs are completely voluntary, but they do require extra effort and extra time. Those participating represent the school and district. Therefore, the standards must be kept high. These standards include academic requirements, citizenship, and sportsmanship.

Selection of participants may be necessary. This selection is to be based not only upon performance, but also upon attitude, conduct, cooperation, and an earnest and sincere desire to represent the student body in a manner, which complements the student body and the community.

List & Descriptions of Serena High School Extracurricular Activities & Athletics*

*(*Updated July 2026)*

Athletic Activities:

Fall Sports:	Winter Sports:	Spring Sports:
• Boys Soccer • Girls Volleyball • Golf	• Boys Basketball • Girls Basketball • Spirit Squad	• Track • Girls Soccer • Softball • Baseball

Extracurricular Activities:

There are various extracurricular organizations at Serena High School. The following is a general description of each organization:

Academic Team

The members of this team are students interested in competing in academic bowl contests, which are patterned after the "college bowl." In these contests questions are asked and teams compete against each other to see who can answer the question first. Questions come from a variety of fields such as literature, history, science, math, music, religion, and current events.

Practices are held after school, and students are expected to do outside studying to increase their knowledge in the different fields.

Five members and an alternate are usually selected from the group to represent the team at specific competitions.

ESports

E-sports is for any student interested in video game competition. Students meet twice per week on Wednesdays and Thursdays from 3-5pm, practicing for an hour prior to competing against other high schools both in the area and beyond. Matches are held on the *Play Vs.* platform and are virtual, so no travel is required. The Nintendo Switch is used as the primary platform for gameplay. Students interested should see Mr. Englert for more details.

Art Club

Art club is for any student interested in art or any student who would like to learn more about it. Club members meet at least once a month after school to plan or work on an art project selected by the club. Members are also involved with the sets for all school plays and plan extra activities for the club throughout the year. Art club is open to all students, whether or not they have had art classes

FFA- National FFA Organization

The National FFA Organization is an organization of, by, and for students studying vocational agriculture. It is for students who plan to work in agri-business or return to the farm for employment upon completion of high school, junior college or a four-year program.

The FFA is an intra-curricular activity, having its origin in a definite part of the school curriculum - vocational agriculture. Among other things, members learn, through active participation, how to conduct and take part in a public meeting; to speak in public; to buy and sell cooperatively; to solve their own problems; to finance themselves; and to assume civic responsibility. The foundation upon which the Future Farmers of America organization is built includes leadership and character development, sportsmanship, co-operation, service, thrift scholarship, improved agriculture, organized recreation, citizenship, and patriotism. The FFA Motto is "Learning to Do, Doing to Learn, Earning to Live, and Living to Serve".

The four degrees of active membership in FFA are Greenhand, Chapter Farmer, State Farmer, and the American Farmer. In order to earn the last two degrees a student must carry a B average, have a sound supervised program, and be active in the FFA organization.

Future Farmers of America is an organization of, by, and for students studying vocational agriculture. It is for students who plan to work in agri-business or return to the farm for employment upon completion of high school, junior college or a four-year program.

The FFA is an intra-curricular activity, having its origin in a definite part of the school curriculum - vocational agriculture. Among other things, members learn, through active participation, how to conduct and take part in a public meeting; to speak in public; to buy and sell cooperatively; to solve their own problems; to finance themselves; and to assume civic responsibility. The foundation upon which the Future Farmers of America organization is built includes leadership and character development, sportsmanship, co-operation, service, thrift scholarship, improved agriculture, organized recreation, citizenship, and patriotism. The FFA Motto is "Learning to Do, Doing to Learn, Earning to Live, and Living to Serve".

The four degrees of active membership in FFA are Greenhand, Chapter Farmer, State Farmer, and the American Farmer. In order to earn the last two degrees a student must carry a B average, have a sound supervised program, and be active in the FFA organization.

National Honor Society

National Honor Society members are expected to be of high character, possess leadership qualities, maintain a high scholastic average, and contribute to the functioning of their school and community.

Selection Procedure:

1. Any junior or senior who has been in the school the equivalent of one semester may be considered for membership
2. Students' academic records are reviewed to determine scholastic eligibility. A student must maintain a GPA of 3.5 to qualify.
3. Students who are eligible scholastically are notified and told that for further consideration for selection the NHS Chapter they must complete the Student Activity Information Form.
4. Candidates are then evaluated based on service, leadership, and character by the faculty. The faculty council considers the evaluations, and members are accepted by a majority vote of the faculty council.

New members are inducted in the fall at a ceremony held at the school. The public is invited, and refreshments are served. First-year members are required to complete 8 volunteer hours in the school or community. Second-year members are required to complete 12 volunteer hours in the school or community. A total of 20 cumulative community service hours.

SADD (Students Against Destructive Decisions)

SADD has become a peer leadership organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, impaired driving, teen violence and teen depression and suicide.

SADD's mission simply stated is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions.

Student Council

Student Council

The Serena Student Council serves as the representative voice of the student body, dedicated to fostering school pride, encouraging strong citizenship, and developing impactful student leaders.

The Student Council is actively involved in driving school culture and serving the local community. Key responsibilities and annual initiatives include:

- School Events & Culture: Planning and leading all student activities during Homecoming Week, organizing the annual Sadie Hawkins dance, and hosting school spirit events.
- Community Service: Hosting two annual community blood drives in partnership with the American Red Cross and organizing local service projects.
- Fundraising & Leadership: Managing fundraisers to support student events and participating in leadership workshops and conventions to build real-world leadership skills.

Membership & Leadership Team Structure: The Student Council leadership team is composed of four executive officers: President, Vice President, Treasurer, and Secretary; along with up to two representatives from each class.

- Class Representatives: Up to two representatives per class are elected by a vote of their respective classmates.
- Executive Officers: Officers are elected by a vote of the entire high school student body. Senior students receive first priority when running for officer roles; junior students are eligible to run if a position has no senior candidates.

Requirements & Meetings: Members are expected to maintain active participation by attending meetings held twice monthly during Husker Hour (with additional meetings scheduled as needed) and actively volunteering their time for council-sponsored events throughout the school year. Active senior members who meet all service and participation requirements have the opportunity to earn official Student Council graduation cords.

9.10: Extracurricular Participation Requirements & Code of Conduct

(MSH Updated: June 2022; Updated July 2026)

In order to participate in an extracurricular activity, participants and guardians need to have the necessary **forms** completed and returned, as well as all necessary **actions** completed prior to the beginning of extracurricular events and/or athletic contests. All forms can be found at the end of the Handbook and will be made available at the Mandatory Informational Session. Forms can also be requested from the office, athletic director, or coach/sponsor at any time.

Actions Necessary for Participation:

1. Extracurricular Mandatory Informational Session:
    a. Extracurricular participants, along with a guardian, are required to attend, or view, a mandatory informational session at the beginning of each activity. The Extracurricular Code of Conduct, Eligibility Requirements, Team/Club Expectations, and other important information will be covered at this session. Time and location will be determined by the head coach or sponsor.
2. Meet all Academic Eligibility Requirements
    a. Academic Eligibility Requirements can be found in Section 2 of the Extracurricular Handbook, as well as in the Eligibility section of this handbook chapter.
3. Proof the participant is covered by insurance *(applies to IHSA sanctioned activities)*
4. All necessary activity fees paid in full

Forms Necessary for Participation:

1. Extracurricular Handbook - Agreement to Participate Form
2. Emergency Contact Information Form
3. IHSA Sports Medicine Acknowledgment & Consent Form *(applies to any IHSA sanctioned activities)*:
4. Current Certificate of Physical Fitness *(applies to IHSA sanctioned activities):*

The Serena High School **Extracurricular Code of Conduct** is reviewed and published annually. A copy of the Extracurricular Code may be requested by contacting the high school office.

Serena High School & IHSA Academic Eligibility & Expectations

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

Academic Eligibility for all Extracurricular Activities:

In order to participate in extracurricular and athletic activities, students must receive a passing grade in ALL subjects. Academic eligibility will be checked weekly and at each semester. Any student failing to meet academic requirements will be suspended from the sport or activity for a determined number of calendar days or until all academic requirements are met, whichever is longer.

When a participant is deemed academically ineligible, the participant will become a Practice Participant Only (P.P.O). A student who DOES NOT MEET eligibility can still participate in certain components, such as practices and meetings, but will be ineligible to participate in any games/competitions/events held by the activity. Participants may travel with the competitive team, but cannot dress in uniform (consider team manager, video operator, stats keeper, etc.).

WEEKLY ELIGIBILITY

- Eligibility is checked at the end of each week, starting approximately Week 3 of a new semester.
- Students must be passing all classes per week. If this requirement has not been met, students are ineligible to participate in games/competitions/club activities for a minimum of one week (Monday-Sunday).
    - If at the end of the week, at the next eligibility check, the student is passing the class (or the teacher has determined that enough work has been completed for the student to be in good standing), the student will be able to return to activity the following Monday, unless otherwise designated by the athletic director or administration.
    - If at the end of the week, at the next eligibility check, the student is still not passing the class, the student will remain ineligible for the next week of the season. This will continue until the student is passing all classes.

SEMESTER ELIGIBILITY

- At the end of the semester, the student must receive a passing grade in all classes on the semester report card.
- Students who do not receive a passing grade in any class on the semester report card will be ineligible to participate in games/competitions/club activities for a designated amount of time.
    - This means that the student will be considered ineligible (but can be a P.P.O) from competition for 30% of games/competitions/activities, including IHSA series. If less than 30% of the events remain in that activity, the remainder shall be carried forward and either served during the season of the same activity during the following academic year, or during the season of a different activity, whichever comes first.
    - In the event of an extracurricular without a designated number of activities, administration reserves the right to adjust the ineligibility accordingly.

Absence from School on Day of Extracurricular or Athletic Activity

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

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

Travel

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

Students traveling by bus to and from extracurricular activities are subject to Bus Transportation and Bus Conduct rules listed in Chapter 4 of this Serena High School Student Handbook. Students that do not comply with these rules may be subject to bus

suspension, and will not be given permission to find alternate transportation to and from future events as deemed by the coach, sponsor, athletic director, administration, or transportation director.

School Suspension Restrictions

A student who has been **In School Suspended or Out of School Suspended** from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

Serena High School & IHSA Extracurricular Code of Conduct & Subsequent Discipline

In the case of a conflict between IHSA and this Policy, the most stringent rule will be enforced.

"Participation in extracurricular activities is a privilege, not a right." Serena is very proud of the students who represent the school via participation in athletics and clubs including sportsmanship, good decision-making, and citizenship. However, this privilege requires responsibility and discipline. The following **Extracurricular Code of Conduct** applies **365 days/year, 24 hours a day**, as long as students are recognized as Serena athletes and/or club members.

The following list of Extracurricular Code Violations is not exhaustive and includes violations involving Serena High School Handbook Policies, Unit 2 Board Policies, IHSA Policies, Illinois School Code, and Legal Infractions.

Violations will be **treated cumulatively and will not reset each year. Under this policy, a violation as a freshman could make a later violation as a junior a "second offense."** Disciplinary penalties increase with subsequent violations and are listed in this section. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

**For any school handbook infractions, disciplinary measures from an administrator, club sponsor, and/or athletic director will prioritize the Code of Conduct.*

Code of Conduct infractions include, but are not limited to, the following restrictions:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or be present in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors (even if the participant in question did not consume any substances);
7. Act in an unsportsmanlike manner or commit any gross unsportsmanlike conduct (e.g. ejection) while a participant or spectator.
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving
9. Be involved with harassment, bullying (cyber-bullying), fighting, or hazing.
    a. *Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
        i. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
        ii. Causing a detrimental effect on the student's or students' physical or mental health;
        iii. Interfering with the student's or students' academic performance; or
        iv. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
    b. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of

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

10. Be involved in the theft or damage of possessions and/or property that are not their personal belongings
11. Violate the written rules for the extracurricular or athletic activity;
12. Behave in a manner that disrupts or adversely affects the group or school;
13. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
14. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity;
15. Violate any of the team's philosophy and expectations. Coaches, Sponsors, and Administration have discretion as to what discipline is appropriate – team discipline or code of conduct discipline.

Violations of the Extracurricular Code of Conduct are subject to the following procedures:

A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

    1. Sanctions for **violations other than drug and alcohol** will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
        - A specified period of time or percentage of performances, activities or competitions;
        - The remainder of the season or for the next season, or academic year; or
        - The remainder of the student's school career.

    2. Sanctions for **alcohol and other drug violations**, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

        - **First Violation:**
            1. **Suspension of 30% of scheduled games/competitions/meetings/activities, including IHSA series.**
                a. If less than 30% of the events remain, the remainder shall be carried forward and either served during the season of the same activity during the following academic year, or during the season of a different activity, whichever comes first.
                b. In the event of an extracurricular without a designated number of activities, administration reserves the right to adjust the ineligibility accordingly.
                c. Students must attend practices during their suspension. Students must also attend games/contests, but cannot be in uniform. Any unexcused absence from practices or games will result in normal team discipline rules that each coach has implemented.

            2. **INTERVENTION**: A student may reduce the suspension of games to 15% if the following requirements are met:
                a. If offense is drugs, alcohol, or vaping-related, then the student may enroll in an intervention program approved by Serena administration. It is the responsibility of the student/guardian to find an appropriate program outside of the school and obtain approval prior to beginning the program.
                b. Once proof of completion of the program is provided to administration, the student may benefit from the reduced suspension.

        - **Second Violation**: *(regardless of how much time has passed since the First Violation)*
            1. **Suspended for 60% of scheduled games/competitions/meetings/activities, including IHSA state series**.

a. If less than 60% of the events remain, the remainder shall be carried forward and either served during the season of the same activity during the following academic year, or during the season of a different activity, whichever comes first.
b. In the event of an extracurricular without a designated number of activities, administration reserves the right to adjust the ineligibility accordingly.
c. Students must attend practices during their suspension. Students must also attend games/contests, but cannot be in uniform. Any unexcused absence from practices or games will result in normal team discipline rules that each coach has implemented.

2. **INTERVENTION**: A student may reduce the suspension of games to 45% if the following requirements are met:
    a. If offense is drugs, alcohol, or vaping-related, then the student may enroll in an intervention program approved by Serena administration. It is the responsibility of the student/guardian to find an appropriate program outside of the school and obtain approval prior to beginning the program.
    b. Once proof of completion of the program is provided to administration, the student may benefit from the reduced suspension.

- **Third Violation:**
    1. **Suspended from all extracurricular activities for one calendar year** from the date of athletic code violation. Subsequent violations will result in an additional calendar year suspension.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Superintendent..
8. All students remain subject to all the School District's policies and the school's student/parent handbook.
9. The number of contests suspended shall be the number actually contested. Postponements, cancellations, JV contests, scrimmages, B games, and summer contests DO NOT count toward suspension.
10. When a violation occurs by a student participating in an individual IHSA sport in which Serena does not field a team, consequences will be determined on an individual basis.

Procedure for Participants Charged/Convicted with a Felony:

In the event that administration is able to officially confirm that a student has been charged with or arrested for a felony, and the administration becomes aware of any evidence in support of such charges or arrest, that student will be immediately suspended from all practices, games, meetings, or any team activity.

If the student is convicted of a felony they will be no longer allowed to participate in any extracurricular activity for the remainder of their high school career at Serena High School. If the student is found to be innocent or charges are dropped the student will be reinstated to the team immediately.

Appeal Process for Code Violation Consequences:

The student and his or her parent/guardian has the option to appeal the disciplinary action to the Administration. The appeal must be submitted in writing to the Administrator within two school days after being notified of the disciplinary consequences. The written appeal must include: ~Student name~Head Coach/Sponsor ~Present date ~Details of the issue being appealed ~Name of extracurricular activity ~Rationale for reconsideration of the issue ~Date of occurrence. The Administrator will respond within two school days after the receipt of the written appeal request. The discipline will be in effect during the appeals process. The decision of the Administration after appeal is final.

- *This process may be terminated if there is a time delay or violation of the process by the parent/guardian. If the process is terminated in this manner, the original discipline specified shall remain in effect. Administration has the right to make exceptions to the time frame for responses but only in rare cases where extenuating circumstances are evident.*

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences. Any modifications or alterations must be in compliance with IHSA policies and approved by the coach, athletic director, or administrator.

Cross-References:
PRESS 6:190, Extracurricular and Co-Curricular Activities
PRESS 6:190-AP, Academic Eligibility for Participation in Extracurricular Activities
PRESS 7:240, Conduct Code for Participants in Extracurricular Activities
PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

9.20: Attendance at School-Sponsored Dances

(MSH Updated: November 2016; Updated June 2026)

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. In order to bring a guest that does not attend Serena High School, the following steps must be taken:

1. Serena student must obtain a "Guest Request" form from the high school office
2. Guests must have their part of the form filled out in its entirety (name, school/job, guardian signature, school admin or boss signature, etc…)
3. Serena student must have their part of the form filled out in its entirety (information requested and guardian signature)
4. Form must be turned into the high school office on or before the stated due date
5. Guest may need identification to prove their identity upon entering dance
6. Guests must be at minimum a Freshman in High School and at maximum 20 years old. No one over the age of 20 will be allowed to attend a Serena High School dance.

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

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

The following **Dance Guidelines** must be followed while in attendance at school dances:

1. Pre-Dance
    a. Students are allowed 1 guest that must be pre-approved by school administration utilizing the format described above.
    b. All Tickets (if given) must be purchased prior to the dance and only students who have bought a ticket will be admitted.
    c. Students who are not in attendance the day of or day prior to a dance, if on a Saturday, will not be permitted entry.
    d. Additionally, any student on Suspension may not attend. Any exceptions must be approved by school administration.
2. During the Dance
    a. Entry to dance will be allowed up to one hour after the start of the dance.
    b. All students and guests may be checked for illegal or controlled substances prior to entry. No beverages of any kind are permitted. Any students suspected of being under the influence of drugs and/or alcohol after entering will be subject to evaluation.
    c. Any students who leave the dance will not be allowed to be readmitted.
    d. Students are not allowed to loiter in the parking lot before, during, or after the dance.
    e. Arrangements for travel to and from the dance should be made with a parent/guardian.
3. General Rules
    a. Students are expected to behave in a manner appropriate to school. Any behavior deemed inappropriate by school administration will lead to dismissal from school dance and possible disciplinary action.
    b. All students and guests are expected to dress in a manner that follows the school dress code.
    c. Bags and Large purses are not permitted at school dances (clutch purses are allowed).
    d. Overly sexual or provocative dancing (ex. grinding) or displays of affection (ex. making out), per the discretion of school administration, is prohibited.

Cross-references:
PRESS 6:190, Extracurricular and Co-Curricular Activities
PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

CHAPTER 10: ACADEMICS

*(*Updated June 2026)*

Each year countless inquiries come to the administration of the school from colleges, universities, government, business, and industry regarding the records of former students. The requests concern the following information:

1. Grades in all subjects.
2. Scholastic rank in class.
3. The courses taken in high school.
4. Any honors received.
5. The attendance record (the number of days absent and the number of times tardy.)
6. Extracurricular activities in which students are engaged, such as music.
7. Health records.
8. Personality rating, which includes ability to get along with others, seriousness of purpose, industry, leadership, initiative, concern for others, sense of responsibility, co-operation.

Note to students: during your high school years, you have a chance to develop, to improve your relationship with others, and to build for your future. Always do your best.

High Honor Roll & Honor Roll*

A High Honor Roll Certificate, and other possible awards, may be earned by a student who has achieved a semester grades of all As and/or Bs in all subjects carried during the semester.

An Honor Roll Certificate, and other possible rewards, may be earned by a student who has achieved a semester grade point average (GPA) of 3.0 or higher for the semester, but may not have all As or Bs in every class.

Articulation Credit

Waubonsee Community College awards college credit when learning experiences at the high school level duplicate those at the college level. Articulated credit enables students to receive advanced course level placement, to save time and money, and to avoid duplication of curriculum already learned while in high school. Students who take one or two years of course work at Indian Valley Vocational Center (IVVC) may qualify to earn articulated credit through Waubonsee Community College. Students who attend IVVC and are interested in learning more about how to apply for articulated credit (if applicable) should contact the program director at IVVC or their IVVC instructor.

Ceremonies

The student has the right to choose whether to participate in school-related ceremonies. If the student chooses to participate, he/she is required to abide by the rules and guidelines as established by school officials. The graduation ceremony is an extracurricular activity and not a right. Students may lose the opportunity to participate in this ceremony by violating rules of conduct.

Faculty Honors*

At the end of Senior year, the faculty will compute each student's grade point average(GPA). If the GPA is 3.75 or better, the student will be awarded faculty honors at the Senior Awards Night.

It should be pointed out that sometimes there are only a few hundredths of a point separating a student from these honors. It is important, therefore, that the student does the best that he/she can. It hurts sometimes to "almost make it."

Superintendent Honors*

At the end of Senior year, the faculty will compute each student's grade point average(GPA). If the GPA is 4.0 or better, the student will be awarded faculty honors at the Senior Awards Night.

It should be pointed out that sometimes there are only a few hundredths of a point separating a student from these honors. It is important, therefore, that the student does the best that he/she can. It hurts sometimes to "almost make it."

Indian Valley Vocational Center (IVVC)

(Updated June 2026)

Attendance at Indian Valley Vocational Center is a privilege, not a right.

To be eligible to attend IVVC, students must be a Junior or Senior on track to graduate. Students who are off-track to graduate, are Truant, are consistently Tardy, or have major disciplinary infractions are subject to denial of the program and/or removal from the program.

- Students who wish to apply to attend an Indian Valley Vocational Center program are required to submit a registration form (online) and obtain a parent/guardian signature.
- Once approved, program drops are not permitted (Program changes are permitted if approved by the director of IVVC.)
- Students are expected to stay enrolled at IVVC for the duration of the school year, unless removed by SHS administration or IVVC administration.
- Students are expected to attend IVVC any day IVVC meets, even if Serena is not in attendance or has an early dismissal.
- Once enrolled in an IVVC program, students must maintain a passing grade, **must not miss more than 10 IVVC attendance days per semester,** and must follow all handbook rules and guidelines regarding behavior and parking while at the IVVC campus. Not adhering to these expectations will result in review and possible removal from the program.
- Students will be transported to and from IVVC via SHS bus. Students **must ride the bus to and from** IVVC (unless special circumstances have been approved ahead of time).
    - Attendance will be taken by the bus driver prior to leaving the school, and again prior to leaving IVVC
    - The bus must leave on time in order to arrive at IVVC on time for classes.
        - Any student arriving after the bus leaves, may miss the bus and will have to take an Absence for the day from IVVC
        - Students who miss the IVVC bus will not be permitted to drive themselves to IVVC
- Students may not drive themselves without written permission
    - Will only be allowed under special circumstances (occasionally)
    - Principal must speak with parent/guardian of student
    - Student will need a parking pass from IVVC
    - Any student who does have permission to drive themselves is expected to arrive on time and leave at the appropriate time. Attendance will be taken at IVVC as well
- Behavior on the bus to and from IVVC and while at IVVC must be beyond reproach. Students will follow school and handbook rules and/or procedures. Serena High School and IVVC reserve the right to remove a student from IVVC if behavior, performance, and/or attendance become issues.

Illinois Valley Community College Fast Start and Dual Credit Programs

Fast Start

The *Serena High School Fast Start Program* is a partnership between Serena High School and Illinois Valley Community College that provides an opportunity for academically qualified juniors and/or seniors to enroll in college classes **full-time** through IVCC as part of their high school coursework. This partnership between Serena and IVCC allows high school students to attend college classes while earning both high school and college credits.

Any student enrolled in grade 11 or 12 at Serena High School who is under the age of 21 as of September 1st of the school year in which the college course is taken and who fulfills and complies with college and high school requirements including the following:

- Students who have demonstrated strong academic ability based on performance by obtaining a grade point average of 3.8 or above.
- Students who meet or exceed requirements on state mandated assessments.
- Students who will be 16 by the end of the course. (Students under 16 by the start date of the course need to complete a waiver form and apply with the dean at IVCC).
- Students who have an exemplary disciplinary record during the semester prior to application with no major infractions within two school years.
- Students who can achieve appropriate IVCC placement criteria using placement testing and/or SAT scores.
- Students who maintain a 3.0 GPA at both Serena and IVCC for the duration of course enrollment periods.

Detailed information about the Fast Start program and Fast Start application procedures can be found in the Fast Start application package that is made available to students each spring.

Dual Credit*

*(*Updated June 2026)*

Like the Fast Start program, *Serena High School Dual Credit Program* is a partnership between Serena High School and Illinois Valley Community College that provides an opportunity for academically qualified juniors and/or seniors. The Dual Credit program allows students to enroll in **part-time** college courses (one per semester, including summer) for dual credit through IVCC as part of their high school coursework. This partnership between Serena and IVCC allows high school students to attend college classes while earning both high school and college credits.

Any student enrolled in grade 11 or 12 (or the summer prior to grade 11 or 12) at Serena High School who is under the age of 21 as of September 1st of the school year in which the college course is taken and who fulfills and complies with college and high school requirements including the following:

- Students who have demonstrated strong academic ability based on performance.
- Students who meet or exceed requirements on state mandated assessments.
- Students who will be 16 by the end of the course. (Students under 16 by the start date of the course need to complete a waiver form and apply with the dean at IVCC).
- Students who have an exemplary disciplinary record during the semester prior to application with no major infractions within two school years.
- Students who can achieve appropriate IVCC placement criteria using placement testing and/or SAT scores.
- Students who maintain a 3.0 GPA at both Serena and IVCC for the duration of course enrollment periods.

Detailed information about the Dual Credit program and Dual Credit application procedures can be found in the Fast Start application package that is made available to students each spring.

Figuring of averages for class rank, faculty honors, National Honor Society

In figuring any of these averages, only semester grades are used; the final grade is not used for any average. Using this method seems to be the fairest as it is the most mathematically accurate. For example: A student earns the following grades for the first semester: 90, 90, 90, 90, 90. For the second semester the same student in the same classes earns 89, 89, 89, 89, 89. The yearly grade in each class would have to be either an 89 or a 90 while the actual average is 89½.

Another advantage of using semester grades is that class rank is updated at the end of the first semester.

Grading Scale

A - 90 to 100
B - 80 to 89
C - 70 to 79
D - 60 to 69
F - 59 to 0
I – Incomplete

Final Exams

Final exams are mandatory for all classes. Final exams will be administered at the end of each semester. Specific dates and times will be established for the administration of final exams. The intent of this final exam policy is to a) add credibility to the end of each semester, b) prepare students for SAT and final exams in college, c) require students to work on study skills for test preparation and strategies for test taking such as time management, d) emphasize retention of information, organization, note taking, and keeping track of semester assignments to use in studying, e) prepare students for a career requiring a basic skills test, and F) increase accountability for learning and teaching.

Final Exam Exemptions

- Seniors may earn exemptions for only the second semester (spring) exams.
- Exemptions are earned per class and may only be used for that specific class.
- Students must meet the following criteria.
    - 90% overall class grade one week before the first day of final exams. The second semester overall grade is based on the average of the third nine-week grade and the current 4th nine-week grade. TeacherEase is currently configured to determine this grade.
    - No more than 3 unexcused absences (3 tardies to school equal 1 unexcused absence)

*Parent permission is required for absences due to exemptions. Please read below for guidelines on arriving late.

Final Exam Grading

The exams are to be given according to the final exam schedule. Special Education courses are to conduct final exams to meet the needs and accommodations of individual special education students.

Final Exams shall constitute 15% of the course grade.

Calculating final grades (based on final exams counting for 15% of the student's grade).

*Final Grade= (Semester) (.85) + (Final Exam Grade as a %) (.15)

Example:

Student semester is an 86.4% (.864)

Student final exam grade is a 60% (.60)

Use the formula above (*) to calculate the final grade

Final Grade= (86.4) (.85) + (60) (.15)

Final Grade=73.44 + 9.0

Final Grade=82.44

This particular student would have a C (82.4) for a final grade.

Final Exam General Guidelines/Procedures

Students who fail to take final exams without a reasonable excuse that is accepted by the administration will be given a failing grade for that examination. Students that cause a disruption or discipline problem during a final exam will be given a failing grade for that examination and possible disciplinary action.

Arriving Late/Leaving Early during Finals

Students will be allowed to arrive late/leave early only if they have a signed permission slip to do so. An example would be if a student has a study hall during the first or last final exam of the day. Information and permission slips are given to students as finals draw near.

Final Exam Testing Dates

Testing will occur the last week of the semester.

Seniors will take second semester final exams the last week of attendance for seniors. Graduation practice is usually held on the Friday morning before graduation.

Graduation Requirements*

*(*Updated July 2026)*

All students must earn a total of 26 credits *(1 credit per class, per year; 0.5 credits per class, per semester)* to graduate from Serena High School. Each class's specific requirements may vary due to annual changes in Illinois School Code and Illinois State Law. When changes are made to those policies, they are applied to the incoming freshman class, while classes already in high school continue to follow the same requirements they were given as Freshmen.

Any questions regarding the required credits to graduate should be directed to the Serena High School Guidance Counselor, and will be listed on any updated Graduation Requirement Checklist. They are also listed in the Class Catalogue for each class, which is produced each year by the Guidance Office. Please take the time to know your specific requirements for your class so that you can fulfill your graduation requirements.

Students entering 9th Grade in the school year 2026-2027, will be required to fulfill the following: *(subject to change)*

English/Language Arts	4 Years ● 2 must be in a writing-intensive course
Mathematics	3 Years ● 1 year of Algebra I, and 1 course that includes Geometry must be taken)
Science	2 Years ● Chemistry ● Biology
Social Science	2.5 Years ● World History - 1 year ● US History - 1 year ● Civics - 0.5 year
Computer Literacy	0.5 Year
Drivers Education	0.5 Year
Health	0.5 Year
PE	3.5 Year
Consumer Education	1 Year
Electives	8.5 Years ● Art, Music, Foreign Language, or CTE, or Speech - 1 year ● Any other classes not listed above may count towards Elective requirements

- A grade of 60 or above shall constitute successful course completion. One-half credit will be given for courses which meet daily for one semester. The above does not preclude the possibility that courses may be designed with more or less credit given and for longer or shorter periods of time upon the recommendation of the administration and the approval of the school board.
- Courses must be completed before any credit will be allowed toward graduation. This may be waived by the administration in exceptional cases such as transfer students.
- All students must carry a minimum program of six credits plus physical education. As a result of a meeting of a multi-disciplinary staff team, students on an individualized education plan may be waived from all or a portion of physical education per semester if deemed necessary. During a student's initial enrollment in the health and safety education course, physical education will not be required. However, a student may take physical education as an elective course.
- Waiver of a specific requirement may be authorized by the board of education on an individual case basis upon the recommendation of administration. An example would be for students who attend IVVC or IVCC. Physical education

credit may be waived in accordance with board policy. These waivers shall not decrease the minimum number of total credits required for graduation.

- The Illinois and United States Constitution examinations must be completed with a grade of 60 or above as a condition for graduation.
- Students must also take the ACT exam in order to graduate.
- **Free Application for Federal Student Aid (FAFSA) Graduation Requirement:** As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:
    - File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
    - File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application
    - Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement
- A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Cross Reference:PRESS 6:300, Graduation Requirements

Class Rank

All students must attain the minimum number of credits listed below to progress to the next class. The following obligations and privileges that go with class status apply may include but are not limited to; prom, parking privileges, locker assignments, running for class office, state mandated testing. A student may attain class status when they attain the necessary number of credits. This may be at a semester (when credit is awarded) or when a board-approved program of study is successfully completed. This has to be verified by school officials.

Below 7 credits	Freshman status
8-14 credits	Sophomore status
15-20 credits	Junior status
21-26 credits	Senior status

Transfer Students Grade Calculations

During the course of any given school year a number of students transfer into Serena High School. Some of these come from schools in which letter grades are used. The table below shows how these letter grades are converted to the SHS numerical system.

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 59
A = 95	B = 85	C = 75	D = 65	
A– = 90	B– = 80	C– = 70	D– = 60	

Valedictorian and Salutatorian

The valedictorian is the graduating senior who has the highest grade average for eight semesters work and salutatorian is the graduating senior who has the second-highest grade average for eight semesters work. In figuring this average only semester grades are used.

10.10: Education of Children with Disabilities

(MSH Updated: November 2021)

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

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

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

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

For further information, please contact: Mrs. Susan McNelis, Director of Student Services Services, 815-792-5102, smcnelis@unit2.net

Cross Reference:
PRESS 6:120, Education of Children with Disabilities
PRESS 6:120-AP1,E1 Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

CHAPTER 11: STUDENT SERVICES

Student Services for Students with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and through the school year of which the student turns 22 for whom it is determined that special education services or 504 accommodations are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services based on identified individual needs.

Serena CUSD 2 has special education programs and services available either in our district or in the districts within our special education joint agreement, the La Salle County Education Alliance for Special Education (L.E.A.S.E.). These services are available for students with all types of disabilities and/or exceptionalities. Within the L.E.A.S.E. Cooperative, all member school districts establish, maintain or have access to special education instructional programs, resource programs and related services which meet the educational needs of children with the following exceptional characteristics: auditory; visual; physical/health impairments; speech/language impairments, deficits in the essential learning processes of perception, conceptualization, memory, attention or motor control; deficits in intellectual development and mental capacity; educational maladjustment related to social or cultural circumstances; affective disorders or adaptive behavior which restricts affective functioning.

Referrals of students for special education programs and/or services may be made by parents in writing, as well as by local school certified teachers after following the district’s RTI process. Written referral requests should be submitted to either the Building Principal or the Director of Student Services.

Parents may also request a copy of the Illinois Administrative Code, Part 226 - Special Education Rules and Regulations, by writing to the:

Illinois State Board of Education Department of Special Education
100 North First Street
Springfield, Illinois 62777-0001

It is also available on their website at www.isbe.net. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. For more information, please contact the Director of Student Services, at 815-882-2800, ext. 8.

A booklet entitled, "Parents' Guide - The Educational Rights of Students with Disabilities," may be obtained by writing to:

L.E.A.S.E.
1009 Boyce Memorial Drive
Ottawa, IL. 61350

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings.

This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Director of Student Services 815.792.5102.

Section 504 Services

Section 504 Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability that is substantially limiting and is significantly impacting the student’s educational performance, an individualized 504 Plan may be developed and implemented to provide the needed accommodations so the student can access his or her education as effectively.

Not all students with a medical diagnosis, life-threatening allergies and/or life-threatening chronic illnesses may be eligible under Section 504. This determination is made through a review of multiple sources including present and past data, teacher input, parent input, and student performance.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact the Director of Student Services, at 815-792-5102

Cross Reference:
PRESS 6:120, Education of Children with Disabilities
PRESS 6:120-AP1,E1 Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

(10.20): Discipline of Students with Disabilities

(MSH Updated: June 2022)

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

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

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

Cross Reference:
PRESS 7:190-AP4, Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint
PRESS 7:230, Misconduct by Students with Disabilities

(10.40): Certificate of High School Completion [HS]

(MSH Updated: November 2009)

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

Cross Reference: PRESS 6:300, Graduation Requirements

(10.50): Request to Access Classroom or Personnel for Special Education Evaluation or Observation

(MSH Updated: February 2012)

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

For further information, please contact the school principal.

Cross Reference:
PRESS 6:120, Education of Children with Disabilities
PRESS 6:120-AP2,E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes

(10.60): Related Service Logs

(MSH New: Nov 2019)

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

Cross Reference:
PRESS 7:340-AP1, School Student Records

(10.70): PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

(MSH New May 2024)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance:

Susan McNelis: Director of Student Services, 815-792-5102, smcnelis@unit2.net

For questions pertaining to Special Education or any Student Services matters please contact:
Susan McNelis
Director of Student Services
815-792-5102
smcnelis@unit2.net

CHAPTER 12: STUDENT RECORDS & PRIVACY

(11.10): Student Privacy Protections

(MSH Updated: June 2022)

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

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

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

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

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

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

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

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

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

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

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

Cross-References:
PRESS 7:15, Student and Family Privacy Rights
PRESS 7:15-E, Notification to Parents of Family Privacy Rights

(11.20): Student Records

(MSH Revised: June 2026)

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Name
- Address
- Grade level
- Birth date

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. **The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

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

9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

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

Cross reference:
PRESS 7:340, Students Records
PRESS 7:340-AP1, E1, Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

(11.30): Student Biometric Information

(MSH Updated: February 2013)

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

Cross-reference:
PRESS 7:340, Student Records

(11.40): Military Recruiters & Institutions of Higher Learning [HS]

(MSH Revised: June 2026)

Periodically, military recruiters and institutions of higher learning, including in conjunction with the Illinois Student Assistance Commission (ISAC), will be given access to some of the following information: the names, addresses, telephone numbers, email addresses, and dates of birth of secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. Parents who do not want their child's information to be released (or students age 18 and older who do not want their information released) should contact the building principal.

Cross-References: PRESS 7:340, Student Records

CHAPTER 13: PARENT RIGHTS NOTIFICATIONS

(12.10): Teacher Qualifications

(MSH Updated: November 2016)

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

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

Cross-References:
PRESS 5:190, Teacher Qualifications
PRESS 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

(12.20): Standardized Testing*

(MSH Updated: October 2021)

Students and parents/guardians should be aware that students in grades 9-11 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Serena High School participates in the following assessments each year (subject to change if necessary):

Assessment	Grade Level	Season	Rationale
PSAT/NMSQT	10/11	Fall	**Optional test
Pre-ACT 8/9	9	Fall	Practice for ACT Spring Test & to Monitor Student Growth
Pre-ACT 10 & 11	10/11	Fall	Practice for ACT Spring Test & to Monitor Student Growth
Pre-ACT Secure 9	9	Spring	State Mandate
Pre-ACT Secure 10	10	Spring	State Mandate
ACT	11	Spring	State Mandate
NWEA MAP Growth	All students enrolled in English I, English II, Pre-Algebra, Algebra I, & Geometry	Fall, Winter, Spring	Monitor Student Growth & Program Effectiveness

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

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

Cross-Reference: PRESS 6:340, Student Testing and Assessment Programs
**Updated June 2026*

(12.30): Homeless Child's Right to Education

(MSH Updated: November 2009)

The district ensures the enrollment of homeless children is ongoing and will not be delayed due to scheduling issues, residency requirement documents or the lack of legal guardianship or student records. The district does not charge tuition nor will it refuse enrollment for homeless students.

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

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

For more information regarding assistance and support, please contact the district homeless liaison Susan McNelis, Director of Student Services at smcnelis@unit2.net or call 815.792.5102.

Cross-References:
PRESS 6:140, *Education of Homeless Children*
PRESS 6:140-AP, *Education of Homeless Children*

(12.60): English Learners

(MSH Updated: June 2021)

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Susan McNelis, Director of Student Services, 815-792-5102

Cross Reference:
6:160, English Learners

Title 1

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Serena CUSD #2 Schools provide a Title I program for students with an identified need in the area of reading. As of the 2025-2026 school year, District Schools will be approved for "schoolwide" status with the Board and State. Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established small groups of students go to the Title I classroom and with a certified Reading Specialist. The Reading Specialist will work on reading skills such as:Basic Reading Skills, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

Assurances: Serena CUSD #2's Title I program has been designed and implemented in accordance with all requirements of the grant. The programming for the schools is coordinated by the Title I director. All instructions of the Title I program consult with the classroom teachers on a regular basis in order to ensure a coordinated effort exists in the buildings.

Student performance will be measured utilizing AIMSweb Plus and MAP.. Results are presented to parents during parent/teacher conferences or they are sent home with the student three times a year. Assessment data is utilized to determine if students are making adequate progress or if their intervention needs to be changed.

Student Selection Criteria:

Student selection may be based on any or all of the following multiple criteria: classroom performance, AIMSweb Plus, MAP, and running records or a teacher's common assessments. Copies of the criteria are maintained by the classroom teacher or the Title I teacher.

Program Improvement and Evaluation:
Local evaluation of the Title I programming plan is an ongoing process. The Title I instructors may conduct pre and post tests on individual students. Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb Plus or other intervention programs will assist in assessing basic reading skills, fluency and comprehension.

Program Quality: Serena CUSD #2 makes every effort to provide documentation of the quality of this program. Examples of this documentation may include any of the following:
- Minutes from data team meetings for student movement in the tiered levels of intervention
- Notes and records from conferences attended by those associated with Title I programming will be kept and housed in the teacher's classroom.
- Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I can be found outlined in the teacher's lesson plans.
- Title I teachers maintain individual student progress folders which are located in the Title I classrooms.

Response to Intervention or Multi-Tiered System of Support (RtI or MTSS)
Response to Intervention (RtI) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is reviewed to help determine students' strengths and weaknesses in the areas of reading and math.

All students receive Tier I RtI as part of the general education classroom curriculum.

If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II RtI support. This support will be given in addition to Tier I instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II RtI support they will be progress monitored every two weeks and their progress will be reviewed by a team every six to eight weeks.

A student may receive Tier III RtI support if they have not made significant progress as determined by the team. The focus of instruction during RtI will be early writing strategies, phonemic awareness, phonics, fluency, comprehension, number sense, math facts, concepts and application, and computation to name a few.

Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

(12.70): School Visitation Rights

(MSH Updated: November 2019)

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

Cross-Reference:
PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights
PRESS 8:95-E2, Verification of School Visitation

(12.80): Pesticide Application Notice

(MSH Updated: February 2010)

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

Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

Cross-Reference: PRESS 4:160-AP, Environmental Quality of Buildings and Grounds

(12.90): Mandated Reporter

(MSH Updated: November 2009)

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

Cross Reference: PRESS 5:90, Abused and Neglected Child Reporting

(12.100): Unsafe School Choice Option

(MSH Updated: May 2018)

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

Cross-References: PRESS 4:170, Safety

(12.105): Student Privacy

(MSH Updated: October 2021)

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

Cross-Reference: PRESS 6:170-AP2, Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws

(12.110): Sex Offender Notification Law

(MSH Updated: May 2024)

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Cross-References:
PRESS 4:170-AP2, Criminal Offender Notification Laws

(12.120): Sex Offender & Violent Offender Community Notification Laws

(MSH Updated: October 2021)

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/.

Cross Reference:
PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws

(12.130): Parent Notices Required by the Every Student Succeeds Act

(MSH New: May 2018)

1. Teacher Qualifications: A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
    a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
    b. The teacher is teaching under emergency or other provisional status.
    c. The teacher is teaching in the field of discipline of the certification of the teacher.
    d. Paraprofessionals provide services to the student and, if so, their qualifications.
2. Testing Transparency: The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20
    a. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
3. Annual Report Card: Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law.
    a. When available, this information will be placed on the District's website
4. Unsafe School Choice Option: The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.
5. Student Privacy: Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105
6. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.
7. Homeless Students: For information on supports and services available to homeless students, see handbook procedure 12:30.
8. ***Erins Law Notification:*** Illinois Public Act 097-1147 (105 ILCS 5/10-23/13; 105 ILCS 110/3), also known as Erin's Law, requires school districts to provide age-appropriate and evidence-informed health and safety education that includes methods for how to report child sexual abuse and grooming behaviors to authorities.For more information regarding this law and resources, please visit the following links:
    a. Erin's Law - Executive Summary
    b. You may also contact your building Principal or School Social Worker with questions.
9. **Asbestos Management Plan Notice**: This serves to inform you of the status of Community Unit School District No.2 Asbestos Inspection Management Plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential hazard and precautions should be taken to avoid disturbing any asbestos-containing materials. As required, our buildings were initially inspected for asbestos. Our inspections were conducted in September of 1988. The AHERA law requires that visual surveillance of asbestos containing areas must be completed every six months, and a re-inspection conducted every three years. Any evidence

of disturbance or change in condition will be documented in the Management Plan as required. The Asbestos Inspection Management Plan is available for public review in the District Office. Should you wish to review these plans, please call to make an appointment between 8:00 a.m. and 4:00 p.m. Any concerns relative to asbestos-containing materials should be directed to Mike McCoy, Maintenance Director, at 815-496-2850.

10. **Pest Management Plan Notice:** CUSD2 Integrated Pest Management Plan Notice Community Unit School District No.2 utilizes a Pest Management Plan (IPMP) for schools that meet all guidelines outlined in Public Act 91-525. The district contracts with a professional pest control service that assists the district in maintaining a safe and pest-free environment. Applications are made throughout the year and are completed when students are not in session. Emergency applications are made when situations warrant, but only after proper notification. A copy of the complete CUSD2 Integrated Pest management Plan can be found on the district website or may be viewed in the District Office. Any concerns relative to integrated pest management should be directed to one of the following: IPMP Coordinator – Maintenance Director: Mike McCoy

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

Cross-Reference: PRESS 6:170-AP2, Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws