

Hoopeston Area High School



STUDENT HANDBOOK

2026 – 2027

Hoopeston Area CUSD #11 * 615 East Orange * Hoopeston, IL 60942 * www.hoopeston.k12.il.us
Hoopeston Area High School (217)283-6661

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Chapter 1 – Introductory Information & General Notices

Disclaimer

The statements contained in this handbook are only a summary of Board Policies, and the handbook may be changed during the school year without notice.

Privacy Act

Hoopeston Area CUSD #11 upholds the goals and objectives of the Privacy Protection and Parental Empowerment Act. Further information may be obtained by visiting the Hoopeston Area website.

1.00 School Operations During a Pandemic or Other Health Emergency¹

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 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 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 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 they exhibit 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*

1.30 General School Information

This handbook is a summary of the school's rules and expectations. It is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website: www.hoopeston.k12.il.us or at the District office. The School Board governs the school district, and is elected by the community. The School Board and Superintendent has hired the following administrative staff to operate the school: Kimberly Hutzel-High School Principal, Brittney Gerling-Assistant Principal, Michl Kearney-Dean of Students, Katie Grice-Academic Advisor, Nathan Burkowski-Athletic Director, Denise Bray-Transportation Director, Michelle White-Curriculum Coordinator, and Carlee Johnson-Social Worker.

Communication Process and Problem Solving (Chain of Command)

The Board of Education emphasizes that complaints about certified staff or programs must follow the proper chain of command. Citizens should first address concerns directly with the staff member. If the issue is not resolved, it should then be brought to the staff member's supervisor, followed by the Superintendent, and finally the Board of Education. For non-certified employees, concerns should begin with the employee's direct supervisor. The Board will not address complaints until the chain of command has been completed through the Superintendent.

1.40 Visitors

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 trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, 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 alcohol, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cell 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

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 at 217-283-6661. 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.

1.60 Animals on School Property

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

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

1.90 Emergency School Closings

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. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled unless they are sponsored by another organization such as an IHSA tournament. School closings for any reason will be announced by: School Messenger Phone Call from the Administration, WHPO 100.9 FM Hoopeston and WCIA TV Channel 3, WICD TV Channel 15, WAND TV Channel 17. Families may also sign up through the district office for email and text messaging alerts. In the event that school dismisses early for severe heat, practices may not begin until 3:30 pm and with athletic director discretion. Schedules for late starts will be posted to the district website during the school year.

Cross-Reference: PRESS 4:170, Safety

1.100 Video & Audio Monitoring Systems

As part of our Safe School Plan, the High School and Middle School buildings are equipped with a video and/or audio monitoring system that may be in use on school buses and a video monitoring system that 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. This is considered a student record document and the privacy/record laws apply.

Cross-Reference: PRESS 4:110, Transportation

Deliveries

Deliveries for students will not be accepted. Parents/guardians are asked not to have gifts, flowers, or other items sent to school during the school day.

1.110 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. *Cross-Reference: PRESS 8:70, Accommodating Individuals with Disabilities*

Response to Intervention (RTI)

Response to Intervention (RtI) is a process that provides targeted support for students' academic and behavioral needs. High-quality interventions are matched to student needs, and progress is monitored regularly. The information collected helps staff adjust instruction and supports, guiding decisions about a student's educational program. RtI aims to help students grow into respectful citizens and lifelong learners.

1.120 Students with Food Allergies or Life-Threatening Chronic Illnesses

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 283-6661. 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 may 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, Food Allergy Management Program*

1.130 Care of Students with Diabetes (Diabetes Care Plan form available in Main Offices Upon Request)

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

- a. Inform the school in a timely manner of any change 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.

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

1.140 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

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

1.150 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to: 1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant; 2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk; 3. Access to a power source for a breast pump or any other equipment used to express breast milk; 4. Access to a place to store expressed breast milk safely; 5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom); 6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding. Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator. *Cross-Reference: PRESS 7: 10-AP2 Administrative Procedure - Accommodating Breastfeeding Students*

1.160 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance. Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization 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

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following physical signs:

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers

- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

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

- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

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

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; Conduct; and Conflict of Interest; PRESS 5:120-AP2, Employee Conduct Standards

1.190 Prevention of Anaphylaxis

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

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

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.

1.210 Free and Reduced-Priced Food Services; Meal Charge Notifications

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.

Free and Reduced-Price Food Services Eligibility

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 Il. State Board of Education.

Meal Charges for Meals Provided by the District

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 (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such 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 (DCFS) 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.

Cross Reference PRESS 4.130-E, Exhibit - Free and Reduced-Price Food Services; Meal Charge Notification

Chapter 2 - Attendance, Promotion & Graduation

2.10 Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

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

2.20 Student Absences

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), 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, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in primary, special, or general election.

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

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

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

Unexcused absences include but are not limited to:

- Missing the bus
- Unapproved vacations
- No physician's excuse/note presented after 3 consecutive days of absences.
- No physician's excuse/note was presented within 48 hours of the absence when one was required.
- No parental contact was made with the school about the absence on the day of the absence and no note was sent the following day.
- Head lice
- Baby-sitting
- Oversleeping

Tardy to School

Students arriving after the tardy bell must check in at the office and get a pass before going to class. Oversleeping and car troubles are not valid excuses.

Pre-arranged excused absences, including vacations, must be approved by the main office and cannot exceed five days. Juniors and seniors may have up to two college days per year with counselor approval. Military appointments require verification from the recruiter and administration approval. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 9:00 a.m. [HS (217)283-6661] to explain the reason for the absence. If a call has not been made to the school on the day of a student's absence, a call will be made by the automated School Messenger system and/or a school official may call the home/work to inquire why the student is not at school. Upon return to school, the student should fill out a pink slip during their first hour and if the parent/guardian could not be reached on the day of the absence, then the student will be required to submit a signed note or email from the parent/guardian explaining the reason for the absence. Failure to do so will result in an unexcused absence. Instead of a note, the parent/guardian may email the main office [HS - stebbilr@hoopeston.k12.il.us] the morning of the absence or when the student returns. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

- a. Students should always check in and out of the main office. Failure to do so may result in disciplinary action.
- b. Meet with the teacher to discuss what work was missed and how to make-up the assignment. Students will have a reasonable amount of time to complete make up work (See the Make-Up Policy: 2.40). The teacher will determine the amount of time.
- c. Students are not permitted to leave the school building or grounds after arriving for the day unless excused by the office and properly checking out.
- d. Students who have a scheduled appointment during the day must present a note to the office from their parent/guardian before school starts in the morning. At that time the student will receive a yellow pass that will allow you to leave class at the proper time for a doctor, dentist, etc. The appointment time, date, and date of return must be indicated on the note from the physician.
- e. When being absent 3 or more days from school in a row you must have a doctor's note upon the student's return.
- f. If known prior to hospital stay or homebound from the doctor the school will need a note from the physician stating how long the student will be out. Public Act 96-257
- g. Personal reasons are not a valid excuse for being tardy or absent from school.

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

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

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

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

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services. *Cross-Reference: PRESS 7:70, Attendance and Truancy*

7 Day Attendance Policy

Regular attendance at school is a very important part of a good education for every student. When a student is absent from school, he/she misses valuable instructional and practice time with their teachers. However, when a student must be absent from school he/she should have their parent/guardian call and notify the school regarding the reason for the absence. The maximum number of excused absences allowed is (7) days per semester. Students with more than (7) absences must have a Doctor's note for additional absences in order to avoid disciplinary action. This applies whether or not a parent has called the school to excuse the student. Absences beyond (7) will not be excused unless a written doctor's verification of illness is presented to the attendance center upon returning to school from the absence. The school will notify parents when a student is approaching the maximum number of allowed excused absences. Exceptions may be made by the administrative staff for unusual and extraordinary reasons or situations. Absences due to school sponsored activities (field trip, participation in HAHS sporting events etc.) are not to be counted in the allowed number of excused absences. When a student receives 10 consecutive days of unexcused absences a letter will be mailed home to the parent or guardian with notice of dropping the student from the attendance Enrollment.

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

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/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit. *Cross-Reference: PRESS 7:80, Release Time for Religious Instruction/Observation*

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students 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. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Students who are unexcused from school will not be allowed to make up missed work. *Cross-Reference: PRESS 7:70, Attendance and Truancy*

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

A parent 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

2.60 Grading & Promotion (Honor Roll)

School report cards are issued to students at the end of each semester. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade 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.

- **Grading Scale:** 100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59-below = F.
- **Honor Roll:**
 - High Honors-Minimum of 3.85 GPA, students can receive nothing less than a B for any grade and can have no more than one B per grading period.
 - Honors-minimum 3.00 GPA, Students can receive nothing less than a C for any Grade.

Cross-Reference: PRESS 6:280, Grading & Promotion

Exchange Programs (High School)

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

Weighted Grades for Advanced Placement Courses (High School)

Advanced Placement Courses are high school classes for the college bound student. The curriculum and instruction that takes place in these courses is much more rigorous than a typical high school course. The course workload is also much more substantial. Students taking AP courses are given work to be completed during the summer before the course begins. Students who take the AP courses are able to take an AP exam to receive college credit for the course. The weight of the grades for these rigorous courses at HAHS will only be for AP courses. The school wide 4 point grading scale will include the AP courses to be weighted as follows: A= 5.0, B=4.0, C=3.0, D=1.0, F= 0. Essentially a student earning an A in an AP course could raise their grade point average above a 4.0. Students earning a B in an AP course would earn the equivalent of an A in a regular class.

2.70 Homework Policy

Homework is defined as independent practice, with feedback, for the purpose of concept mastery and creativity. Homework is a vital part of the Instructional program and is assigned to further the student's educational development and is an application or an adaptation of a classroom experience. The time requirements and the frequency of homework will vary depending on a student's teachers, ability and grade level. The staff will ensure that homework:

- Is used to reinforce and apply previously covered concepts, principles, and skills;
- Is not assigned for disciplinary purposes;
- Serves as a communication link between the school and parents/guardians;
- Encourages independent thought, self-direction, and self-discipline; and
- Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Late homework: Homework not turned in on the day it is due shall be accepted late, only one day after the due date of the assignment. The student will receive 50% of their graded score for the assignment. If the assignment is turned in two or more days later it will be recorded as a zero in the grade book. (Students with 504 Plan Accommodations, Individualized Educational Plans, or special emergency circumstances may vary this policy accordingly, with administrative approval)

2.80 Physical Education / Exemption from Physical Education Requirement / Driver Education (High School)

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

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the semester they are enrolled in for the reasons stated below.

- a. Enrollment in a marching band program
- b. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
- c. Ongoing participation in an interscholastic athletic program;
- d. 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
- e. 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.
- f. Enrollment in dual credit courses offered through post-secondary institutions partnering with Hoopeston Area High School

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

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

Physical Education

Students must wear athletic clothing for PE, such as shorts, sweatpants, t-shirts, sweatshirts, socks, and athletic shoes. While it's not recommended to wear the same clothes all day for health reasons, no points will be deducted if students do. PE is a half-credit per semester and counts toward GPA. Students who do not dress or participate may be ineligible for practice or extracurricular activities that day.

Lock and Lockers: Students will be issued a PE lock and locker from the physical education teacher. Students should not share a locker or give your combination to anyone. HAHS is not responsible or liable for stolen items. Anything too big to fit in the PE locker should be kept in the school hallway locker.

"No Dress" Procedures: A "No Dress" will be given to students who do not wear appropriate clothing on a school day without a valid excuse. Students are encouraged to participate even if not in athletic attire. Teachers may assign an alternative assignment at their discretion; satisfactory completion will restore participation points. Behavior expectations in Physical Education are set by the teacher and the student handbook, and students are expected to follow them. Staff and administration encourage daily active participation.

Driver Education: "No Pass - No Drive" (High School)

Driver Education at Hoopeston Area High School consists of two components. The first is the classroom portion, which every student must take and pass. This fulfills the Safety Requirement set by the Illinois State Board of Education and is required for high school graduation. The second component is the behind-the-wheel (lab) portion, which is optional at HAHS. However, it is required for students who wish to obtain a driver's license before turning 18. The state of Illinois emphasizes that "driving is a privilege and not a right."

Below are the criteria for scheduling students in the Behind-the-Wheel portion:

1. Age of the Student (Older students have the first opportunity).
2. Academic Progress of the Student "No Pass-No Drive" (Students must be passing all of their classes at the time of scheduling). If a student is not passing all classes, then they will be put on a waiting list until the next opening (approximately 3-4 weeks later). At that time, grades will be checked again to make sure that all classes are at a passing grade before being enrolled/scheduled for Behind the Wheel Driving. If the student does not have a passing grade at the end of the 2nd semester, then the student will have to wait until the start of the new school year to be scheduled to drive.
3. Academic Course Schedule of the Student (Availability of the student to drive).
4. Teacher contacts the student and parent/guardian to inform them of the Behind the Wheel schedule.

Other Information:

Fee: \$50.00 payable at registration. \$20.00 state permit fee (to be paid at the Illinois Secretary of State's office. This also covers the fee for their driver's license). If a student does not pass the state permit test the first three times, then there is an additional \$20.00 fee State Requirements - Classroom (9th Grade Year): This course is also required for graduation as the "safety" course requirement.

- Pass The Minimum 30 Classroom Hours of actual seat time. (Students may not miss more than 5 class periods.)
- Pass The State Written Exam.
- Pass The State Vision Exam.

Behind the Wheel (Laboratory): - Not Required (No Pass - No Drive)

1. Pass The Minimum 6 Laboratory Hours (Typically a 3-4 week session)
2. Complete Minimum of 50 hours with parents; log sheet.
3. Permit (9 months of driving required prior to getting drivers license)

2.90 Course Alternatives & Substitutions – Accelerated Placement (High School)

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Cross Reference: PRESS 6:135, Accelerated Placement Program PRESS 6:135-AP, Accelerated Placement Program Procedures

Credit for Non-District Experiences:

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

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

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

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit. (3)

Proficiency Credit: Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

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

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

Registered Apprenticeship Program. [1] A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced Placement Computer Science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course. At this time Hoopeston Area High School does not offer this course.

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

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

Each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Cross Reference: PRESS 6:135, Accelerated Placement Program, PRESS 6:135-AP, Accelerated Placement Program Procedures, PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Other Related Notes:

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

- a. The course is offered by an institution approved by the building principal or designee;
- b. The course is not offered at the student's high school;
- c. The student is a fourth or fifth year senior;
- d. The student assumes responsibility for all fees (including tuition and textbooks); and
- e. The building principal approves the course in advance.

Students may be limited as to the number of external learning courses that apply toward high school credit. Grades earned in approved external courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Dual Credit Courses (High School)

A student who successfully completes a dual credit course will receive a grade and credit at both Danville Area Community College and Hoopeston Area High School. Students must have approval for these courses from the Guidance Counselor and the High School Principal and

must score at a certain level on the DACC placement test scores and ACT/SAT test scores. The current grading scale for Hoopeston Area High School is a 4.0 grading scale that only has weighted grades for Advanced Placement courses.

Dual Credit Courses offered at Hoopeston Area High School and the DACC Higher Learning Center (Hoopeston)

Requirements:

- Juniors and Seniors must have a 3.0 grade point average in order to participate in dual credit coursework.
- The final semester grade earned will be included in the student's cumulative grade point average.
- A "High School Enrollment Permission" form is required by DACC. It must be completed by the high school academic advisor..

Dual Credit Courses offered off campus at Danville Area Community College Danville Campus (College Express)

Requirements:

- Seniors must be enrolled at Hoopeston Area High School for at least 4 periods each semester. This also meets the Illinois High School Association eligibility requirements for a full time student (20 hours per week). These courses include Government, English IV, Physical Education, and another elective course. This allows for a student to enroll in two dual credit courses during a semester.
- Any student wishing to attend Dual Credit or College Express classes through DACC must be passing the semester prior to starting DACC and on track for graduation.
- Students who participate in extracurricular activities and attend dual credit coursework during the school day must provide a weekly grade to the office from the DACC instructor for purposes of eligibility. The final semester grade earned will be included in the student's cumulative grade point average.
- Students will not be allowed to replace a graduation requirement or course offered by Hoopeston Area High School with a Danville Area Community College course. Students are not allowed to enroll in Rhetoric 101 and/or 102 as a substitute for Senior English IV at Hoopeston Area High School.
- Students who plan to enroll in dual credit coursework during the school day are subject to a review of their disciplinary record, grades, and attendance. A student can be denied enrollment based upon these records.
- A "High School Enrollment Permission" form is required by DACC. It must be completed by the high school counselor.
- Any special circumstances must be reviewed and approved by the high school principal.
- **Any student dismissed from the program due to gross misconduct and/or suspension, will receive a Failing grade for the course.**
- **Any student who drops a DACC class after midterm will receive a Failing grade for the course and will receive no credits toward graduation.**
- **Students should also consult the DACC/Dual Credit contract that is located at the end of the handbook or found in the guidance counselor's office.**

Dual Credit - Parent/Guardian Responsibilities:

Transportation:

- Any dual credit coursework taken at the Higher Learning Center or at Danville Area Community College will require the student to be responsible for their own transportation. Hoopeston Area CUSD #11 is not responsible for any costs, damage or loss of personal property or bodily injury while on campus or traveling to and from the DACC campus.

Books and Fees:

- Parents/Guardians and students are responsible for any costs and fees that are associated with dual credit courses.

DO/Work Study:

Hoopeston Area High School offers a DO/Work Study program to Seniors and Juniors ONLY. Seniors or Juniors who qualify are able to participate in the program for a maximum of 3 class periods. If you have questions regarding this program, please see the academic advisor.

2.100 Home & Hospital Instruction

A student who is absent or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the students' home. 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, correspondence courses, or other courses, or other courses of instruction under the following circumstances: (1) Before the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction. (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 the building principal.

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

2.120 Graduation Requirements ISBE (High School)

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

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. **Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.**
4. Participating in the State assessment required for graduation (ACT).

State Mandated Graduation Requirements

(a) Four years of language arts.

(b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

(c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.

(d) For students entering high school through the 2023-24 school year, two years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science.

(e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.

(f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) career and technical education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).

(g) One semester of health education.

(h) Physical education classes.³

(i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

(j) Nine weeks of consumer education.

(k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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

1. Schools on a balanced calendar or block schedule will need to make the appropriate adjustments to these requirements.
2. School districts that impose graduation requirements in addition to those required by the State should include such requirements below the section entitled "State Mandated Graduation Requirements."

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid is 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 **must** 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

2.121 Assistance with FAFSA Application

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:

Katie Grice

griceka@hoopeston.k12.il.us

217-283-6661

Cross Reference: PRESS 6:300-E2, State Law Graduation Requirements

Hoopeston Area High School Summary of Graduation Requirements

- ❖ **22 credits (Each passed semester class equates to ½ credit.)**
 - 4 years of English (8 semester classes)
 - 3 years of Math (6 semester classes)
 - 2 years of Science (4 semester classes)
 - 2 years of Social Studies
 - 1 year of US History (2 semester classes)
 - 1 year of Government/Civics (2 semester classes)
 - 1 semester of Physical Education plus mandatory participation as dictated by State Law
 - 1 semester of Health
 - 1 year chosen from the following areas of study: Career/Technical Education, Fine/Performing Arts, or Foreign Language
 - 1 semester of Driver Education (classroom only)
 - 1 semester of Success 101 or Business and Technology Concepts (transfer students only)
 - 8 credits of Electives (16 semester classes)

Policy 6:300 of the Board Policy Manual is in place to allow for early graduation if the student has completed 7 semesters of high school and all graduation requirements.

Students will need to earn a certain number of credits in order to be promoted to the next grade level:

- To be promoted to Sophomore status a Freshman needs to earn 5 credits
- To be promoted to Junior status a Sophomore needs to earn 11 credits
- To be promoted to Senior status a Junior needs to earn 18 credits

Early Graduation

Students who will have successfully completed graduation requirements after four semesters may petition to graduate early. Early graduation will only apply to the last semester of the senior year of high school. Applications can be obtained from the guidance counselor's office and must be submitted to the Principal by the end of the sophomore year prior to June 15th. The student must also provide the school with reason(s) for the early graduation, including at least one of the following:

1. To obtain a head start in post-secondary education, i.e., two-year or four-year institution, vocational trade school.
2. To enter into the military during what would have been their last semester of their senior year.
3. Hardship cases, such as a student needing to work at home. This will be left up to the discretion of the administrative staff.

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

Early graduates also have the following guidelines and responsibilities:

- Early graduates may not participate in any extracurricular activities (i.e. band, chorus, athletics, plays, prom court, etc.) during the spring semester.
- Early graduates can not be considered for Valedictorian or Salutatorian.
- Early graduates can not participate in Senior Week activities.
- Early graduates may attend school functions during the spring semester (including prom) as a guest and not as a student of HAHS. **Early graduates must pay any required admission or participation fees for school events.** If an early graduate causes problems at any school activities, they will lose the privilege of attending any future school activities, including graduation.
- Early graduates will be responsible for seeing that their caps and gowns for graduation are ordered at the appropriate time. Failure to order a cap and gown will result in the student not participating in the graduation ceremony.
- Early graduates must attend the graduation practice in May in order to participate in the graduation ceremony. Failure to attend the practice will result in the student not being allowed to participate in the graduation ceremony.
- Final approval for early graduation and participation in any school-related activities rests with the Hoopeston Area High School administration and superintendent. All decisions are subject to administrative discretion.

Senior Honor Cords (High School)

Senior Student Honor Cords are based on a student's GPA after 7 semesters of High School. Cords are divided by the following GPA information:

- Summa Cum Laude - Gold Cord: Over 4.00 GPA

- Magna Cum Laude - Silver Cord: 4.00 - 3.70 GPA
- Cum Laude - Bronze Cord: 3.69 - 3.25 GPA

Absences during Final Exams (First and Second Semester)

If a student is marked absent (excused or unexcused) to school for a required final exam they have up to 5 days to arrange to take the missed final or they will receive a zero on the final.

2nd Semester Exam Exemption Policy

Exams are required in all subjects in order to complete the course in good standing for earned academic credit. All students are required to meet the following exemption criteria;

- The student must not have been suspended (Period, or Out of School), placed in In School Suspension or Mega Wednesday at any point during the semester.
- The student must have an A or B in the class, have no unexcused absences for the semester and have 3 or fewer tardies for the semester in the class.

Please note that all absences except school related absences, college/career/military visit days, and mental health days, that follow the district's college visitation procedures listed in the handbook, will count toward a student's total number of absences. Administration reserves the right to approve additional absences in extenuating circumstances. **Teachers may still require the student, regardless of grade, to take an exam in the class.**

Scheduling Process

The following are the steps in the course scheduling process:

1. The counseling office will conduct orientation sessions for all 8th - 11th grade students after the start of the second semester.
2. Scheduling for students will begin in February.
3. Final schedules will be distributed in August in conjunction with school registration and the payment of fees.

Schedule Changes

Schedule changes after the first 10 full days of school are strongly discouraged and will be considered only if there is a legitimate educational reason approved by the Principal. In order for a student to change his/her schedule after the first ten full days of the first semester and after the first 5 days of the second semester the following requirements must be met:

1. The schedule change must be approved by the Building Administration.
2. The parent, teachers, and Principal must agree that the proposed schedule change is of educational benefit to the student.
3. The schedule change must not negatively impact class size and/or classroom balance.

Withdrawing from a Class

The following procedures for withdrawing a student from a class will be followed when all efforts have been exhausted to reach an agreeable solution to keep the student in the class:

- A student requests permission to withdraw from a class through the school counselor.
- Withdrawal must be approved by administration.
- If the request is approved prior to the midterm of first or third quarter, the student's transcript will be marked "W," indicating that the class was attempted but not completed. The "W" has no impact on a student's GPA.
- If the request to withdraw from a class is made after the midterm of first or third quarter, the student's transcript will be marked "F," and the "F" will negatively impact the student's GPA.

If a student is unable to continue a course because of a medical problem or other extenuating circumstances, the student may request to withdraw from the class without any penalty. Requests must be made to the school counselor and then approved by administration. If approved, the student's transcript will be marked "W," indicating that the class was attempted but not completed. The "W" has no impact on a student's GPA.

If a student wishes to retake a course they previously received a "W" or "F" in, they may do so for a grade and credit; however, the "W" or "F" will remain on the student's transcript for the semester that they took the course and withdrew from it.

Chapter 3 – Student Fees & Meal Costs

3.10 Fees, Fines & Charges; Waiver of Student Fees (Also see Driver Education in 2.80 section)

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 by the Building Principal.

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

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

Cross-Reference: 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-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

Textbook (Fines & Charges: Waiver of Students Fees)

Hoopeston Area High School charges a fee for textbook rental and locker rental. Waiver fee forms are available to those students whose families are low income or are receiving aid under Article IV of the Illinois Public Aid Code. Evidence of such status must be produced by a parent before the waiver form can be processed. A fee waiver does not exempt a student from charges for lost and/or damaged books, locks, materials, supplies, and/or equipment.

AP Exam Fees

Students enrolled in AP courses have the opportunity to take the AP exam. Fees for AP exams are to be covered by the students. If any student who committed to take an AP exam after the registration deadline, the student will be responsible for paying for any cancellation fees.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. *Cross-reference: PRESS 7:170, Vandalism*

3.20 School Breakfast & Lunch Program - Daily

Breakfast is served every school day from 7:50 a.m. to 8:05 a.m. No breakfast will be served after 8:05. For an additional fee, an extra breakfast, lunch, and/or milk may be purchased. Students may add money to their meal card before school in the cafeteria. Money must be deposited to the cafeteria before school in order to be on the account for lunch that day. If you lose your card a new one can be purchased for \$5. Students may not "charge" a meal.

Chapter 4 - Transportation & Parking

4.10 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the administration. 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. 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 in 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: **Mark Eighner at 217-283-6668.**

Cross-references: PRESS 4:110, Transportation, PRESS 7:220, Bus Conduct, PRESS 4:170-AP3, School Bus Safety Rules; PRESS 7:220, Bus Conduct, PRESS 7:220-AP, Electronic Recordings on School Buses

4.15 Bus Conduct

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

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

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

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

4.15E Exhibit - School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. 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.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) 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.
11. 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, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - **School Bus Safety**

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - **School Bus Safety Campaign Material**

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - **Tips for a Safe Ride**

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - **School Bus Safety** <https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - **School Bus Safety What Parents Should Know** www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - **Instructions To School Bus Riders** www.isbe.net/Documents/bus_ride_instruct.pdf

Ill. State Board of Education - **School Bus Safety Guidance** www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

Cross-references: Press 4:110-AP3, Administrative Procedure - School Bus Safety Rules

4.20 Parking

Eligible students must apply for permission to park a vehicle in the student parking areas. Only a limited number of student parking permits are available and only students issued a HAHS parking permit may park their vehicles on school property and only in designated student parking areas. Parking permits cost \$10.00 and replacement permits are an additional \$10.00.

Note: Students who missed their bus or ride to school will not be permitted to park on campus without a parking permit.

It is the student driver's responsibility to apply for and obtain a parking permit before driving to school. Applications are available in the office.

All recipients of parking passes are required to follow all driving regulations, the Student Discipline Policy, and all rules that apply. Among other consequences, students authorized to use school parking will forfeit this privilege if in violation of any rules, regulations, or policy, and will not receive a refund of fees.

Students park their vehicles on or near school property at their own risk. Students may park their vehicles in the lot/space designated for students and located in front of the school between the hours of 6:00 am and 11:00 pm. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action including but not limited to the loss of parking privileges. The first two rows are for school staff, personnel, and others designated by administration. These lots/spots may not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, suspension and/or expulsion from school. Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Chapter 5 - Health and Safety

Student Insurance

The school does not carry any type of health or accident insurance that would cover a student in case of illness or accident at school, a school related activity, or extracurricular activity. The school does make available student accident insurance from a private insurance company, if the student would want to purchase a policy. The school assumes no financial interest or burden in the area of student health or accident insurance.

Health Records

Section 27-8.1 of the School Code requires school districts to exclude students who have not complied with the health examination or immunization requirements. Section 27-8.1 attempts to provide a reasonable level of health protection for students in public schools. Only those students who provide written documentation that this compliance is against their religious beliefs or have a documented medical reason may attend school in non-compliance.

5.10 Immunization, Health, Eye and Dental Examinations: 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 (Forms)

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.

Any non-prescription pain relievers must be brought and kept in the main office. Only parents/guardians are allowed to provide this medication.

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a 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-Reference: PRESS 7:270, Administering Medicines to Students, PRESS 7:270-API, Dispensing Medication, PRESS 7:270-E1, School Medication Authorization Form*

5.30 Guidance & Counseling

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 the 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

Hoopeston Area High School takes any threat to a student, staff, or school as a serious matter. The school will investigate any threat made, and will notify the Hoopeston Police Department if deemed warranted. Anyone who makes a threat to the school about any student, staff, or the school itself, will face prosecution from the school district. The school has a safety plan written, and is located in every classroom. Each year this plan is looked at and modified with the help of the Hoopeston, Illinois Police, Hoopeston, Illinois Fire Department, and other safety personnel. A written copy is available for you to look at in the Superintendent's Office. Due to safety reasons; you will not be able to take a copy of the plan. 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 shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Cross-Reference: PRESS 4:170, Safety; PRESS 4:170-API, Comprehensive Safety and Crisis Program

Shelter in Place Plan

Hoopeston Area High School has a Shelter in Place Plan. Shelter in Place is a short term measure that helps secure the safety of facilities' indoor atmospheres to temporarily separate people from hazardous outdoor contamination or threats. Parents are encouraged not to come to the school during a Shelter in Place. School doors will not be open in such an event.

Fire Drill-Warning

The warning of fire shall be given by the continuous buzzing sound of the fire alarm. Immediately upon hearing the alarm, everyone will evacuate the building via the prearranged evacuation route posted in every room. Upon leaving the building, students will proceed to the designated area and wait for the signal to re-enter the building.

Tornado Drill-Warning

The warning of a tornado will be a voice announcement. Immediately upon hearing the voice announcement, everyone will proceed to the shelter area posted in each room. Everyone in a room without windows should stay in the room. Everyone in a room with windows should proceed to an inner hallway. Upon reaching the area, everyone will sit next to the wall, or the safest place in the room, with their back to the wall, draw their knees up, and rest their head on their knees.

Police & School Reciprocal Agreement of Shared Information

The police will handle an in-school fight situation in the event that it involves the following;

- a. There is more than one person battering the victim at the same time
- b. The victim seeks medical treatment, whether it be the Emergency Room or a Clinical Visit
- c. If any of the parties involved are currently on probation or parole.
- d. The police will be contacted in the event that an incident involves Drugs, Paraphernalia, and/or Weapons.
- e. The Police and School share information that pertains to community, school, and student safety concerns.
- f. A.L.I.C.E. Training

Breathalyzer

In keeping with this commitment, the Hoopeston Area High School and The Board of Education believes that the use of breathalyzers during school-sponsored events, on or off school grounds, during the school day is an acceptable deterrent to the use of alcohol by underage drinkers. Use of breathalyzers shall be guided by this policy. High school administrators may administer breathalyzer tests at school-sponsored dances, both on and off site, to students and their guests in order to provide a safe and healthy environment for the students, staff and community. In addition, district or school administrators at any level may administer breathalyzer tests to students attending dances, shows, athletic events and other similar school sponsored events if they believe that the use of these tests is necessary as a deterrent to the use of alcohol by underage drinkers. For the complete and comprehensive policy go to our district website at www.hoopeston.k12.il.us and then go to the High School section to view this policy. Also, you may contact the building principal and/or athletic director for a copy of this board approved policy.

5.50 Communicable Diseases

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

- a. Parents are required to notify the school office if they suspect their child has a communicable disease.
- b. 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.
- c. The school will recommend that the parent and guardian contact the Illinois Department of Public Health for written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- d. 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. *Cross-Reference: PRESS 7:280, Communicable and Chronic Infectious Disease; PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases*

5.60 Head Lice

The school will observe the following procedures regarding head lice.

- a. Parents are required to notify the school nurse or main office if they suspect their child has head lice.
- b. Infested students will be sent home following notification of the parent or guardian.
- c. The school will provide instructions to a parent or guardian regarding appropriate treatment for the infestation.
- d. 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 administration designee 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.

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

5.70 Targeted School Violence Prevention Program

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*

Infectious Diseases and Staph /MRSA Skin Infections

Students with contagious diseases are not permitted to attend school without written consent from a doctor or approval from the school nurse. All cases are to be reported to the Administration. Preventative measures include but are not limited to: covering wounds, washing hands, do not share personal items, as well as following Health Care Provider's guidelines. Hoopeston Area High School utilizes MRSA cleaning materials as a preventative measure.

Illness at School

If a student becomes ill during the course of the school day he/she should obtain a pass to come to the office. The office will allow students to go home only if permission is received from a parent/guardian or immediate relative. The school does not accept responsibility in determining the degree to which a student is ill. If a student has a fever and/or is vomiting, they are not allowed to be in attendance at school.

Emergency Medical Attention

In the event of a serious accident or illness of a student during the school day, the school may deem it necessary to contact emergency medical personnel to render treatment and transport the child to a hospital. Please be aware that if this step is taken, the expense of such treatment is incurred by the student's family.

Health Care Service Claims for Medicaid Reimbursement

This information is issued by your school district in compliance with "Non-Regulatory Guidance on IDEA Part B Regulations Regarding Parental Consent for Use of Public Benefits or Insurance to Pay for Services under the IDEA" per the Federal Office of Education:

1. The School District in compliance with IDEA (Individual Disabilities Education Act) – FERPA (Family Educational Rights and Privacy Act) hereby assures the services listed on your child's IEP will be provided to your child (per your signature) at no direct cost to you.
2. The School District is an enrolled EPSDT (Early Periodic Screening, Diagnosis and Treatment) Medicaid Provider with the Illinois Health Care and Family Service (HFS) to access available federal Medicaid funds to share in the cost of providing health care services to students within the district.
3. The School District has contracted with TAMES/Health Resource Service Mgmt, Inc (HRS) to file and process health care service claims for Medicaid reimbursement. The identification of those students with Medicaid coverage is provided by HFS per its REV (Recipient Eligibility Verification) system.
4. The following personally identifiable information is used for the submission and processing of health care service claims with Medicaid:
 - a. A diagnostic code identifies reason for service
 - b. Type of service: screening, evaluation, treatment (individual or group) and consultation
 - c. Date of service(s) provided within a calendar month per the student's IEP
 - d. Name of Professional staff person – (Service Practitioner) providing the health care service.

5. Your consent to access the available federal Medicaid funds is authorized per your signature on the Medicaid application form completed with HFS. This consent authorizes any Medicaid Provider to file health care service claims for reimbursement of services provided to the Medicaid Recipient (your child) and the Medicaid Provider (School District) agrees to accept the Medicaid reimbursement payment as payment in full for the health care services provided.

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

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, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.²

Article 26A Resource Person:³

Name

Address

Email

Telephone

Nondiscrimination Coordinator:

Michael Blacketer
615 E. Orange St. Hoopeston, IL 60942
217-283-6664
blackemc@hoopeston.k12.il.us

Complaint Managers:

Kimberly Hutzel
615 Orange St. Hoopeston, IL 60942
217-283-6661
hutzelka@hoopeston.k12.il.us

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 and Conduct

Academic Honesty

Hoopeston Area School District believes that the basis for personal and academic development and achievement is honesty. Cheating, fabrication, and plagiarism are unacceptable at Hoopeston Area High School. The process for determining the consequences of academic dishonesty begins with the instructor and may proceed to include the Principal. The instructor will meet privately with the student to inform him/her of the situation, and make an attempt to resolve the problem.

Violations of Academic Integrity include, but are not limited to the following acts of dishonesty or misconduct:

1. Cheating on tests, quizzes, or assignments: Using or accepting unauthorized sources of information, aides, or materials. Examples of cheating include, but are not limited to:
 - a. Dishonestly obtaining, using, or possessing copies of an exam, or providing or receiving information about an exam
 - b. Exchanging information during an exam or copying from another person's paper
 - c. Completing an exam in the name of someone else
 - d. Submitting another person's work or portion of work as your own
2. Fabrication: Invention, falsifying, or misrepresenting information. Examples of fabrication include, but are not limited to:
 - a. Falsifying data
 - b. Faking sources
 - c. Inventing events
3. Plagiarism: Using ideas, language, or work of another without proper credit, citation, or reference to the original author, text, or source. Examples of plagiarism include, but are not limited to, any of the following actions committed without giving appropriate credit, citation, or reference:
 - a. Using a direct quotation word-for-word
 - b. Submitting rephrased ideas of another person
 - c. Submitting as your own, papers or sections of texts accessed from the Internet
 - d. Copying material from an encyclopedia, dictionary, or other source
 - e. Using data that you did not derive by yourself
 - f. Using non-textual material, such as musical or artistic copyrighted works, compositions, or choreography
4. Facilitating academic dishonesty: Helping or attempting to help another person commit an act of academic dishonesty.

Consequences for Violation of Academic Integrity:

- 1st Offense: Zero with opportunity to retake/redo the assignment for partial credit. Parent notification of the incident. An office detention will also be issued.
- 2nd Offense: Zero with no opportunity to retake/redo the assignment. A parent/guardian meeting with the teacher will be set up to discuss the situation. A Mega Wednesday will be issued.
- 3rd Offense: Zero with no opportunity to retake/redo the assignment. A meeting with the teacher, admin, and parent/guardian will be set up to discuss the situation. A student will be assigned to a day of ISS.
- Any further infractions will result in a zero with no opportunity to retake/redo. Further interventions may be taken at an administrative level which could include out-of-school suspension as well as the student and parent/guardian meeting with the Superintendent and/or Board.

Any violation of academic integrity on finals/semester exams will result in moving directly to step two (2nd Offense Step) with no opportunity to retake the exam.

Arrival and Departure of the School Day

Upon arrival at school, all high school students are expected to enter the building by the High School Main Office doors. These doors are unlocked at 7:50 AM. If there is an athletic practice, band/choral practice, or other scheduled early morning event, students will have to be let in by their coach/sponsor. Students are to report directly to the cafeteria for breakfast, or to their first period class. Students are not permitted to leave the building without permission once they have entered. After the School Day Ends: The final bell for the day rings at 2:45 PM. Students who do not have an activity, detention, or appointment with a teacher must leave the building by 2:45 PM.

Keep Moving Policy/Five Minute Policy

This policy is effective while students are transitioning during the day in the hallways. Students are directed to keep moving toward class from the 5 minute warning bell at 8:05 am until they reach each class during the school day. It will be in effect between all classes until the end of school. At lunch students must move toward their own locker and then the cafeteria only. This means that students are not allowed to stop in the hallways while in transition to their next class or lunch period. Failure to cooperate with this policy may result in disciplinary action.

Students should not be in the hallways the **last 5 minutes** of any class period. Failure to cooperate with this policy may result in disciplinary action.

Bathroom Pass Policy

Students must have an approved SmartPass to be in the hallway during class time. Restroom use is not permitted during passing periods. Students are allowed up to five SmartPasses per day. All SmartPass use remains subject to individual classroom teacher rules and expectations. Students with documented medical needs should work with school staff and administration to ensure appropriate accommodations are in place.

Lockers (Student) and Damaged Books

- Student lockers are school property and remain under the control of the school at all times, however, students are expected to assume responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school officials at any time without notice, without student consent, and without a search warrant.
- Damage done to the locker that needs any repair done on the locker will be at student's cost.
- Students should not share lockers with other students, or tell other students their combination.
- Students should not put anything in their locker to keep the lock from not working.
- Students are expected to keep their lockers clean, organized, and neat at all times.

- Do not bring valuables to school. The school is not responsible for any items that are stolen from student lockers. Only school locks may be used on student lockers. Do not reveal your combination to anyone and use only your assigned locker. If your locker does not work properly, notify the office immediately.
- All books lost or damaged will be charged to the student.

Class Period Tardy

Tardy is considered not in the classroom when the last bell rings. Tardiness may result in disciplinary consequences that include one warning per semester and will receive a classroom detention for any further infractions for tardiness. After 5 tardies, the student will be referred to the office for more severe disciplinary consequences.

6.10 General Building Conduct

The rules that are HAHS and HAMS District policy are door-to-door policies; once students enter the front doors to the building, they are to abide by the rules until they exit the front doors.

Students shall not arrive at school before 7:50 a.m. as classes begin at 8:10 a.m. Students are dismissed at 2:45 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Scarves are not allowed as headwear, except for religious exemptions any hat brought to school shall be removed before entering and placed in an assigned locker until the end of the school day.
- Coats are not to be brought into the classroom unless approved by the administration. Any coat brought to school is to be placed in an assigned locker until the end of the school day.
- Book Bags/Purses/Backpacks/String Bags: These shall be placed in an assigned locker until the end of the school day.
- 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.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Closable cups or containers (no open cans) are allowed in the classroom unless they disrupt the learning environment. Containers may be searched or inspected by administration, and students may be required to submit to a Breathalyzer if necessary. This privilege may be revoked by administration or the classroom teacher if misused.
- Students are not allowed to be in possession, distributing, purchasing, selling, or under the influence of medical marijuana while on school property.

6.20 School Dress Code

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

- 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.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- 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.
- Appropriate footwear must be worn at all times.
- 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.

Students attending school sponsored activities, whether home or away, are required to have a shirt on or they will not be allowed entry.

Students wearing unacceptable attire will be required to change and may be provided appropriate clothing. They will not attend class until corrected, and missed time will be unexcused. Staff will monitor dress code compliance. If unsure about an item, check with an administrator before wearing it to school. *Cross-references: PRESS 7:160, Student Appearance*

6.30 Student Behavior: Prohibited Student Conduct - Gross Disobedience or Misconduct defined:

Any offense that has not been covered in other Board policies, but which is felt to be serious enough in the opinion of the administration, could result in suspension or possible expulsion from school according to the procedures outlined in the suspension and expulsion policies. Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

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

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a 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, videotaping student altercations, cheating, or any use that otherwise violates student conduct rules.
 - Prohibited conduct specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting."

Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-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.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. 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.
- 10. 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.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. 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.
- 16. Being absent without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20. 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.
- 21. 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.

22. 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.
23. 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.

Other Related Offenses:

23. Causing or attempting to cause physical injury or harm to any student, school personnel, or visitor on school premises or at any school related or school sponsored activity.
24. Threatening, slandering, or intimidating any student, school personnel, or visitor.
25. Any act which interferes with or disrupts the normal operation of school or a school activity.
26. Involvement in any conduct on school premises or at any school sponsored or school related activity which violates local, state or federal law where conduct poses a clear and present danger to the health, welfare, or safety, of other students, school personnel, or visitors.
27. Gambling on school premises or at any school related or school sponsored activity.
28. Violation of the school smoking policy. (No Smoking is allowed on school property).
29. Failure to comply with reasonable directions of any school personnel. This would include administrators, teachers, teacher aides, student teachers, bus drivers, maintenance personnel, cafeteria personnel, office staff or any authorized school personnel.
30. Dressing or grooming in a manner which constitutes a threat to the health and/or safety of self or others or in a manner which causes an interference with school work or creates a classroom or school disruption.
31. Making or causing a false fire alarm, bomb threat, or any other knowingly false and disruptive rumor or phone call.
32. Exhibiting disrespect to any student, school personnel, or visitor.
33. Possessing, authorizing, or transmitting materials that are considered, by reasonable people, to be immoral, illegal, obscene, or pornographic.
34. Failure to submit to personal, locker, or automobile search.
35. Use or attempt to use a forged note, phone call, pass, report, school records, or any other deceptive or deceitful practice.
36. Violation of probation conditions as established by the administration and Board of Education.
37. Insubordination towards Administration and staff which violates school safety to promoter order and decency. This includes repeated violations of school rules and being in locations of the building that are unauthorized by administration and staff.
38. Use or possession of fireworks, firearms, water guns, water balloons, flammable liquids, etc.
39. Reckless driving on or near school premises before, during, or after school or at any school related or school sponsored activity. This would also include a school bus if the driving impedes the normal operation of the bus route or constitutes a danger to the bus driver and/or passengers.
40. Gross repeated display of affection.
41. Language: Profanity, Cursing, Crude, Vulgar, is not allowed. It displays a lack of character and educational vocabulary.
42. Violation of suspension rules.
43. Tampering with or causing to set off an emergency call back button or tampering with or causing to set off any Automatic External Defibrillator.

Any student found guilty of gross misconduct and/or disobedience may be subject to school detention, suspension, or even expulsion. Severity of the infraction and the penalty will be determined by the high school administration. A penalty may be appealed in writing to the principal. These offenses shall have been committed:

- On school property or under school supervision.
- While attending a school related or school sponsored activity.
- Upon school personnel while in discharge of official business.
- While on a school bus or other transportation authorized by school personnel.
- In any other circumstances as determined to have a bearing on school, personnel, or any school activity.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
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. Social Probation / Withholding (loss) of privileges. This includes extra-curricular opportunities.
4. Temporary removal from the classroom.
5. Office Detention
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school study (Mega Wednesday) 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. Board Discipline Advisory Hearing prior to Expulsion Hearing
14. 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.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. 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.
17. Students who have major discipline could be removed from student leadership offices for up to one calendar year.

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. Also, there may be Police involvement when necessary.

Social Probation

Social probation is a discipline technique that denies a student's privilege to attend extracurricular activities or any school-related social activity. Social probation may include a "suspension" from any or all school-related extracurricular activities before or after school for a time to be determined by the Administration. These activities include, but are not limited to, school dances (Homecoming, Prom, etc.), sporting events, incentive trips, Senior Activities, extracurricular practices, etc. Driving privileges and/or cell phone privileges may be suspended or revoked, as well. Students will not receive a refund of any fee paid to participate in such activities if placed on social probation. The Administration has the right to determine the definition of an extracurricular activity. The student will be notified two weeks before the event that they can not participate. If a major discipline event occurs after the two-week notification, the student may still be considered ineligible to participate and will be notified immediately, along with parents/guardians. The student may request a meeting with the Administration to develop a plan for the student to reduce the consequences of the social probation.

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 illegal and will not be used. Corporal punishment means 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 to halt the offense, prevent its recurrence, or set an example for others.

Weapons Prohibition

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

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

Gang & Gang Activity Prohibited

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

Cross-References: PRESS 7:190, Student Discipline PRESS 7:190-AP2, Gang Activity Prohibited

Detention-Teacher Issued

Teachers may issue classroom detentions to students for violation of classroom rules/regulations. Teacher-issued detentions are to be served with the teacher who issued the detention. Failure to serve a teacher-issued detention may result in additional disciplinary action by the administration/Dean of Students.

Detention-Administration/Office Issued

Office detentions will be served on Tuesdays, Wednesdays, and Thursdays from 2:50 - 3:15 P.M. Failure to be in attendance or late for an office detention, may result in other measures of disciplinary action. Detention and student discipline takes precedence over any after school extracurricular or school related activity. To reschedule an office detention, the student must present a parent note to the office or Dean of Students the day before the detention was scheduled.

Discipline Referral

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. The referring person should submit a referral report documenting the incident. Student discipline takes precedence over extracurricular activities. These concerns must be cleared up before the student reports to any type of extracurricular activity. Any time a student is sent out of a class with a discipline referral, the teacher who sent the student out of class will contact the parent/guardian of the student that day to inform him/her of the incident.

Discipline Referral and Temporary Removal from Class-Students who are sent out of class with a discipline referral are required to go immediately to the High School Office to have a conference with the Dean of Students or Principal. Students are expected to follow the rules and expectations of the disciplinary supervisor. Failure to follow those rules and expectations may result in further disciplinary action.

Wednesday Extended Stay "Mega Wednesday - Detention" (2:45 – 5:30 in the designated location)

Students who fail to serve an office detention or have a more severe discipline consequence given to them by the administration may be required to attend a "Mega Wednesday." This consequence may include but are not limited to the following possible negative behaviors; repeated offenses, inappropriate language, walking out of class without permission, bullying, etc. The student will be called to the office the last five minutes of the school day. Any student who misses their Mega Wednesday will have it rescheduled up to two additional times and will be assigned a half day of In School Suspension. In order to be able to participate in Senior week activities and other extracurricular activities, all "Mega Wednesdays" (and other student disciplinary consequences) have to be served in advance.

In-School Suspension (8:10-2:45)

- a. **In-school suspension student may attend and practice with his/her extracurricular activity, but will not be allowed to dress or participate that day in a game.**

- b. Students are to report before 8:10 a.m. to the Calming Room/ISS Room..
- c. If the entire day of school is not completed in good standing, including the completion of any assigned Ripple Effects (a restorative practice software), the day will have to be made up on the next school day of attendance.
- d. Students will be allowed to the restroom with permission only. Abuse of restroom breaks will result in a loss of restroom privileges.
- e. Students will be escorted to and from Lunch by administration and/or the supervisor.
- f. The school handbook rules are still in effect during this time.
- g. Students must bring schoolwork and necessary study materials with them; they will not be allowed to go to their lockers.
- h. No talking or communicating verbally or nonverbally. There is to be a silent period throughout the day.
- i. Students are expected to use this as a supervised study time.
- j. Students are not allowed to sleep or lay their heads down.
- k. Students are not to leave their seats without permission.
- l. No food, candy, or beverages will be allowed.
- m. No cell phones, smartphones, electronic devices, games, playing cards, or other non-school related materials are to be brought to the Calming Room/ISS Room. If a student has any such item in their possession, they are to hand it over to the Dean or Calming Room/ISS Supervisor. Chromebooks are for school educational purposes only. No videos, games, etc.
- n. Obey all instructions given by the In School Suspension Supervisor.

Suspension (Out of School)

- a. Section 10-22.6 of the Illinois School Code provides that the Board of Education has the power to delegate authority to the school administration to suspend pupils guilty of gross disobedience or misconduct for a period of up to ten school days.
- b. A suspension will become part of the student's temporary record file.
- c. A student who is on suspension will be allowed to make up any work missed during the period of suspension. However, all work is due the day the student returns from the suspension. Work that is not completed on the day the student returns from suspension will result in zero credit. Students who are suspended will need to take all necessary books/projects with them at the time of their suspension. All student work will be picked up in the High School Office between 2:50 and 3:40.
- d. Students who are suspended will not be allowed to go to classrooms or their locker while they are suspended from school.
- e. When a student is on suspension, he/she is not to be on or near school premises unless permission is given in advance by the administration. In addition, he/she may not attend or participate in any school sponsored or school related activities such as athletic contests, musical events, plays, etc.
- f. ALL students who are suspended are required to have a reinstatement conference with the Administration prior to returning to their regular class schedule. Parents/Guardians should call to set up an appointment with the Administration to schedule the reinstatement conference.

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 Discipline, PRESS 7:190-AP2, Gang Activity Prohibited

Expulsion

The Board of Education may expel pupils guilty of gross disobedience or misconduct for up to three hundred sixty school days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board of Education or its delegate(s) to discuss their child's behavior. The Board, at such a meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

Aggressive Behavior Policy

Hoopeston Area CUSD #11 prohibits students from using any form of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, without limitation, the use of force, noise, coercion, threats, intimidation, fear, bullying, or as deemed by the school district, any other comparable conduct. The parent or custodian of a student who exhibits prohibited aggressive behavior will be contacted by the school administration. This notification will also include early intervention procedures intended to help the student avoid repetition of the behavior.

6.40 Anti-Bullying Policy: Complete Hoopeston Area CUSD #11 Policy is located at www.hoopeston.k12.il.us

Introduction

The Anti-Bullying Policy in full is located in the Board of Education Policy Manual and is also posted on the school district's website. The purpose of this policy on bullying is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly, and respectful environment that promotes teaching and learning. The bullying reporting form is also located on the school website.

Bullying Prohibited

Bullying is NOT acceptable and is strictly prohibited by Illinois state law and HACUSD #11. Bullying behavior that is covered by this Policy is behavior that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The grounds for disciplinary action apply whenever

the student's conduct is reasonably related to school or school activities, and may include incidents that occur off school grounds. No student shall be retaliated against for reporting bullying behavior. A student's act of retaliation will be treated as bullying and shall be subject to appropriate discipline. 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 and shall be subject to appropriate discipline.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting 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 (1) 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;- (2) 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: - and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution 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.

Bystander Responses

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, looking away, or otherwise actively encouraging the bully. Any student who is a bystander to any bullying behavior and who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline.

Report and Investigation

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

Nondiscrimination Coordinator:

Michael Blacketer
615 Orange St. Hoopeston, IL 60942
217-283-6664
Blackemc@hoopeston.k12.il.us

Complaint Managers:

Suzi Root
500 South 4th St. Hoopeston, IL 60942
217-283-6664
rootsk@hoopeston.k12.il.us

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.

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.

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 a 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.

The principal or designee(s) responsible for student discipline shall as soon as practicable conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and an opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to school social work services, restorative measures, school psychological services, and community-based services. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code. The police may be notified of incidents involving bodily harm or property damage.

Notification: Students and Parents/legal guardians will be notified of this Policy annually through receipt of each school's Student Handbook. The Anti-Bullying Policy in full is also posted on the school district's website.

Conclusion: HACUSD #11 recognizes the importance of a safe, orderly, and respectful learning environment. The purpose of this Policy on Bullying is to ensure, to the greatest extent possible, that no student will be subject to bullying.

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

Racial Harassment is prohibited

Any type of racial harassment, verbal or physical is not permitted at school functions and should be reported to school officials immediately. Appropriate action will be taken that may include police involvement.

6.42 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 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, 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 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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

Nondiscrimination Coordinator:

Michael Blacketer
615 E. Orange St. Hoopeston, IL 60942
217-283-6664
blackemc@hoopeston.k12.il.us

Complaint Managers:

Kimberly Hutzell
615 Orange St. Hoopeston, IL 60942
217-283-6661
hutzella@hoopeston.k12.il.us

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 Cafeteria & Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. No fast food is allowed to be brought in or eaten in the cafeteria. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until dismissed by staff, at which point they shall clean the

area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch. Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all staff.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- No food or drinks are to be taken out of the cafeteria.

Closed Campus Policy

Hoopeston Area CUSD #11 has a "closed" campus policy. Once a student arrives at school, he/she is to remain on school property until school is out or he/she is properly authorized to leave. No one is to be in the parking lot or a vehicle during school hours, unless permission is given by school authorities. All visitors must check in at the office before entering the building.

6.60 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. 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 and academic eligibility
- c. Behavioral or safety concerns
- d. Denial of permission from administration
- e. 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

The district may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

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

The use of electronic devices and other technology at school is a privilege, not a right. Students have unrestricted responsible use of electronic devices/cell phones in any area of the high school except in the following situations and /or areas. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. They may be used in classrooms, study hall, library, and offices with teacher approval and/or permission. Use is forbidden at all times in restrooms, locker rooms, and any other area with a reasonable expectation of privacy. The volume of these devices must be set on silent at all times during the school hours. 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 and/or videos 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), bullying/harassment, verbal and/or physical altercations.

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

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

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

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Earphones/Earbuds/Airpods/Cell Phones/Cameras/Photographs/Videos: Are not allowed to be used in the classroom unless their use is relevant to the information being taught in that particular course, **and** teacher approval has been obtained by the student. Misuse of a camera will be treated as a cell phone/technology violation.

Students in violation of these rules and expectations may be subject to disciplinary consequences such as, but not limited to, the following; loss of these privileges, detentions, Mega Wednesday, In School Suspension, Out of School Suspension. Students who violate the cell phone policy will have the cell phone confiscated, and a parent or guardian may have to come to the high school to retrieve the phone.

The student may lose the privilege of bringing electronic devices to school and the parent/guardian may be notified and required to pick up the device in the school office.

The district may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

Telephone Calls & Cameras

In case of a non emergency or needing to call home, all phone calls made and received must take place in the HS Office with a pass from the teacher and/or office staff. Cameras can be utilized in common areas, such as the cafeteria, with permission from the Administration.

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

Chapter 7 - Internet, Technology & Publications

HOOPESTON AREA CUSD #11 STUDENT ACCEPTABLE USE POLICY

Administrative Procedure - Acceptable Use of Electronic Networks [6:235 PRESS]

All use of 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 proscribed behavior by Students. 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

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

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The District Superintendent or Building Principal will make all decisions regarding whether or not a student has violated these procedures and may deny, revoke, or suspend access at any time. The administration's decision is final.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as using large volumes of data storage for non-education related purposes;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another student's account or password;
- i. Posting material authored or created by another without his/her/their consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive,

- obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked.

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

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

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 - The student agrees to indemnify the School 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 student can identify a security problem on the Internet, the student must notify the system administrator or Building Principal. Do not demonstrate the problem to other students. Keep your account and password confidential. Only the student may use the account assigned. Use by any other student is not permitted. Attempts to log-on to the Internet as a system administrator will result in cancellation of student privileges. Any student identified as a security risk may be denied access to the network.

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

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

- a. 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.
- b. 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.
- c. 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.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. 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 School District. The School District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. 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.
- b. 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.
- c. Electronic messages transmitted via the School 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 School 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 School District. Students will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the student is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School 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 almost assured if Students will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members shall 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/device 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. While this system is the District's "best effort", it is not absolute.

The system administrator, building principals and classroom teachers shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.
Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

Student Authorization for Electronic Network Access

This form accompanies Administrative Procedure 7.10 - Acceptable Use of Electronic Networks. It must be signed when students will have unsupervised Internet access or when supervision will be minimal. Please submit this form to the Building Principal.

Dear Parents/Guardians:

Our District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* (Authorization) once while the student is enrolled in the District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* below and return it to your school.

Authorization for Access to the District's Electronic Networks Form

A parent/guardian must read and agree to the following before their child is granted unsupervised access:

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the Acceptable Use of the District's Electronic Networks with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

Acceptable Use Policy – Violation(s) may result in loss of privileges and further disciplinary consequences

CYBER BULLYING MAY HAVE MORE SEVERE CONSEQUENCES (See HA CUSD#11 Anti-Bullying Policy)

CHROMEBOOK AGREEMENT

Students across the district will be issued Google Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, and being a good digital citizen. Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. To fully understand the technology expectations of CUSD #11, students and their parents/guardians are responsible for reviewing the District's Acceptable Use Policy (AUP).

Ownership of the Chromebook

Hoopeston Area CUSD #11 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Hoopeston CUSD #11 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebook and charger issued to them and must adhere to the following:

- Students must comply with the Hoopeston Area CUSD #11 AUP Policy.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook or charger to the homeroom teacher or designated technological support staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students may not attempt to install any apps or extensions to the Chromebooks that are not authorized by appropriate school personnel.
- Students must keep their device clean and must not touch the screen with anything that may damage the screen(e.g. pen, pencil, etc.). Only approved screen cleaners should be used on the devices.

Responsibility for Electronic Data

Students of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, District administered Google "cloud storage"/ Google Drive, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

Students must adhere to the following conditions of being a good digital citizen:

Be Respectful

- I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
- I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

Be Responsible

- I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Be Safe

- I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- I will not visit sites that are degrading, pornographic, racist, or inappropriate.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. Loss or theft of the device is also the student's responsibility and will result in the user being charged the full replacement cost to purchase a new device.

District Provided Accounts

The District will provide and support Google accounts for students in grades K-12, as determined by the District administration. Google accounts must be used for all email communications related to learning and must adhere to all the rules regarding the District's Acceptable Use

Policy. Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities.

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Guidelines
Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Middle School / High School Chromebook Take Home Policy

For students in grades 6 - 8, please refer to the *Middle School / High School Chromebook Take Home Policy*.

Signature Form

By signing the Hoopeston Area Handbook Verification Sheet, the student and their parent/guardian agree to follow and accept:

- Hoopeston Area CUSD #11 Acceptable Use Policy
- The Chromebook Agreement
- The Website and Social Media Guidelines
- That Hoopeston Area CUSD #11 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Hoopeston Area CUSD #11, the student will return the Chromebook in good working order or pay the full replacement cost of the device.
- In no event shall Hoopeston Area CUSD #11 be held liable to any claim of damage, negligence, or breach of duty.

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

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; 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*

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

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

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

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

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

Cross Reference: PRESS 6:235, Access to Electronic Networks, PRESS 6:235-API, E-1 Student Authorization of Access to the District Electronic Networks

7.25 Guidelines for School-Sponsored Publications, Productions and Websites

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

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists,

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

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

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

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy. *Cross Reference: PRESS 7:315 Restrictions on Publications; High Schools*

7.27 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

7.50 Use Of Artificial Intelligence

"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 but not limited to: AI image or voice generator technology, **AI-enabled wearing devices (including Meta Smart glasses)** 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 and Seizure

8.10 Search and Seizure (105 Ilcs 5/10 - 22.6e)

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.

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

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

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

Student Searches:

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, 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*

Book Bags/Purses/Backpacks/String Bags

These shall be placed in an assigned locker until the end of the school day. The administration does hold the right to at any time of reasonable suspicion to conduct a search and seizure for concerns of drugs/weapons or involving concerns of school safety. Any defiance regarding this school safety policy and/or defiance with the administration will be treated as insubordination and may result in disciplinary consequences such as out of school suspension.

Chapter 9 - Athletics and Extracurricular Activities

9.10 Extracurricular Athletic Activities Code of Conduct (Requirements for Participation)

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Illinois High School Association Member School (IHSA)

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

Weekly Eligibility:

To retain extra-curricular (all clubs, activities, athletics, except band and/or chorus) eligibility, a student is not allowed to be failing two or more courses taken. This is based on the (credits) of academic course work in the week preceding his or her extracurricular weekly eligibility, in order to participate in the following week. This policy abides by the Illinois High School Association requirements for participation. Any student athlete failing one or more classes is required to attend the After School Assistance Program (ASAP) from 2:50 – 3:40 on Tuesdays, Wednesdays, and Thursdays during normal dismissal days.

Semester Eligibility:

To retain extra-curricular (all clubs, activities, athletics, except band and chorus) eligibility, a student is not allowed to be failing two or more courses taken. This is based on the (credits) of academic course work in the semester preceding his or her extracurricular semester eligibility, in order to participate in the following semester. This policy abides by the Illinois High School Association requirements for participation.

After School Assistance Program (ASAP)

Any in-season student-athlete or student involved in extracurricular activities that is failing a class must attend ASAP from 2:50 – 3:40 instead of practice where he/she will receive academic assistance with a certified teacher and get peer tutoring from a student. The student involved in extracurricular activities will be issued a pass from ASAP to give to his/her coach upon arrival to practice. Please contact the administration if you have any questions regarding the ASAP requirement. **PLEASE NOTE: ASAP IS FOR ALL STUDENT-ATHLETES AND THOSE STUDENTS INVOLVED EXTRACURRICULAR ACTIVITIES**

ASAP Guidelines:

If the student is....	Action
Ineligible for the week (Failing 2 or more classes)	ASAP is mandatory every day (Tuesday-Thursday). They can attend home games/activities once ASAP is complete at 3:40. If there is an away game/activity, the student may get a ride from a guardian and sit with the team/club if the guardian is present. If a student is dropped off at the away game/activity, they may sit with the team/club and then ride the bus home. If a student drives themselves to the game, they may NOT sit with the team/club and is considered a spectator at the event (due to liability related issues).
Failing 1 class (Early start sports)	ASAP is mandatory every day (Tuesday-Thursday). If there is a home or away game/activity that day, they will not attend ASAP.
Failing 1 class (Late start sports)	ASAP is mandatory every day (Tuesday-Thursday). If there is a home or away game/activity that day, they must attend ASAP. If the bus leaves before 3:40, they will be allowed to sign themselves out 10 minutes before the bus leaves.
Skipping ASAP	If a student does not attend ASAP as required, they will sit out the next contest/activity.

Eligibility is run every Friday at 8am and goes into effect for the following week. If a student raises their grade at any point after eligibility is run, they are still considered ineligible until the next report is run.

Requirements for Participation – Documents on File

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

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

*See IHSA Handbook for more information at www.ihsa.org

Extra-Curricular Activities

All extracurricular participants should conduct themselves at all times as representatives of Hoopeston Area High School, its philosophy, and its goals. **Requirements**

1. Health Insurance and Physical Exam apply only to athletic teams and cheerleaders.
2. Must comply with all rules and regulations of the Illinois High School Athletic Association that pertains to the activity.
3. Must agree to care for school equipment used or issued and make necessary restitution whenever loss or damage is the responsibility of the student.
4. Must furnish the school with proof of passing a physical health examination given by a qualified medical doctor. This examination must have taken place after June 1 of the current school year.
5. Must purchase school accident insurance or furnish proof of such coverage through parent/ guardian, employer, family, or private. Hoopeston Area High School cannot assume financial responsibility for accidents incurred in athletics. It should also be understood that complete coverage by any single policy is highly unlikely; therefore, the policyholder should fully understand the benefits of the policy before allowing participation. Special consideration should be given to whether a policy will cover accidents incurred from interscholastic football.
6. Must comply with all policies as established by the sponsor of each activity in which the student is participating with the approval of the Extra-Curricular Council.
7. Must comply with all other policies in operation for Hoopeston Area High School and Community Unit School District #11.
8. No type of participation is allowed until this form is completed and on file with the High School Office.
9. Must comply with the following policies in terms of individual student conduct:

- a. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student shall, unless they are entering high school for the first time, have credit on the school records for twenty (20) credit hours of high school work for the previous semester, or be ineligible for the current semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received (3.022 Athletic Eligibility By-Laws)
- b. Once eligible, in order to continue to participate in any school-sponsored or school supported athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements: doing passing work in at least 20 credit hours of high school work per week (3.021 Athletic Eligibility Bylaws). Academic eligibility will be checked weekly. During any period of ineligibility students will not be allowed to participate or practice until the specified academic criteria are met, but for a period not less than (7) calendar days.
- c. Students who miss any part of a school day due to illness, personal business, mental health day, etc. will not be allowed to participate or practice on that day unless cleared in advance with the activity sponsor and the attendance office.

School accident insurance is of two types:

- a. That which covers FOOTBALL ONLY.
- b. That which covers all sports and/or school activities other than football.

Behavioral Conduct-IHSA "Do What's Right" Good Sportsmanship Expectations

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

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

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

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

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

Drugs, Alcohol and Tobacco

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

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports. [or] The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a

school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

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

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

The student shall not:

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

Absence from School on Day of Activity

An athlete who is absent from school after 8:35 A.M. on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the administration for justifiable reasons, including: 1) for a medical absence pre-arranged with the coach, 2) for a death in the athlete's family or 3) other extenuating circumstances that must be approved by an admin. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein. A coach may have a sign-out sheet to be filled out by the players' parents and may only leave with their own parent.

Non-Public / Home Schooling / Part-Time Students (Extra-Curricular Activities)

IHSA (Illinois High School Association) By Law Eligibility Compliance: Home-taught students (part time) are eligible to participate in extracurricular activities. Additionally, they may participate in Co-curricular activities (graded courses such as Band / Color Guard). 5 classes make a student full-time due to the 8 course schedule. Nonpublic students, regardless of whether they attend a District school part time, will be allowed to participate in extracurricular activities. The student(s) is subject to all eligibility guidelines per the IHSA guidelines.

Spectator Code of Conduct

All visitors or spectators attending interscholastic competition at Hoopston Area CUSD #11 or representing Hoopston Area at other schools must adhere to the following:

- Spectators will at all times respect officials, visiting coaches, players, cheerleaders, and spectators as guests in the community and extend all courtesies to them.
- All spectators are expected to respect the integrity and judgment of officials.
- All visitors or spectators must adhere to all regulations designed to ensure the safe and orderly operation of the event.
- All spectators should practice good sportsmanship at all times.

- Do not use obscene gestures, abusive remarks, or profane or unduly provocative language or actions towards officials, opponents or spectators.
- Spectators will respect and obey all school officials and supervisors at interscholastic contests.
- The use of tobacco products is prohibited on school property by State law.
- Conduct deemed disorderly by game management officials may result in removal from the premises and suspension from future activities

Any behavior deemed unacceptable by the Administration, Staff, Coaches, and/or Officials may result in removal of the spectator for at least the remainder of the event. Any additional violations or violations that are of a severe nature that may threaten the safety of the participants, coaches, supervisors, officials, or other spectators may result in the permanent removal of the offending spectator. This removal may be applied to any and all school-sponsored events. School officials may require the assistance of local police agencies to remove an unruly spectator when deemed necessary by the Administration. Any student of HAHS who violates this policy may be subject to, at the least, Social Probation, Suspension, and potentially Expulsion.

Student Non Reentry Policy

Students attending extracurricular events must remain in the designated event area for the duration of the event. If a student leaves the building during the event, they will not be permitted to re-enter. This policy is in place to maintain a safe environment and to ensure that all attendees are accounted for. Staff members will monitor entrances and exits during events to enforce this policy. Non-compliance may result in disciplinary action as outlined in the student code of conduct.

Drug Testing (Random) - Extracurricular

HAHS along with Carle Hospital does random drug testing during the school year. The Hoopeston Area CUSD No. 11 Board of Education believes that the use of alcohol or drugs by a student who participates in extracurricular activities presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Board encourages students to participate in extracurricular activities, but believes the opportunity to participate in school sponsored extracurricular activities is not a right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to participate in any school sponsored extracurricular activity program, students must agree to submit to random testing for the use of illegal drugs, if selected, in accordance with this policy. The purpose of this policy is to protect the health, welfare, and safety of students engaged in extracurricular activities. It is to better assure the student's health and physical fitness to participate in extracurricular activities and not to provide a means in which the District may use to punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for or participate in extracurricular activities and for no other disciplinary purpose.

Drug Testing – Extracurricular Financial Responsibilities: The school district will assume the cost of all drug testing. If your child fails the test, you may put in writing a request for a re-test at the guardian's expense. The request must be in three (3) days after being notified of a positive test. Any further questions on the drug testing procedures, you may visit the school website at: www.hoopeston.k12.il.us or by calling the athletic director, at 217-283-6661.

Drug, Alcohol, and Tobacco Abuse Consequences

A student found in violation of the Drugs, Alcohol, and Tobacco policy listed above will be subjected to a variety of consequences depending on the severity and number of occurrences. Consequences are intended to deter students from any potential additional offenses. Students may not pick up an extra sport with the sole purpose of satisfying consequences of violation of this policy. If a student is caught at the end of the season, they would serve their suspension for the remainder of that particular season, and the balance of the suspension, if any, will carry over into the next sport.

A system shall be established between coaches, athletic directors, dean of students, and principal so that the consequence of a violation is served and fulfilled that will be recorded by a coach in a temporary file. Provable consumption of illegal drugs, alcohol, tobacco, or nicotine is defined as a positive result on a random drug, alcohol, tobacco, or nicotine screening test. Additionally, statements from reliable, authoritative sources or witnessing of said behavior, or police interaction may be cause for provable use or possession.

Before a student can return to the extracurricular activity they must be considered “in good standing” according to the coaches, Athletic Director, dean of students, and principal.

The consequences for the abuse of alcohol, tobacco, and illegal drugs are found in the Student Handbook under the “Violating the Hoopeston Area Extra Curricular Policy

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. A student is not required to receive the prior approval of the school board for such modification.

Hoopeston Area Extra-Curricular Policy

Statement of Philosophy

Participation in extracurricular activities (athletics and non-athletics) is a significant component of a high school student's development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for the rules and regulations. Concurrently, participating in extracurricular activities is a privilege made available to each student. As with all privileges, there are responsibilities. This privilege asks students to meet certain

expectations beyond those found in the traditional classroom environment. There is no right of students to participate in extracurricular activities in the Hoopeston Area School District. This policy was developed to generate certain behavioral guidelines and expectations for those students who choose to take advantage of the activities and/or athletics offered to them by the school district. Evidence suggests that most abuse of tobacco, alcohol, steroids and other illegal drugs takes place away from the school setting. Hoopeston Area School District #11 strongly discourages students from attending and or being present at parties or other situations where these abuses take place. Students involved in extracurricular activities should not jeopardize their individual, team, or school reputation by attending these functions. Further evidence suggests that students are most successful in avoiding drug abuse when students, parents, school personnel, and the community are working together to have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time, adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be held accountable for their actions.

Rules of Conduct

Students participating in extracurricular activities at Hoopeston Area High School are highly visible to the student body, the Hoopeston Area School District community and the communities with whom Hoopeston Area students compete. The privilege of participation carries the responsibility of adherence to the extracurricular policy which reflects the role model status of student athletes and non-athletes which will bring credit to that person and to Hoopeston Area High School. Failure to conform to the extracurricular policy may result in appropriate disciplinary action by the principal and/or the athletic director. Behavior not specifically covered in the extra-curricular policy but clearly contrary to the spirit of the extra-curricular policy is subject to review by the principal and/or the athletic director, resulting in possible disciplinary action. Each Student will be given “due process” to insure that the disciplinary action fits the violation. It is possible that any offense could result in a harsher penalty being rendered at the discretion of the administration. Example: If a student/athlete has drugs in his possession at school for the purpose of selling them, that violation may result in a more severe consequence/penalty than a first strike.

Due Process Procedures

In cases involving the violations of any of the rules and regulations of the policy, the following guidelines and procedures will be implemented: Information concerning a violation of the rules and regulations may be obtained in writing from law enforcement officials. Information may be obtained through a voluntary admission by the student, which is initiated by the student. Furthermore, information may be obtained through an eyewitness account from law enforcement officials, middle school certified staff, high school certified staff, extra duty paid coaches, other paid certified staff, and Hoopeston Area School District #11 administration.

- a. The principal, dean of students and/or athletic director may conduct a due process meeting with the student pertaining to the violation.
- b. The principal, dean of students and/or athletic director may notify the parent/guardian of the consequence in writing via certified mail.
- c. If the parent/guardian feels there has been a violation in the implementation of this policy, they may request an appeal in writing to the district superintendent, and an appeal to the Hoopeston Area Board of Education.
- d. If an appeal request is made, the ruling of the Hoopeston Area School District #11 School Board is the final step of due process available to the student and parent/guardian.

Violating the Hoopeston Area Extra Curricular Policy

Any violation of the Hoopeston Area extra-curricular policy has occurred when the participant possesses, actively seeks, solicits, supplies, transports, sells, uses or is under the influence of tobacco, alcohol, steroids, or other illegal drugs, look-alike drugs, or possesses drug-related paraphernalia, violate the rights of others, theft, vandalism, violations which result in a police referral or arrest.

Consequences

- **1st Offense** –The participant will be suspended for 25 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 25 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 25 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **2nd Offense** – The participant will be suspended for 50 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 50 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 50 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **3rd Offense** – If a third violation occurs, the participant will be suspended for one calendar year from the date of meeting with the Athletic Director, Dean of Students, or Principal.

After the 3rd Offense, if a student should want to return to athletics or an extracurricular activity, the student and parent/guardian must set a meeting up with the Principal, Athletic Director, Dean of Students, Superintendent, and extracurricular committee to discuss the previous suspensions to gain permission to participate in extracurricular events. *(All suspensions must be completed to count. If a student goes out for a sport and quits, the violation will start over in their next event).*

Explaining the Extra –Curricular Policy

The extra-curricular policy covers, but is not limited to the following organizations and activities: Non-athletic organizations- art club, drama club, show choir, jazz band, national honor society, scholastic bowl, spring musical, student council, yearbook, and any other group not related to a particular class. Athletic organizations- boys baseball, boys basketball, boys cross country, boys track, cheerleading, football, girls basketball, girls cross country, girls softball, girls track, girls volleyball, golf, soccer, wrestling, and any other athletic organization/team. The

extra-curricular policy is a twelve (12) month policy enforced year round, including the summer months, and to all school activities whether or not the student(s) is actively engaged in any activity/sport at the time of the violation. Therefore, this includes all violations that occur when school is in session and when school is not in session. If an extra-curricular policy violation occurs during the off-season, or the season length does not allow the student to successfully complete the suspension, the suspension shall carry on to the next sport season in which the athlete successfully participates and completes “in good standing”, according to the coaches discretion. The principal and/or the athletic director will inform the student of the number of contests in which the student cannot participate. First offense suspensions will be rounded up to the next whole number. Second suspension will start from the date of the last violation. If a student is suspended, he or she may be allowed to practice and participate in team functions but not allowed to participate in contests and events. When a student signs this student handbook agreement, he/she is bound by this agreement throughout his/her high school career. If by chance a student does not participate during one school year, he/she is still bound by the agreement if he/she decides to begin participation in a subsequent year. Once this student handbook policy agreement is signed for the current school term it will remain in effect for the remainder of the school term. Parent/guardians and student participants must understand that by signing this policy agreement, it will be sufficient for four (4) years at the high school level, although the student and parent /guardian will be requested to review and sign the policy each year. This policy becomes effective for high school students after the student has completed his/her last day of 8th grade.

Extra –Curricular Eligibility: Compliance with the Illinois High School Association and Illinois Elementary School Association

The extra-curricular policy covers, but is not limited to the following organizations and activities: Non Athletic organizations- art club, drama club, show choir, jazz band, national honor society, scholastic bowl, spring musical, student council, yearbook, and any other group not related to a particular class. Athletic organizations- boys baseball, boys basketball, boys cross country, boys track, cheerleading, football, girls basketball, girls cross country, girls softball, girls track, girls volleyball, golf, soccer, wrestling, and any other athletic organization/team. **Band and Chorus are not included** in this policy since they are considered co-curricular activities that are offered within the academic curriculum and involve a grade and are included in the student G.P.A., etc.

Cross Reference: PRESS 6:190, Extracurricular and Co-Curricular Activities, PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities, PRESS 7:240, Conduct Code for Participants in Extracurricular Activities, PRESS 7:240-API, Code of Conduct for Extracurricular Activities, PRESS 7:300 Extracurricular Athletics

9.20 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. A guest must be “age appropriate,” defined as under 21. 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 (attempt made immediately). The school may also impose other discipline as outlined in the school’s discipline code. *Cross-references: PRESS 6:190, Extracurricular and Co-Curricular Activities, PRESS 7:240-API, Code of Conduct for Extracurricular Activities*

9.30 Student Athlete Concussions and Head Injuries

Student-athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

To view the Hoopeston Area CUSD #11 Suspected Concussion Procedure (Return to Play and Return to Learn) please go to the district website at www.hoopeston.k12.il.us. To access the document, click on the Menu tab and then select Policies.

Chapter 10 - Special Education

If you feel that your child has a disability for which he/she may qualify for special education services, please contact your child's principal to request a full case study evaluation. **(Spanish Version)** Si usted cree que su hijo / hija tiene una discapacidad para que él / ella pueda calificar para recibir servicios de educación especial, por favor póngase en contacto con el director de su hijo para solicitar una evaluación de su caso de estudio completo.

10.10 Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday

for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (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:

Carlee Johnson

(217)283-6661

Social Worker - Hoopeston Area High School

Cross Reference: PRESS 6:120, Education of Children with Disabilities

Press 6:120-API,E1 - Exhibit- Notice to Parents/Guardians Regarding Section 504 Rights

Student Refusal of Accommodations:

1. It is not acceptable for a student to refuse an accommodation because the IEP team has determined the accommodation necessary for the student to receive a free and appropriate education (FAPE).
2. If a situation does occur where a student refuses an accommodation, the staff should document that refusal and the case manager should make contact with the parents.
3. The refusal of the accommodation is an act of non-compliance.
4. The case manager should schedule an IEP meeting with the parents and the student must be in attendance. At the meeting, the team should discuss the continued need for the accommodations. If the team agrees that the accommodations are not necessary for FAPE, then they should be removed from the IEP. If the team agrees that the accommodations are necessary for FAPE, a behavior intervention plan behavior must be created to address any future refusals. The behavior intervention plan should include consequences for non-compliance (example: not allowed to attend practice/game that day).

10.20 Discipline of Students with Disabilities

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

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

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

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

10.30 Exemption From Physical Education Requirement

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

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

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

Cross Reference: PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

10.40 Certificate of High School Completion

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

Cross Reference: PRESS 6:300, Graduation Requirements

10.50 Access to Classroom for Special Education Observation or Evaluation

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

10.60 Related Service Logs

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

For children with an IEP, a school district must provide the parent/guardian information on related service logs within 20 school days from the beginning of the school year or upon establishment of an IEP. This information may be placed in the student handbook or provided to parents on an individualized basis. *Cross Reference: PRESS 7:340-API, School Student Records*

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

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:

Lisa Mann

(217) 283-6667

Chapter 11 – Student Records & Privacy

11.10 Student Privacy Protections

Surveys

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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's 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:

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, 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 educational 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 to access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the the following surveys that request personal student information on the following approximate dates:

5Essentials Survey - February

Illinois Youth Survey (Every Other Year In The Spring)

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

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 affords 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 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 or 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, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. 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 individuals 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-API, E1, *Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan. *Cross Reference: PRESS 7:340-API, E5 Exhibit – Biometric Information Collection Authorization*

11.40 Requests from Military or Institutions of Higher Learning

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 12 – Parental Rights and Notifications

12.10 Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

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

Students and parents/guardians should be aware that the State and District requires a student to take certain standardized tests, including but not limited to: STAR, ASVAB, ISA, SAT, PSAT. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

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

Cross-Reference: PRESS 6:340, Student Testing and Assessment Programs

12.30 Homeless Child's Right to Education

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:

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

Assistance and support for homeless families includes: Educational organizations and schools, Food bank and meal programs, Local service organizations (Goodwill, Salvation Army, etc.), Family shelters, Medical services, etc.

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

12.40 Complaints About Curriculum, Instructional Materials, and Programs, Request to Examine Materials, and Statutory Opt-Outs

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries.

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).

- AIDS, including in grades 6 through 12, its prevention, transmission and spread.

- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.

- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.

- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.

- How to use an AED.

If you do not want your child to participate in these classes or courses, please complete the "Request to Examine Materials and Statutory Opt-Outs" form.

Cross-References: PRESS 6:60-AP1, Comprehensive Health Education Program; PRESS 6:60-AP1, E1, Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs

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

For questions related to this program or to express input in the school's English Learners program, contact your school's main office.

Cross Reference: 6:160, English Learners

12.70 School Visitation Rights

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

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

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

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

12.90 Mandated Reporters

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

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

12.100 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. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event. *Cross Reference: PRESS 4:170, Safety*

12.105 Student Privacy

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

Cross Reference: PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

12.110 Sex Offender Notification Law

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

- 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 Reference: PRESS 4:170-AP2, Criminal Offender Notification Laws

12.130 Parent Notices Required by the Every Student Succeeds Act

I. 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.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

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

IV. Parent & Family Engagement Compact

V. 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.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VII. 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.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

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

Cross Reference: PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

Student Rights and Responsibilities

All students are entitled to the rights protected by the United States and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate the District policies or rules may be subject to disciplinary measures.

Management Plan Availability Form Letter Asbestos Containing Building Materials (ACBM are present in our school)

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce the exposure to asbestos fibers. Copies of the asbestos management plan for our school, including the inspection report, are located in the Superintendent's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form "Request for Inspection Management Plan" will be provided upon request. Should a request be made for a copy of the report, the district is allowed to charge a reasonable fee to make copies of the plan.

Chapter 13 – Parental Involvement

Parent Involvement

Given the key role of parents in promoting effective schooling, the administration will assist in developing comprehensive, continuing programs of parent involvement at the seventh and eighth grade level. The district will provide welcoming opportunities for parent participation in resolving concerns. The major goal is to promote greater student success in all curricular areas by making schools and parents more productive partners in their children's education. To support the mission of Hoopeston Area CUSD#11 schools to educate all students for success in life, schools and parents must work as knowledgeable, respectful partners.

Definition

The term "parental involvement" means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including providing opportunities and support for the following:

- That parents play an important role in supporting their child's learning and the overall educational program and environment of the school
- That parents are encouraged to be actively involved in their child's education at school and at home
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The building shall provide full opportunities for the participation of all parents, including those with limited English proficiency, parents with disabilities, and parents of migratory children.

Contact Information Page

The back page contains District and building contact information.

Student/Building/District Information

Hoopeston Area CUSD #11 delivers many types of electronic access for student information. The District webpage is www.hoopeston.k12.il.us. The District site includes information on all four buildings, district calendar, and access to Information Now, the District's student information system for academic, behavior, and attendance information.

1. Individual school web pages can be found on the District site.
2. School Messenger is an automated system utilized to get information to parents through phone, email, and text. You must "opt in" for access to the text option.
3. Information Now is the District's student information system. A username and password is given out for each student at registration. Information on student grades, attendance, and discipline can be accessed.

SCHOOL-PARENT-STUDENT COMPACT

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

School Responsibilities

Hoopeston Area High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent

- reports to parents.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities:

As a parent, I will:

- Require my child to attend school daily and be on time.
- Expect my child to show positive school behavior.
- Ensure that homework is completed.
- Participate, as appropriate, in parent-teacher-student conferences and decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities:

As a student, I will:

- Attend school daily.
- Follow positive school behavior expectations by being safe, respectful, and responsible
- Complete daily assignments and homework to the best of my ability and ask for help when I need it.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

Hoopeston Area Community Unit School District #11 Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

**Hoopeston Area
Community Unit School District #11
Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Hoopeston Area C.U.S.D. #11, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hoopeston Area C.U.S.D. #11 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Hoopeston Area C.U.S.D. #11 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Hoopeston Area C.U.S.D. #11 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Hoopeston Area C.U.S.D. #11 has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107, the legislation that provides funding for the Nation's armed forces.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Hoopeston Area C.U.S.D. #11 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.)

Student Medication Authorization Form

Prescription Medication

To be completed by the child's parent(s)/guardian(s). This form is to be used for medication other than medical cannabis. For a medical cannabis authorization, contact the building principal. A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Child's Name _____ Grade _____ Teacher _____

(To be completed by student's physician, physician assistant, or advanced practice RN)

Date: _____
Medication Purpose: _____
Prescription Medication Name: _____
Dosage: _____
Frequency: _____
Time to be given at school: _____
Duration: _____
Side Effects: _____

Signature of Physician _____

Printed Name of Physician _____

Address _____

City _____ State _____ Zip _____

Emergency Telephone Number _____

Asthma Inhalers or Epinephrine Injectors

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine injector.

Parent/Guardian Initials

(To be completed by Parent or Legal Guardian)

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Hoopeston Area School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the Hoopeston Area School District), lawfully prescribed medication in the manner described above. I understand that it may be necessary that the administration of medication to my child may be performed by an individual other than a school nurse and I give consent to such practices, and I agree to indemnify and hold harmless the Hoopeston Area School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication. The medication will be sent to school in an original container appropriately labeled by the pharmacy.

Parent/Guardian Printed Name

Phone Number

Parent/Guardian Signature

Date

Student Medication Authorization Form

Non-Prescription Medication

Child's Name _____ Grade _____ Teacher _____

(To be completed by a student's parent/guardian.)

Date: _____

Medication Purpose: _____

Non-Prescription Medication Name: _____

Dosage: _____

Frequency: _____

Time to be given at school: _____

Duration: _____

Other Information: _____

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Hoopeston Area School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the Hoopeston Area School District), medication in the manner described above. I understand that it may be necessary that the administration of medication to my child may be performed by an individual other than a school nurse and I give consent to such practices, and I agree to indemnify and hold harmless the Hoopeston Area School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication. The medication will be sent to school in an original container labeled by the pharmacy.

Parent/Guardian Printed Name

Phone Number

Parent/Guardian Signature

Date

Exhibit – Authorization for Medical Treatment

To be submitted to the High School Office. (please print)

Student

Sport/Activity

Parent/Guardian

Home Phone

Home Address

Cell Phone

Physician

Physician Phone

Medical Information: (List allergies, medications, conditions, and any known restrictions)

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize:

1. Treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed., and I understand that
2. Transfer of my child to any hospital reasonably accessible will be at my expense.

Parent/Guardian

Date

Cross Reference:

PRESS 7:300-E3, Authorization for Medical Treatment

HOOPESTON AREA HIGH SCHOOL
HOOPESTON AREA COMMUNITY UNIT SCHOOL DISTRICT #11

Cheneyville

East Lynn

Hoopeston

Rankin

Wellington

Kimberly Hutzal, Principal
Brittney Gerling, Assistant Principal

Nathan Burkowski, Athletic Director
Katie Grice, Academic Advisor
Michl Kearney, Dean of Students

To: District Staff and Parents/Guardians
From: Building Principal
Re: Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify threats and prevent targeted school violence. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, Targeted School Violence Prevention Program. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing any information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members. The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. **When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.**

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take

appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or “joking” statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

Care of Students with Diabetes

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

Authorization to Provide Diabetes Care - Release of Healthcare Information - Acknowledgement of Responsibilities

As provided by the Care of Students with Diabetes Act, I hereby authorize Hoopston Area CUSD #11 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Hoopston Area CUSD #11. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

Seizure Action Plan

This student is being treated for a seizure disorder. This information should assist you if a seizure occurs during school.

Student's Name: _____	Date of Birth: _____
Parent/Guardian: _____	Phone: _____ Cell: _____
Emergency Contact: _____	Phone: _____ Cell: _____
Treating Physician: _____	Phone: _____

Seizure Information			
Seizure Type	Length	Frequency	Description
Seizure Triggers or Warning Signs:			
Student's Response After Seizure:			
Describe Basic First Aid Procedures:			
Does the student need to leave the classroom after a seizure?		☐ No	☐ Yes
Describe the process for returning the student to the classroom:			

Emergency Response:	Seizure Emergency Protocol	
A "seizure emergency" for this student is defined as:	☐	Call 911 for transport to:
	☐	Notify parent or emergency contact
	☐	Administer emergency medications as indicated below
	☐	Notify Doctor
	☐	Other:

Treatment Protocol During School Hours (Include daily and emergency medications)

Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions	
Does the student have a Vagus Nerve Stimulator?		☐ No	☐ Yes - Describe Magnet Use:

Special Considerations and Precautions (regarding school activities, sports, trips, etc...)
Describe:

Signatures

Physician Signature:	_____	Date:	_____
Parent/Guardian Signature:	_____	Date:	_____

HOOPESTON AREA HIGH SCHOOL
HOOPESTON AREA COMMUNITY UNIT SCHOOL DISTRICT #11

Cheneyville

East Lynn

Hoopeston

Rankin

Wellington

Kimberly Hutzal, Principal
Brittney Gerling, Assistant Principal

Nathan Burkowski, Athletic Director
Katie Grice, Academic Advisor
Michl Kearney, Dean of Students

DACC/Dual Credit Student Agreement

As a HAHS and DACC/Dual Credit student you are expected to:

- Attend DACC each day you attend HAHS
- Ride the bus to DACC unless you are taking classes outside of the regular attendance hours
- Pass all HAHS classes
- Abide by all HAHS and DACC discipline policies at all times
- Complete all classes registered for unless dropped within the first ten days of the term
- Pay for all required textbooks (in the case of financial hardship, arrangements can be made to reduce the costs)
- Communicate directly with DACC and your professor when you are or will be absent - calling in to HAHS does NOT excuse you from DACC classes
- NOT attend DACC classes when absent from HAHS
- Check DACC email and online class forums (Blackboard, etc.) on a regular basis
- Eat lunch at school during A lunch
- Return to school for assigned HAHS classes
 - 8th hour class for College Express Students
 - 7th and 8th hour classes for Health Occ Students

Failure to comply may result in removal from DACC/Dual Credit classes.

If at the end of the semester a student is not meeting HAHS grad requirements, the student will not be able to continue at DACC.

If a class is dropped - either by the student or by DACC - after the 10-day deadline to drop and receive a refund, the student or family will be responsible for reimbursing the school for the cost of the class or the student will not be allowed to attend DACC classes in the future. If the class is dropped after midterm, the student will receive an F for the class and will receive no credits toward graduation.

Student name: _____

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Hoopeston Area School District



Chromebook Policy

Maple/John Greer/Middle School/High School

1 Receiving your Chromebook

- a. All parents/guardians will be required to sign the Hoopeston Area Chromebook Agreement before a Chromebook can be issued to their student.
- b. New students: The Office will do a technology work order that is requesting email login information, after the student is fully registered and all paperwork (Chromebook Agreement Form) is signed and turned in, the office will issue the new student the Chromebook and log in information.
- c. Students will be issued their Chromebooks and cases on their first week of attendance, as long as their parents/guardians have signed the Hoopeston Area Chromebook Agreement.

2 Returning Your Chromebook

- a. At the end of the school year, students will turn in their Chromebooks, charger, and cases and all Hot Spots. Failure to turn in a Chromebook will result in students being charged the full replacement cost. A report of stolen property may also be filed by you, with the local law enforcement agency, but you will still be responsible for the replacement cost.
- b. Students that Transfer out or withdraw from Hoopeston Area must turn in their Chromebooks and cases to the Office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Hoopeston Area may be turned over to a collection agency.

3 Taking Care of Your Chromebook

- a. General Precautions
 - No food or drink should be next to a Chromebook
 - Cords, Cables, and removable storage devices must be inserted carefully into a Chromebook.
 - Chromebooks should not be used or stored near pets.
 - Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard. Do not let your pets chew on the cord, any chew marks will result in the student being charged the replacement cost of the charger.
 - Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - Heavy objects should never be placed on top of Chromebooks.
 - Do not leave Chromebooks in your car, especially in hot weather.
- b. Cases
 - All students will be issued a protective case for their Chromebooks that should be used whenever the Chromebooks are being transported or not in use. Failure to do so may result in disciplinary action. Chromebooks should never be out of the case.
 - Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their devices.
- c. Carrying Chromebooks
 - Chromebooks should never be lifted by the screen.
 - Chromebooks should never be carried with their screens open.
- d. Screen Care
 - The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - Do not store a Chromebook with the screen open.
 - Do not place anything in the protective case that will press against the cover.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, flash drives, and earbuds.)
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- e. Asset Tags
 - All Chromebooks will be labeled with a white district asset tag.
 - Asset tags may not be modified or tampered with in any way.
 - Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

4 Using Your Chromebook at School, if it is taken home

- It is the expectation that students bring a fully charged Chromebook to school every day and bring their Chromebook to ALL classes unless specifically advised by your teacher.
- a. Chromebooks being repaired
 - Loaner Chromebooks may be issued to students when their school issued Chromebook is out for repair.
 - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.
 - Chromebooks on loan to students that are having their device repaired may be taken home.
 - A technology work order for the Chromebook will be done and will show the necessary information. The work order will be printed off and taped to the Chromebook for the technology department.
 - Students will be contacted when their device has been repaired and is ready to be picked. This is usually a two week process for repairs.
- b. Charging Chromebooks that are taken home
 - Chromebooks must be brought to school each day with a full charge.

- Students should charge their Chromebooks at home every evening.
- c. **Backgrounds and Themes**
 - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- d. **Sound**
 - Sound must be muted at all times unless permission is obtained from a teacher.
 - Headphones may be used at the discretion of the teachers.
 - Students should have their own personal set of headphones or earbuds for sanitary purposes.
- e. **Printing**
 - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - Printing stations will be available in various locations of the high school.
 - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
- f. **Logging into a Chromebook**
 - Students will log into their Chromebooks using their school issued Google Apps for their Education account.
 - Students should never share their account passwords with others.
- g. **Managing and Saving Your Digital Work with a Chromebook**
 - The majority of student work will be stored in their internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 - Some files may be stored on the Chromebook's hard drive.
 - The district will not be responsible for the loss of any student work.

5 Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Hoopeston Area technology policy, administrative procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates:

The Chromebook operating system, Chrome OS, updates itself automatically. There is no need for students to manually update their Chromebooks.

7. Software- Google Apps for Education

- Chromebooks seamlessly integrate with Google Apps for Education suite of productivity and collaboration tools. The suite includes Google Docs (word processing), Spreadsheets, presentations, drawings, and forms. All work is stored in the cloud.

8. Chromebook Identification

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. At the HS Level, students will be assigned the same Chromebook for the duration of their time at Hoopeston Area. Take good care of it!!

9. Repairing/Replacing Your Chromebook

High School Level: Take the broken Chromebook to Mr. Root's classroom.

Elementary Level: Take the broken Chromebook to your Teacher.

Middle School Level: Take the broken Chromebook to your Tech person.

10. No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring and/or recording of their use.

Monitoring Software:

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students' Chromebooks.

Chromebook Agreement

Signature Form

School Year: **2026-27** Grade: _____

Chromebook ID #: _____ Protective Case ID #: _____

By signing below, the student and their parent/guardian agree to follow and accept:

- Hoopeston Area CUSD #11 Acceptable Use Policy
- The Hoopeston Area School District Chromebook Policy
- The Website and Social Media Guidelines
- That Hoopeston Area CUSD #11 owns the Chromebook, software, and issued peripherals including Hot Spots.
- If the student ceases to be enrolled at Hoopeston Area CUSD #11, the student will return the Chromebook and all peripherals in good working order or pay the full replacement cost of the device, chargers, Hot Spots etc.
- In no event shall Hoopeston Area CUSD #11 be held liable to any claim of damage, negligence or breach of duty.

Print Student Name: _____

Student Signature: _____

Date: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____

Hoopeston Area CUSD #11 Contact Information

District Office

217-283-6668

Superintendent: Robert Richardson

Business Manager: Mark Eighner

Assistant to the Superintendent: Rosellen Cornelius

Paymaster: Christine Coffman

Buildings & Grounds: Tim Walsh

Transportation: Denise Bray

ESL Director: Terra Williamson

Hoopeston Area High School

217-283-6661

Principal: Kimberly Hutzell

Assistant Principal: Brittney Gerling

Dean: Michl Kearney

Athletic Director: Nathan Burkowski

Academic Advisor: Katie Grice

Social Worker: Carlee Johnson

Secretary: Heidi Crouch

Secretary: Leanne Stebbins

John Greer Elementary

217-283-6667

Principal: Dan Walder

Secretary: Emily Carter

Student Services Coordinator: Lisa Mann

Social Worker: Kim Bergstedt

Hoopeston Area Middle School

217-283-6664

Principal: Katie Coulter

Assistant Principal: Brittney Gerling

Dean: Stephanie Pratt

Social Worker: Beth Walder

Secretary: Angie Simpson

Maple Elementary

217-283-6665

Principal: Suzi Root

Student Services Coordinator:

Kathy Vines

Secretary: Brandon Tyler

Secretary: Jill Bence

Bus Route: Denise Bray

283-2034

Curriculum Director: Nicole Lapenas

283-6664

Please visit our website for additional information and resources for both parents and students.

www.hoopeston.k12.il.us