

Harrisburg Middle School

Student Handbook



2026-2027

WELCOME

Welcome to Harrisburg Middle School. We anticipate having an exciting year filled with academic accomplishments, fine arts exploration, extracurricular involvement, athletic events and many positive experiences and memories. To help make this year a successful one, we need our students to know the expectations and requirements of Harrisburg Middle School.

Your experience here will be what you make it. The teachers and staff want to help make your year a positive and successful one. They will support you and encourage your growth as a productive member of society. We want you to participate in as many of the activities we offer as possible and explore academic opportunities through your core, exploratory and elective classes to help prepare you for your future.

It is your right to have an education, but it is your choice to be successful. Choose SUCCESS!

This handbook will guide you to be a successful student. Read it carefully and ask questions if there is anything you do not understand. Success is our mission at Harrisburg Middle School. Have a great year and remember that SUCCESS only happens if you choose it and work hard to make it happen.

Respectfully,

Debbie McGowan, Principal

Lana Bell, Assistant Principal

HARRISBURG MIDDLE SCHOOL
312 BULLDOG BLVD.
HARRISBURG, ILLINOIS 62946
(618) 253-7637

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Harrisburg CUSD#3 central office, located at 411 W. Poplar St., Harrisburg, IL 62946.

Harrisburg Middle School uses several modes of communication to keep parents and community members informed. You can view updates and information at:

- Website: www.harrisburg3.org
- HMS Facebook: <https://www.facebook.com/HarrisburgMiddleSchool/>
- District Facebook: <https://www.facebook.com/unit3schools/>
- District App: Harrisburg Community Unit 3 Harrisburg Bulldogs, IL. in the app store
- Phone Alert System
- Channel 16 – for Mediacom Cable customers
- Various teacher and grade level Facebook pages/Google Classrooms

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

Billy Smith – President
Ryan Lambert - Vice President
Nathan Howton – Secretary
Kevin Dowdy – Member
Brandon Henshaw – Member
Steve Smothers – Member
Randy Smithpeters – Member

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

Dr. Amy Dixon - Superintendent
Mrs. Debbie McGowan – Principal
Ms. Lana Bell – Assistant Principal
Mr. Geoff Absher – Athletic Director

HARRISBURG MIDDLE SCHOOL VISION STATEMENT

All students will utilize social, emotional, and academic skills in order to become resourceful and resilient life-long learners.

HARRISBURG MIDDLE SCHOOL MISSION STATEMENT

Our mission at Harrisburg Middle School is to provide students with a positive learning environment where they are encouraged to succeed through discovery. It is the desire and intent of the administration and faculty to deliver the appropriate academic, emotional, physical, and social opportunities necessary to develop and nurture young adolescents into productive and responsible citizens.

DISTRICT MISSION STATEMENT

Recognizing that all students have unique needs and different developmental skills, the faculty and staff of the Harrisburg Community Unit School District #3 will provide a comprehensive, technological, and challenging program of learning experiences that will allow all students to develop academically, socially, emotionally, physically, and aesthetically.

HARRISBURG MIDDLE SCHOOL STUDENT EXPECTATIONS

BE SAFE.

- Take care of yourself and others so no one gets hurt.

BE RESPECTFUL.

- Treat others the way you want to be treated.

BE RESPONSIBLE.

- Do what you are supposed to do when you are supposed to do it.

BE INVOLVED, ENGAGED AND PRODUCTIVE.

- Participate meaningfully in all activities and work hard.

2026-2027 DISTRICT CALENDAR

FIRST DAY OF PUPIL ATTENDANCE

August 12, 2026

NON-ATTENDANCE DAYS FOR STUDENTS

Teacher's Institute	August 10-11, 2026
Labor Day	September 7, 2026
Teacher's Institute	October 9, 2026
Columbus Day	October 12, 2026
Veteran's Day	November 11, 2026
Non-Attendance Day	November 20, 2026
Thanksgiving Break	November 25 – 27, 2026
Winter Break (Students return January 5)	December 21 – January 1, 2027
Teacher's Institute	January 4, 2027
Martin Luther King Jr.'s Birthday	January 18, 2027
Parent-Teacher Conference	February 12, 2027
President's Day	February 15, 2027
Non-Attendance Day	March 26, 2027
Spring Break (Students return April 12)	April 5 - 9, 2027

EARLY DISMISSAL

Homecoming Parade	September 24, 2026 – 1:30
School Improvement	September 25, 2026 – 11:30
Thanksgiving Break	November 24, 2026 – 2:00
Winter Break	December 18, 2026 – 2:00
School Improvement	February 26, 2027 – 11:30
Spring Break	April 2, 2027 – 2:00
School Improvement	April 30, 2027 – 11:30
Last Day of Student Attendance (without emergency days)	May 20, 2027 – 11:30

GRADING PERIODS

Midterm of First Semester	October 8, 2026
End of First Semester	December 18, 2026
Midterm of Second Semester	March 10, 2027
End of Second Semester	May 20, 2027

LAST DAY OF STUDENT ATTENDANCE

MAY 20, 2027

(Without Emergency Days)

Emergency Days – May 21, 24, 25, 26, 27

iREADY DIAGNOSTIC TESTING DATES

Fall – August 17, 2026

Winter – January 22, 2027

Spring – April 30, 2027

ILLINOIS ASSESSMENT OF READINESS/ILLINOIS SCIENCE ASSESSMENT DATES

March 22 - 25, 29, 2026

TABLE OF CONTENTS

Chapter	Sections	Page #
	Information Page, Welcome, HMS Staff, Mission/Vision Statements, School Calendar	2-5
TABLE OF CONTENTS		6-9
CHAPTER 1	INTRODUCTORY INFORMATION AND GENERAL NOTICES	10-14
	1-1 General School Information (School Hours, Office Hours, PowerSchool, Closed Campus, Class Schedules, Telephones, Bell Schedules)	10
	1-2 Arrival and Dismissal (Arrival and Dismissal, Signing in Procedures, Sign Out Procedures, Entering/Exiting the School Building, Bicycles, After School Activity Pick Up)	11-12
	1-3 Backpacks, Lockers and Locks (Backpacks and Other Bags, Lockers, Locks)	12
	1-4 Visitors (Report to Office, Appointment with Teachers, Follow School Rules)	12 - 13
	1-5 Equal Educational Opportunities and Sex Equity	13
	1-6 Emergency School Closings	14
	1-7 Video and Audio Monitoring System; Photographs	14
	1-8 Accommodating Individuals with Disabilities	14
	1-9 Suicide and Depression Awareness and Prevention	14
	1-10 Faith's Law Violations	14
CHAPTER 2	ATTENDANCE, CURRICULUM, PROMOTION AND EXTRACURRICULAR ACTIVITIES	15-21
	2-1 Attendance	15
	2-2 Registration and Withdrawal	15
	2-3 Student Absences (Excused absences, Unexcused Absences, Absentee Notification, Diagnostic Procedures for Identifying Student Absences, Absences for Athletics or other School Activities)	15-16
	2-4 Make-Up Work (Excused Absences or Suspensions, Homework Requests for Unplanned Absences, Vacations or Other Planned Absences)	17-18
	2-5 Truancy	17

	2-6 Tardy (Late Arrival to School, Tardy to Class)	17-18
	2-7 Sex Education Instruction	18
	2-8 Standardized and Diagnostic Testing	18
	2-9 Grading and Promotion/Retention (Grade scale, Honor roll, Incomplete grades, Semester Exams/Exemption, Semester Grades, Promotion/Retention, Promotion Ceremony)	18-19
	2-10 Extracurricular Activities (Athletics, Clubs, Eligibility, Participation Requirements, Athletic Handbook, Concussions and Head Injuries, School Activities, Attendance at School Dances, Conduct, Consequences)	19-21
CHAPTER 3	STUDENT FEES AND MEAL COSTS	22
	3-1 Fees, Fines and Charges (School fees)	22
	3-2 Student Insurance	22
	3-3 School Lunch Program	22
CHAPTER 4	TRANSPORTATION AND PARKING	24-25
	4-1 Bus Transportation (Authority of Bus Driver, Following Rules/Discipline, Bus Safety, Bus Audio and Video Recordings, Rural Student Pickup Points, Riding a Different Bus)	23-24
	4-2 Bus Conduct (Follow School Rules, Consequences)	24-25
	4-3 Parking	25
	4-4 Drop-Off/Pick-Up Procedures (Students Must Use the Crosswalk, Buses Have the Right of Way)	25
CHAPTER 5	HEALTH AND SAFETY	26-30
	5-1 General Health Guidelines (School Nurse, Health Guidelines, Communicable Diseases, Head Lice, Medical Excuses for PE, Sports Physical, Waiver and Concussion Agreement, Vision and Hearing Screenings, Student Injury or Illness, Water Bottles)	26-27
	5-2 Immunization, Health, Eye, and Dental Exam (Required Health Examinations and Immunizations, Eye Examination, Dental Examination, Exemptions)	27-28
	5-3 Student Medications (School Medical Authorization Form, Self-Administration of Medication, Administration of Medical Cannabis, Undesignated Medications, Emergency Aid to Students)	28-29
	5-4 Care of Students with Asthma	29-30
	5-5 Care of Students with Diabetes	30
	5-6 Students with Food or Other Life Threatening Allergies	30

	5-7 Safety Drill Procedures and Conduct	30
	5-8 Guidance and Counseling	30
CHAPTER 6	DISCIPLINE AND CONDUCT	31-46
	6-1 General Guidelines for Discipline (Classroom Management Plan)	31
	6-2 School Dress Code and Student Appearance (Dress Code Philosophy, Dress Code, Dress Code Enforcement)	31-32
	6-3 Prohibited Student Conduct (Teacher/Staff Managed Behaviors, Office Managed Behaviors, When and Where Conduct Rules Apply)	32-37
	6-4 Restorative/Disciplinary Consequences	37-39
	6-5 Isolated Time Out/Time Out/Physical Restraint	39
	6-6 Corporal Punishment	39
	6-7 Re-Engagement of Returning Students	40
	6-8 Social Suspension List/Social Probation List	40
	6-9 Bulldog Club Activities and Field Trips (Eligibility for Bulldog Club Activities, Eligibility for Other Field Trips, Field Trips)	40-41
	6-10 Prevention of and Response to Bullying, Intimidation and Harassment	41-45
	6-11 Harassment and Teen Dating Violence Prohibited (Harassment Prohibited, Sexual Harassment Prohibited, Teen Dating Violence Prohibited, Making a Report or Complaint)	45-46
	6-12 Access to Student Social Networking Passwords and Websites	46
	6-13 Student Use of Electronic Devices	46
CHAPTER 7	INTERNET, TECHNOLOGY AND PUBLICATIONS	47-49
	7-1 District Acceptable Use of Technology Policy	47
	7-2 Guidelines of Student Distribution of Non-School Publications	47
	7-3 Annual Notice to Parents About Educational Technology Vendors Under the Student Online Personal Protection Act	47-48
	7-4 Use of Artificial Intelligence	48-49
	7-5 Access to Google Workspace for Education	49
CHAPTER 8	SEARCH AND SEIZURE	49
	8-1 Search and Seizure (School Property and Equipment as well as Personal Effects Left There by Students, Student Searches, Seizure of	49

	Property, Questioning of Students Suspected of Committing Criminal Activity)	
CHAPTER 9	SPECIAL EDUCATION	51-52
	9-1 Education of Children with Disabilities	51
	9-2 Discipline of Students with Disabilities (Behavioral Interventions, Discipline of Special Education Students)	51
	9-3 Exemption from PE Requirement	51-52
	9-4 Access to Classroom for Special Education Observation or Evaluation	52
	9-5 Related Service Logs	52
CHAPTER 10	STUDENT RECORDS AND PRIVACY	52-55
	10-1 Student Privacy Protections (Surveys by Third Parties, Surveys Requesting Personal Information)	52
	10-2 Student Records	53-55
CHAPTER 11	PARENTAL RIGHT NOTIFICATIONS	56-60
	11-1 McKinney Vento	56
	11-2 School Visitation Rights	56
	11-3 Pesticide Application Notice	56
	11-4 Mandated Reporters	56
	11-5 Student Privacy	56
	11-6 Sex Offender Notification Law	57
	11-7 Important Mental Health Crisis Information	57
	STUDENT HANDBOOK ACKNOWLEDGEMENT	58

CHAPTER 1

INTRODUCTORY INFORMATION & GENERAL NOTICES

1.1 GENERAL SCHOOL INFORMATION

School Hours

School hours are from 8:10 am to 2:50 pm.

Office Hours

The office is open during the school year Monday through Thursday from 7:30 am to 3:30 pm and Friday from 7:30 am to 3:00 pm..

PowerSchool

All parents/guardians will have family access to our PowerSchool website. PowerSchool is a free and secure website that gives you the opportunity to monitor your student's academic progress. It allows you to view your student's grades, attendance records, and schedule.

Closed Campus

Harrisburg Middle School is a closed campus school. Upon arrival at school, whether by walking, bus or private vehicle, students are not to leave the campus without permission until the school day is over. Parents/Guardians may sign a student out for lunch but they must also sign them back in at the office after lunch. It is recommended that students not leave early for lunch and be back in time for the next scheduled class. Students who leave early for lunch will be marked absent for the class time missed. Students who return late from lunch will be considered tardy and/or absent for the next class.

Telephones

The telephone in the office is to be used for emergencies only and with prior permission of office personnel. After school plans or arrangements should be made by parent and student before leaving for school in the mornings. Telephones in the classroom are for the teachers' use and are not to be used by students.

Bell Schedules

HMS BELL SCHEDULE 2026-2027

Schedule A

Monday - Thursday

Hour	Time
1	8:10 - 8:50
2	8:50 - 9:30
3	9:30 - 10:10
4	10:10 - 10:50
5	10:50 - 11:30
Lunch	11:30 - 12:30
6	12:30 - 1:10
7	1:10 - 1:50
8	1:50 - 2:30
Homeroom	2:30 - 2:50

Advisory Schedule

Friday

Hour	Time
1	8:10 - 8:45
Advisory	8:45 - 9:15
2	9:15 - 9:50
3	9:50 - 10:25
4	10:25 - 11:00
Lunch	11:00 - 12:00
5	12:00 - 12:35
6	12:35 - 1:10
7	1:10 - 1:45
8	1:45 - 2:20
Homeroom	2:20 - 2:50

Lunch

6th/7th Grade

Lunch - Sch. A	11:30 - 12:10
Mid-Day Mtg	12:10 - 12:30
Lunch - Sch. B	11:00 - 11:40
Mid-Day Mtg	11:40 - 12:00

8th Grade

Mid-Day Mtg	11:30 - 11:50
Lunch - Sch. A	12:00 - 12:30
Mid-Day Mtg	11:00 - 11:20
Lunch - Sch. B	11:30 - 12:00

11:30 Schedule

Hour	Time
1	8:10 - 8:35
2	8:35 - 9:00
3	9:00 - 9:25
4	9:25 - 9:50
5	9:50 - 10:15
6	10:15 - 10:40
7	10:40 - 11:05
8	11:05 - 11:30

2:00 Schedule

Hour	Time
1	8:10 - 8:45
2	8:45 - 9:20
3	9:20 - 9:55
4	9:55 - 10:30
5	10:30 - 11:05
Lunch	11:05 - 12:05
6	12:05 - 12:40
7	12:40 - 1:15
LOCKERS	1:15 - 1:20
8	1:20 - 2:00

1:30 Schedule

Hour	Time
1	8:10 - 8:40
2	8:40 - 9:10
3	9:10 - 9:40
4	9:40 - 10:10
5	10:10 - 10:40
6	10:40 - 11:10
Lunch	11:10 - 12:10
7	12:10 - 12:40
8	12:40 - 1:10
Homeroom	1:10 - 1:30

Lunch

6th/7th Grade

Lunch - 2:00	11:05 - 11:35
Mid-Day Mtg	11:45 - 12:05
Lunch - 1:30	11:10 - 11:50
Mid-Day Mtg	11:50 - 12:10

8th Grade

Mid-Day Mtg	11:05 - 11:25
Lunch - 2:00	11:35 - 12:05
Mid-Day Mtg	11:10 - 11:30
Lunch - 1:30	11:30 - 12:10

Arrival and Dismissal

- Adult supervision of the building begins at 7:15 a.m. for bus riders and 7:30 am for all other students.
- Buses will unload and load on the parking lot in the lane directly in front of the school. Personal vehicles will load/unload students in two lanes next to the bus lane directly in front of the school. **NEITHER BUS NOR NON-BUS STUDENTS ARE ALLOWED TO LEAVE CAMPUS AFTER THEY ARRIVE, UNLESS THEY ARE SIGNED OUT BY A PARENT OR GUARDIAN.**
- Upon arrival at school, students are to report directly to the gymnasium if they do not plan to eat breakfast or directly to the commons area if they are having breakfast. The only exception to this rule is if a student has a scheduled activity to attend with a club or teacher or has a pass from a teacher.
- Students will be dismissed at 2:50 p.m. Early bus riders and students who are picked up from school must exit the building immediately after dismissal and either board the bus or proceed to his/her parent/guardian's vehicle. If the student's parent/guardian is not present upon dismissal, the student will return to the commons area and wait. Bus riders must report to the gym, sit in the designated area for his/her bus and wait until the bus is called.
- Students are not allowed to remain on the wing or to visit other wings upon dismissal.
- Students who have practice or an after school activity must sit and wait in the commons area but only if there is adult supervision by a coach or sponsor.

Signing In Procedures

Students arriving after 8:00 am must enter the building at the office entrance and sign in. Failure to sign in will result in an unexcused tardy.

Reasons for excused tardies:

- Weather-related traffic conditions
- Late bus
- Scheduled or emergency medical/dental appointments accompanied by a note from the physician or dentist.

All other tardies will be considered unexcused. Final decisions regarding whether a tardy is excused or unexcused will be made by the building administrators.

Sign Out Procedures

Any student who leaves school prior to the dismissal time must be signed out. No one other than a parent/guardian or emergency contact may sign a student out.

Students leaving school during their class time to go to a doctor or dental appointment are to wait in the classroom until a parent or guardian comes into the school office to sign him/her out. Office personnel will then call the student to the office. The parent must sign the student out stating the time and reason for departure. If the student returns to school at the end of the appointment, they may sign themselves in with a valid doctor's note. The student will then be provided with a pass to return to class.

Entering/Exiting the School Building

All students must enter the school using only the front doors except after 8:00 am. At the end of the day, all students must exit through the front doors near the concession stand. Students may not exit the building through any other door.

Bicycles

Students are required to park bicycles in the designated areas of the playground. It is recommended that all bicycles be locked. We will do what we can to protect student property, however, we will not be responsible for students' bicycles. **Skateboards, scooters, hoverboards, roller blades and roller skates are prohibited on school grounds.**

After School Activity Pick Up

Students who attend any after-school activities, should arrange transportation with their parents prior to the event. For practices, games, dances or any other after school activity, **students must be picked up no later than 15 minutes after the activity ends.** Students should remain at the location of the event and are not allowed in other parts of the school. Once a student leaves the building, he/she will not be permitted back on campus or allowed to return to the activity. **Those students in attendance more than 15 minutes after the conclusion of the activity may lose their privileges to attend future after school events.**

1-3 BACKPACKS, LOCKERS AND LOCKS

Backpacks, Other Bags, and Personal Items

- Students may carry any appropriate backpack they choose. Large backpacks may not fit in the lockers. Backpacks are permissible to carry to and from school, but **not** in classrooms. They are to be left in lockers at all times. Purses, other bags, and personal items must also be kept in lockers. Refrain from bringing blankets, stuffed animals, toys, games, etc.
- It is recommended that valuable personal items or large sums of cash not be brought to school. Students must carefully secure their belongings in their lockers and keep them locked at all times. Leaving items unattended in public areas, leaving lockers unlocked or sharing lockers with others are all invitations for theft and Harrisburg Middle School will not be held responsible for any damaged or stolen items as a result.

Lockers

Lockers are provided for all students and they are to use individual lockers only. Students are not to tamper with another student's locker and should not give their combination to any other student. Any student who chooses to share his/her combination or fails to lock his/her locker does so at their own risk and Harrisburg Middle School will not be held responsible for any damaged or stolen items. Lockers are the property of Harrisburg Middle School and can be searched by the building administrators or the Harrisburg Police Department at any time. Students will have limited use of their lockers between classes and during the day. Lockers are to always be kept clean and organized. Lockers are also not to be kicked or otherwise abused by the students. If a student is having problems with a locker, he/she should report it to a teacher or the office.

Locks

Students will purchase a lock from the school in August at registration for \$7. This is a one time fee and the same lock may be used all three years at HMS. Students are only allowed to use school-approved locks. A broken lock will be replaced at no charge if the broken lock is turned in. If the old lock is not available to return, the replacement cost is \$7.

1-4 VISITORS

Report to Office

All visitors, including parents and siblings, are required to enter through door #1, the office entrance of the building. 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 will be given a red lanyard and badge identifying them as a visitor. This lanyard and badge must be worn in a clearly visible location at all times while in the building. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, sign out and return the visitor's lanyard and badge before leaving the school.

Appointment with Teachers

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.

Follow School Rules

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, may be banned from school property and may be subject to criminal penalties for trespassing and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official, coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- 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.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- 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.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function(including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- 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.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

1-5 EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

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

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

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

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.

1-6 EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, the district will use several methods to notify parents/guardians. This includes a notification system which calls parents/guardians, publicizing the information on local media stations, and publicizing the information on our school and district Facebook pages and on the district app. Parents/Guardians are encouraged to make sure the school district has their current phone numbers. If we dismiss early for the weather, all after-school functions will be canceled.

1-7 VIDEO AND AUDIO MONITORING SYSTEM; PHOTOGRAPHS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system will 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.

Video and Photographs

Other than security, students may be recorded and photographed for a variety of reasons: class projects, newspapers, TV access channel, web pages, school social media, yearbooks, etc. If for some reason you wish **NOT** to have your child participate in these activities, an available form in the school office will need to be signed and kept on file.

1-8 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

1-9 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.

1-10 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.

CHAPTER 2

ATTENDANCE, REGISTRATION, PROMOTION, AND EXTRACURRICULAR ACTIVITIES

2-1 ATTENDANCE

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

In accordance with the policies of the Illinois State Board of Education, students present for 300 minutes or more will be counted in full attendance for that school day. Students present for at least 150 minutes but less than 300 minutes will be counted in attendance for one-half (½) day only.

It is our philosophy that regular and punctual attendance is crucial to a student's academic success, to promote proper student attitudes, and to encourage student responsibility toward school and work.

2-2 REGISTRATION AND WITHDRAWAL

Registration

A parent/guardian will be able to register students at Harrisburg Middle School online using PowerSchool. Parents/guardians will be able to pay Chromebook insurance and fees for locks online. Parents/guardians without internet access may register online at HMS on specified registration dates in August.

Withdrawal

When a student is to be withdrawn from school, parents must complete a Transfer Form and the office should be notified at least a week prior to the last day of attendance for the student. This allows time to collect textbooks, library books, chromebooks, and locks.

2-3 STUDENT ABSENCES

Excused Absences include:

- Illness (including up to 5 days per school year for mental or behavioral health of the student). After two mental health days, students are required to meet with the school counselor.
- Medical or dental appointments that cannot be made when school is not in session provided a note signed by a licensed physician/dentist is presented upon the student's return to school,
- Observance of a religious holiday or event,
- Death in the immediate family
- Attending a military honors funeral to sound TAPS,
- Attending a civic event, and
- Other reason as approved by the building principal

Unexcused Absences

ALL OTHER ABSENCES ARE CONSIDERED UNEXCUSED

The school may require documentation explaining the reason for the student's absence. Students who accumulate more than five (5) unexcused or a total of 10 absences, excused or unexcused, for the school year will be required to provide a doctor's excuse for any additional absences or the absence will be considered unexcused.

Absentee Notification

In the event of any absence, the student's parent/guardian is required to call the school at 618-253-7637 before 8:00 am to explain the reason for the absence. If a call has not been made to the school by 8:00 am on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian

explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for the absence will be kept confidential.

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

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

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

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

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

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

2-4 MAKE-UP WORK

Excused Absences or Suspensions

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 will be given three (3) school days from the date they return to school to make up missed homework and classwork assignments. **Any homework announced prior to the absence, planned or unplanned, must be turned in on the original due date or the date the student returns, whichever is later.** Tests/quizzes assigned before the absence must be made up immediately upon the student's return to school.

It is the responsibility of the student to determine work/tests/quizzes that were missed while he/she was absent. Homework/quizzes/tests not made up in accordance with this policy may be entered as a 0 in PowerSchool.

Class discussions and activities missed cannot be made up.

Homework Requests for Unplanned Absences

If a student is going to miss school for more than one day due to illness, a parent may call the office and request homework. If the call is received prior to 10:00 am, the homework can usually be picked up in the office after 2:15 pm. While students are encouraged to make up missed work as soon as possible after returning to school, they are required to have it made up within three (3) school days from the date they return to school. Homework that is picked up is due upon the student's return to school.

Excessive absences should be avoided as they often result in learning gaps and poor schoolwork.

Vacations or Other Planned Absences

In the event that a student is taken out for an extended period of time for vacation, our policy is as follows:

Missed classwork is best addressed under the supervision of the teacher upon return of the student.

Therefore, upon their return, students are required to complete such work within three (3) school days from the date they return to school.

Since the major opportunity for learning takes place in the classroom setting, make-up work cannot be considered a substitute for direct instruction and we would encourage families to refrain from taking students away from instruction for vacations.

Absences for Athletics or other School Activities

It is the responsibility of any student who misses one or more classes to attend an athletic or other school event (musical performance, field trip, etc.) to get their assignments for the missed classes **prior** to leaving for the event. The assignments are due on the stated due date and students may not be allowed extra time to complete the assignments.

2-5 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 Harrisburg Middle School and Harrisburg CUSD#3.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse as defined in 2-4) are truant. Students who miss 5% or more of the prior 180 days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

Students who accumulate more than 5 unexcused or a total of 10 absences (excused or unexcused) for the school year will be required to provide a doctor's excuse for any additional absences. Additionally, after 9 unexcused absences, the matter will be turned over to the State's Attorney.

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.

2-6 TARDY

Late Arrival to School

Students who arrive to school late without a valid excuse will receive the following consequences:

- **First Violation** - Warning
- **Second Violation** - Student conference
- **Third Violation** - Letter to parent/guardian
- **Fourth Violation** - Parent/guardian contact or conference with building administrators

Tardy to Class

Students are expected to be in class on time. If a student is late, they must have a staff-issued pass to present to the teacher for the tardy to be excused. If the student does not have a pass, the student will receive the following consequences:

- **First Violation** - Warning and conference with student
- **Second Violation** - Lunch detention

- **Third - Fifth Violation** - Lunch detention, conference with student, and parent/guardian contact by mail or email.
- **Sixth - Eighth Violation** - In School Suspension, conference with student, and parent/guardian contact by mail or email or conference with building administrators.

Students are given the first two weeks of school before the tardy to class policy is applied. At the beginning of each semester, the records from the previous semester will be cleared and the student will start with First Violation consequences. There is no two-week grace period after the first semester.

2-7 SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

2-8 STANDARDIZED AND DIAGNOSTIC TESTING

Students and parents/guardians should be aware that the State and district require students to take certain standardized tests, including the following:

- All 6th, 7th and 8th grade students are required by the State to take the **Illinois Assessment of Readiness (IAR)** in the subjects of reading and math. The IAR is the state assessment and accountability measure for students enrolled in public schools. These tests are taken each year in March. Results of the IAR tests are received in late summer/early fall and are sent home with students with their first semester midterm report.
- All 8th grade students are required by the State to take the **Illinois Science Assessment (ISA)**. This test is administered to 8th graders in March.

Additionally, all Harrisburg Middle School students in the 6th, 7th, and 8th grades will be tested in the fall, winter, and spring using local assessments and iReady and in the fall and spring using STAR Reading. These assessments will be used to determine whether students are at grade level as well as their growth in math and reading. This data may be shared with Harrisburg High School or other districts to which students transfer.

2-9 GRADING AND PROMOTION/RETENTION

Report cards are issued to students at the end of each semester. Additionally, Students will receive a midterm report halfway through each semester. Parents may check their child's grades on PowerSchool at any time during the semester. Students will also have access to PowerSchool and parents may contact individual teachers at any time if they have questions regarding the progress of their child.

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 & Below	F
Incomplete	I
Medical (PE Only)	M

Honor Roll

Honor roll is published at the end of each semester and is based on a 3.5 grade point average or above.

Incomplete Grades

Incomplete grades from a previous grade card will remain a permanent I unless the work is completed within ten (10) school days of the end of the last grade card period.

Semester Exams and Exemption Policy

All students will take cumulative semester exams in all classes at the end of each semester except students who meet the following criteria:

- Student has four (4) or fewer absences in the class, AND
- Student has at least a 70% average in the class, AND
- Student has 70 or more behavior points remaining for the semester.

Students who are absent on exam dates will be issued an incomplete until exams are made up. Students will not be allowed to take exams prior to exam dates.

Semester Grades

Students will receive one grade for each semester of each class. The grade will be calculated using the following method:

- Multiply the cumulative semester average by .9.
- Multiply the semester exam percentage by .1.
- Add the two numbers together to get the final grade.

The grade will be converted to a letter grade using the district's 90/80/70/60 scale for A/B/C/D. A grade that is lower than 60% is an F.

Promotion/Retention

In order to be promoted to the next grade level, students at Harrisburg Middle School

- must pass language arts, literature and math with an average of at least 60% each semester and
- must pass science, social studies, PE/Health, and exploratory (habitudes, art, careers and technology, band) with an overall average of at least 60% (average of semester 1 and semester 2).

These are not the only criteria to be considered when making individual decisions in reference to retention.

Decisions should be based upon all relevant information available. 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. The final decision to promote or retain will be made by the building administrators.

Students who do not pass one of the required classes may be required to retake one or both semesters of the class the following year if they otherwise qualify for promotion.

Promotion Ceremony

A Promotion Ceremony may be held for 8th grade students who are promoted to Harrisburg High School. The Promotion Ceremony is a privilege; not a right. While all students who meet the criteria for promotion will receive a promotion certificate and be promoted to high school, students may be denied the right to participate in the promotion ceremony for reasons including but not limited to serious behavior issues, poor attendance, failure to pay for lost or damaged books, chromebooks, chargers, materials, or athletic uniforms, and failure to pay school fees.

2-10 EXTRACURRICULAR ACTIVITIES

The extra-curricular programs are not required and are considered privileges for students. These privileges may be denied to students not meeting standards set for school or individual activities. NOTE: Physicals must be on file before any student may participate in any sports activity, including tryouts for an athletic activity. **See the HMS Athletic Handbook for more information.**

Extra-Curricular Activities

- Athletics
 - Baseball
 - Softball
 - Boys and Girls Basketball
 - Cheerleading
 - Volleyball
 - Boys and Girls Bowling
 - Boys and Girls Cross Country
 - Boys and Girls Track
 - Boys and Girls Golf
- Clubs
 - Art Club
 - Builders Club
 - Drama/Theater
 - Junior Purple Clarion (7th and 8th Grade)
 - Scholar Bowl (7th and 8th Grade)
 - Student Council
 - Student Leadership Team (chosen by administration and teachers)
 - Yearbook (8th Grade chosen by Mr. Boglino)

Extra-Curricular Eligibility

To participate in any extracurricular athletic activity, a student **must have passing grades in all subjects in which they receive a grade**. A failing grade in any subject will result in a student being placed on the ineligibility list for one week. Ineligible students may practice with the team but may not play home contests or attend away athletic contests. Eligibility is checked at the end of the last day of school of each week. **The ineligibility period runs from Monday to Sunday and students will not be allowed to participate during that period even if grades improve.**

Eligibility for Clubs

Eligibility requirements for school-sponsored clubs vary. Sponsors for clubs will advise students of eligibility requirements.

Athletic Participation Requirements

Athletics for HMS includes the following: boys baseball, girls softball, boys and girls cross country, boys and girls basketball, cheerleading, volleyball, boys and girls bowling, boys and girls track, and boys and girls golf. In addition to meeting the academic requirements, athletic students must have four forms on file with the athletic director in order to try out and participate. Athletes must have a **current physical** on file, a signed copy of the **athletic handbook consent**, a **concussion policy form**, and an **insurance/permission participation waiver** showing proof of insurance. If a student athlete does not have insurance, they can purchase insurance from the school. These forms are in the office and should be taken care of at registration.

Athletic Handbook

Any student participating on a sports team will be given an athletic handbook once they make the team. This handbook will have all expectations of HMS athletics.

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 SIJHSAA and IHSA before being allowed to participate in any athletic activity, including practice or competition. A student who has moved from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, Harrisburg CUSD#3 return-to-play and return-to-learn protocols.

School Activities

Students are encouraged to participate in as many school activities as they feel they can handle without jeopardizing their regular schoolwork. Many of these activities require a “try out” to make either a team or a performance. **At the time these activities begin, all students must be academically eligible. Announcements will be made concerning such activities.**

Attendance at School Dances

Attendance at school-sponsored dances is a privilege, not a right.

- Only students who attend school the day of the dance may attend dances.
- All school rules, including the dress code, are in effect during school-sponsored dances.
- Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline and conduct policy.
- Students must be picked up within 15 minutes of the end of the dance. Students who are not picked up within this timeframe may have their privilege of attending dances suspended.

Extra-Curricular Activity Conduct

- The conduct of athletes is addressed in the HMS Athletic Handbook.
- Students are encouraged to attend and support athletic events as well as other extra-curricular activities. Students are reminded that their conduct at these events is a matter of pride for the school, and we encourage them to be polite, orderly, and mannerly. In so doing, some simple rules must be followed:
 - **All school rules are in effect at home and away contests, musicals, plays, etc.**
 - **Students must be picked up within 15 minutes of the end of the extracurricular activity or within 15 of arrival at HMS following an away activity.**
 - Once students are at a game, play, musical or other extra-curricular activity, he/she must stay until his/her parent or guardian (or designated ride) arrives. Students may not leave and then re-enter the game or activity.
 - Students must sit in the student cheering section or with his/her parent or guardian. Students may not leave the gym during game time. Students may only go to the concession stand and the restroom during half time and between games.
 - Students must show respect for the other team and officials. No booing or yelling at the other team or the officials is allowed.
 - Only players are allowed on the field or floor. Students may not get on the floor during halftime or between games.
 - Students should show respect for the National Anthem by standing quietly and removing your hat while it is playing.
 - Students should show respect for the school song by standing and clapping while it is playing.
 - Students will not have access to their PE locker or school locker. The building is closed during games, plays, musicals, etc.
 - Students may cheer as loudly as they want and support the HMS Bulldogs!
 - During a play, musical, or talent show students should sit quietly and pay attention. Students may clap at appropriate times.

Consequences

- If students do not abide by the above rules, they may be removed from the game or activity and subject to further school discipline.
- and regulations established for the respective activity
- **Coaches, sponsors, and/or HMS administration may remove a student from any extra-curricular team or club because of inadequate grades or behavior.**
- **Students on Social Suspension are not allowed to attend any extracurricular activities.**

CHAPTER 3

STUDENT FEES AND MEAL COSTS

3-1 FEES, FINES AND CHARGES

School Fees

The Harrisburg Community Unit School District #3 Board of Education has waived book rental fees for all students for the 2025-2026 school year. This does not include fees for admission to athletic contests, plays, musicals, and school dances. Students must still pay these fees in order to attend.

It also does not preclude the school from charging students for a lock provided for their locker, charging students for lost or damaged textbooks, library books, chromebooks (including case and charger) or lost damaged athletic uniforms and equipment. Additionally, the school may charge fees for yearbooks, class and House t-shirts and field trips.

In order to participate in any end of the year activities such as field trips, walking through the promotion ceremony, fun days, house competitions, all fees must be paid in full. These include, but are not limited to, lost or damaged textbooks or library books, lost or damaged chromebooks (cases, chargers), fees for earbuds, and fees for lost or damaged athletic uniforms or equipment.

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.

3-2 STUDENT INSURANCE

The Harrisburg CUSD#3 does not provide student accident insurance or health insurance. Parents may contact the office for information on how to enroll in a cost effective insurance plan for students. By no means is the coverage adequate for all costs of a student accident claim. All other financial considerations related to an accident or injury that occurs while the student is attending or participating in a school function, such as physical education, athletics or a field trip is the responsibility of the parent/guardian.

3-3 SCHOOL LUNCH PROGRAM

Harrisburg CUSD#3 Board of Education has waived all breakfast and lunch fees for students for the 2025-2026 school year.

- Breakfast is served every school day from 7:30 a.m. to 8:00 a.m.
- Harrisburg Middle School is a closed campus school. Hot lunches are available in the cafeteria every day and it is recommended that students remain at school and eat these lunches or bring their own lunch to school.
- Harrisburg Middle School is a closed campus school. Upon arrival at school, whether by walking, bus or private vehicle, students are not to leave the campus without permission until the school day is over. Parents/Guardians may sign a student out for lunch but they must also sign them back in at the office after lunch. It is recommended that students not leave early for lunch and be back in time for the next scheduled class. Students who leave early for lunch will be marked absent for the class time missed. Students who return late from lunch will be considered tardy and/or absent for the next class.
- Students may eat lunch in the commons area only.
- **Parents may not bring outside food to students during lunch time.**
- **No energy drinks**

CHAPTER 4

TRANSPORTATION & PARKING

4-1 BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. The only exceptions to this rule involves those children residing less than 1 ½ miles from their attendance center who live in a neighborhood designated as a hazardous area by the Illinois Department of Transportation.

Due to its location, all students at Harrisburg Middle School are eligible for bus transportation. Harrisburg CUSD#3 contracts our bus services to Robinson Bus Co. To determine which bus your student is to ride, contact them at 618-252-6171. Other inquiries concerning transportation should be made to the Director of Transportation. He may be reached at Harrisburg High School.

Authority of Bus Driver

Whether students ride a bus every day to and from school or occasionally for athletics or a field trip, it is important for them to be aware of the fact that the bus driver is in complete charge of the bus and is responsible for the safety of all passengers. While students are on the bus, they are under the supervision of the school bus driver. The driver has the same authority on the bus that teachers have in the classroom. 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 or assistant principal.

Following Rules/Discipline

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.

Bus Safety

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

- 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.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- 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.
- 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.

- 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.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- 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.
- 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.
- Never run back to the bus, even if you dropped or forgot something.

Bus Audio and Video Recordings

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.

Rural Student Pickup Points

The Harrisburg CUSD#3 participates with the Robinson Transport in establishing bus stops at or as near the student's residence as possible for students in rural areas. Such roads must be surfaced and maintained in a satisfactory and safe condition for bus operation as determined by the Director of Transportation. An approved turnaround point must also be established and maintained by the parent at all times. Buses are not required to operate on private roadways.

Riding A Different Bus

Students are permitted to ride a bus other than the bus to which they are assigned with the permission of a parent/guardian.. Harrisburg CUSD#3 and Harrisburg Middle School are not responsible for students who do not ride their assigned bus. Exceptions must be approved in advance by the building principal or assistant principal. Bus requests must be made before 1:00 pm unless in the case of an emergency. A bus note will be sent to your student during homeroom.

4-2 BUS CONDUCT

Follow School Rules

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 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 ten (10) days for safety reasons.

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.

Consequences

For the safe transportation of students on the school buses and at bus stops, appropriate behavior is necessary. Inappropriate behavior will be addressed by the building principal or assistant principal when notified of bus misconduct by a bus driver or the bus company. Consequences may include but are not limited to:

- Conference with student
- Contact parent/guardian
- Conference with parent/guardian
- Detention
- In School Suspension
- Bus Suspension
- Short Term Out of School Suspension (0.5 Days - 3 Days)
- Long Term Out of School Suspension (4 - 10 Days)
- Expulsion from school or alternate placement

4-3 PARKING

Harrisburg Middle School has a main parking lot available in front of the school for staff and visitor parking. Additionally, there is visitor parking outside of the office entrance. **Numbered parking spaces outside of each wing and spaces designated for specific staff members are not to be used by visitors.**

Those dropping off and picking up children should do so in accordance with the drop-off and pick-up procedures of the school. Drivers must be aware of, and adhere to, the street signs that surround buildings, as well as, handicapped parking spaces.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time unless the car has been given permission during arrival and dismissal procedures. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

4-4 DROP-OFF/PICK-UP PROCEDURES

School buses and parents dropping students off enter through the same entrance from Bulldog Blvd. Buses use the right lane and vehicles use the left lane.

All students are required to exit out the front doors and be picked up in front of the building. Parents may drive around the building and park on the blacktop. For their safety, students must look both directions before crossing to the blacktop area.

Parents are required to follow the drop-off and pick-up procedures for the safety of their child and the other children. Parents are not allowed to park in the grass or pick up or drop off their child on Bulldog Blvd. **Parents who drop their child off on the road or have their children walk to the road to be picked up do so at their own risk.**

School buses will drop students off directly in front of the building in the right lane (closest to the building). Parents dropping students off will stay in the left two lanes between the building and the parking lot.

Students Must Use the Crosswalk

When being dropped off and picked up, students should not exit the vehicle until they are at the crosswalk. For their safety, students should use the designated crosswalk during drop off and pick up.

Buses have the right of way at all times

Parents MUST yield the right of way to buses at all times. Parents should use both of the left lanes to avoid blocking the drive for buses. When leaving the parking lot, yield the right of way to buses and allow them to turn left out of the parking lot before proceeding.

CHAPTER 5

HEALTH AND SAFETY

5-1 GENERAL HEALTH GUIDELINES

School Nurse

Students are required to obtain a pass from their teacher before going to the nurse's office. Failure to comply could result in an unexcused tardy. All visits to the nurse during classes should be of a true emergency nature (profuse bleeding, vomiting, or serious injury/illness). Time is available from 7:30 a.m. - 8:00 a.m. for students to turn in forms to the nurse. No student should leave the school when ill without reporting to the nurse's office or in her absence, the main office. In the absence of the nurse, students requiring assistance should report to the office.

Health Guidelines

In the interest of public health, children should not be in school if:

- The child has a fever above 100° F and until the child has been fever free, without medication, for 24 hours.
- The child has vomited twice or more in 24 hours.
- The child has diarrhea.
- The child has an unexplained rash.
- The child has a diagnosis of conjunctivitis (pink eye). Students may return to school 24 hours after the initial prescriptive eye drop is administered.

Communicable Diseases

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- 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.

Head Lice

The school will observe the following procedures regarding head lice.

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

Medical Excuses for PE

Students are expected to participate fully in PE unless there is a specific medical reason or condition that does not permit them to do so.

- If a student will be unable to participate in PE longer than 3 days, a note from a doctor will be required.
- It is requested that all PE excuses be brought to the office at the beginning of the day.
- Doctor's notes written to excuse students from participation in PE must state the specific health condition and the length of time the student will not be able to participate.
- Doctor's notes without a specific end or re-evaluation date will not be accepted.
- An excuse containing only the date it is written will be accepted for that date only.

- Students who are excused from PE will not be able to participate in recess or in physical extracurricular activities until a release from the doctor is received.

Sports Physical, Waiver and Concussion Agreement

No potential athlete or cheerleader will be permitted to try out for a team unless a current physical, proof of insurance or insurance waiver, and concussion agreement is on file in the school office prior to the scheduled tryout. The nurse will provide a form which will be given to the coach before a student can try out for that particular sport. If the nurse is not on duty, then the administrator in charge will be able to sign off on the form, giving you permission to try out. Also, please make a copy of your physical before you turn it into the school nurse. It is recommended that physicals are dated between June 1st and August 1st of the current school year to ensure that the physical is valid for the entire school year. In order to participate there should be no restrictions placed on the student. If a child's physical expires prior to the end of the season, he/she will not be allowed to participate until an updated physical is on file with the nurse. Please do not wait until the last minute to turn in your physical, waiver, and concussion agreement as this might interrupt the team's tryout process.

Vision and Hearing Screenings

Vision and hearing screenings will be done on those students required by the School Code of the State of Illinois. These screenings are not a substitute for a complete evaluation by a doctor. The Illinois School Code from the Illinois Department of Public Health Vision & Hearing Program requires this written notification. Transfer, special education and teacher referred students are required to have vision and hearing screenings performed. Eighth grade students are required to have a vision screening performed.

Student Injury or Illness

School nurses are employed by Harrisburg CUSD#3. Injuries and accidents must be reported to a teacher or supervisor and then to the nurse's office immediately. In case of an emergency and the nurse is not present, the principal and/or designee will take appropriate precautions.

When a student is ill or injured at school, it may be necessary for the student to be sent home or to obtain additional treatment. If such is the case, the school nurse or building principal will contact the parent/guardian to explain the circumstances and determine the next steps. In case a parent/guardian cannot be reached, the school will contact the person listed on the student's emergency record. Students will remain supervised at school until contact is made or a 911 call is needed for emergency care. In situations where an emergency vehicle is needed to transport a student to a medical facility, a representative from the school shall meet the vehicle at the medical facility and remain until an emergency contact arrives.

Please keep the school informed of any changes to the emergency record. If no one listed on the emergency record is available, the decision regarding care will be made in the best interest of the child.

In the case of a student injury, the school nurse will fill out an accident report and provide it to any school staff with knowledge of the accident or student injury to be completed. The report shall be submitted to the building principal within 24 hours of the accident occurring.

Water Bottles

Students are allowed to bring **water** to school for personal use. Harrisburg Middle School has water bottle fillers located in the commons area that may be used by the students to fill their bottles. **Students may not bring soda, coffee, energy drinks, or other beverages in their water bottles.**

5-2 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:

- Entering kindergarten or the first grade;

- Entering the sixth and ninth grades; and
- 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:

- Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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 Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5-3 STUDENT MEDICATIONS

School Medical Authorization Form

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian

must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

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

Self-Administration of Medication

Students 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**.

Diabetes Medications. 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. **Epilepsy Medications.** 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. **Other Medications.** 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.

5-4 CARE OF STUDENTS WITH ASTHMA

- If your child has asthma that requires treatments at school, a School Medical Authorization nForm must be signed by the child’s physician and submitted to the nurse.

- All parents of students with asthma must complete an Asthma Action Plan which needs to be completed by both the parent and the child's physician and submitted to the nurse.
- All equipment and supplies necessary for administering asthma medications must be provided by the student and kept in the nurse's office.
- The parent must keep the nurse informed of any changes in the student's health.

5-5 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:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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.

5-6 STUDENTS WITH FOOD OR OTHER LIFE THREATENING ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618-253-7637.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support 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.

5-7 SAFETY DRILL PROCEDURES AND CONDUCT

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

5-8 GUIDANCE AND 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 the consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

CHAPTER 6

DISCIPLINE AND CONDUCT

6-1 GENERAL GUIDELINES FOR DISCIPLINE

Classroom Management Plan

Each teacher is to establish a Classroom Management Plan to be approved by the building principal and to be implemented prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted, including the gross disruption of the learning environment.

6-2 SCHOOL DRESS CODE AND STUDENT APPEARANCE

Dress Code Philosophy

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

Dress Code

Harrisburg Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, sexual orientation, ethnicity, religion, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

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

- Clothes must be worn in such a way that all private areas must be covered for all students at all times.
- Student dress (including accessories) may not
 - Advertise, promote or depict through images or language alcoholic beverages, illegal drugs, drug paraphernalia, vaping or paraphernalia or any illegal item or activity.
 - Advertise, promote or depict through images or language lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 - Create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - Advertise, promote or depict through images or language, hate speech, profanity or pornography.
 - Advertise, promote or depict through images or language, guns or other weapons.
- Students can wear:

- Hoodies (not covering the head)
- Yoga pants
- Ripped jeans that do not reveal undergarments or private areas.
- Shorts that do not reveal undergarments or private areas.
- Students may not wear the following items:
 - Hats, caps, hoodies over the head, sunglasses.
 - Any clothing that reveals or could reveal undergarments or private areas including see through clothing and ripped jeans.
 - Shirts without sleeves.
 - Accessories that could be considered dangerous or could be used as weapons.

If there is any doubt about dress and appearance, the Principal or Assistant 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.

Dress Code Enforcement

- Students in violation of the dress code will be provided three (3) options:
 - Students will be asked to put on their own alternative clothing, if already available at school, to wear for the remainder of the day.
 - Students will be provided with temporary school clothing to wear for the remainder of the day.
 - If necessary, students' parents/guardians may be called to bring alternative clothing for the student to wear the remainder of the day.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes but is not limited to:
 - Kneeling or bending over to check attire
 - Measuring straps or shorts or skirt lengths
 - Asking students to account for their attire in the classroom or in hallways in front of others;
 - Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others.
 - Accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as dances and promotion ceremonies.

6-3 PROHIBITED STUDENT CONDUCT

Teacher/Staff Managed Behaviors

Teacher/Staff managed behaviors are behaviors which impede the orderly operation of the classroom or school. Such behaviors can usually be handled by an individual staff member by using appropriate interventions. Teacher/Staff managed behaviors include the following:

- **Being Unprepared for Class** - Including, but not limited to, failure to
 - complete homework assignments
 - charge a Chromebook,
 - bring required materials and/or supplies
- **Bringing Prohibited Items to School** - Including, but not limited to, toys, fidget spinners, blankets, etc.
- **Dishonesty/Lying including minor academic dishonesty** - Including, but is not limited to, cheating on homework, sharing homework with other students, and giving answers to AR tests to other students.

- **Minor Defiance** - Disobeying rules of student conduct or directives from staff members or school officials, including, but not limited to, refusal to comply with the directive of a staff member.
- **Minor Disrespect** - Including, but not limited to, minor disrespect towards another student and staff member (includes substitute teachers), arguing with a staff member, rolling eyes at a staff member, etc.
- **Minor Disruption** - Including, but not limited to, talking, making noise, sleeping in class, other inappropriate behaviors in classrooms or on school-controlled grounds, etc.
- **Physical Contact** - Including, but not limited to, horseplay, roughhousing, pushing, shoving, etc. without injury.
- **Public Display of Affection** - Including, but not limited to hugging, holding hands, kissing, etc.
- **Technology Violation (Minor)** - Including, but not limited to students playing games on their Chromebooks, being on any appropriate website without permission, etc.
- **Unassigned Area** - Including, but not limited to a student going somewhere other than the place he/she was given permission to go, visiting a teacher on another wing without permission after the student is dismissed at the end of the day, etc.
- **Using Inappropriate Language** - Minor inappropriate language will be handled by the staff member who hears those comments including, but not limited to, name calling, teasing or derogatory comments and profanity that is not directed at staff or students . This **will not** include:
 - Any type of racial, homophobic, and/or body shaming comments; or
 - Any inappropriate comments directed at staff or students

Immediate intervention by the staff member who is supervising the student or observes the misbehavior is required. If the violation occurs in the classroom setting, the teacher invokes the Classroom Management Plan as approved by the building principal.

Repeated misbehavior may require a parent/teacher conference, re-entry conference, restorative circle or a parent conference with counseling staff and/or administrator. A proper and accurate record of the offense and disciplinary action is created by the staff member and sent to administration to be recorded in PowerSchool.

Office Managed Behavior

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

- **Absent Without a Recognized Excuse** - See policy in 2-3.
- **Abuse of Privilege of Leaving Classroom for Purposes of Avoiding Instruction**
- **Academic Dishonesty (Major)** - 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.
- **Aggressive Behavior:** Physical or psychological harm (defined as emotional or cognitive disturbances resulting from another's actions) to a staff member or another student. This includes, but is not limited to, fighting, excessive/unnecessary bodily contact including horseplay or roughhousing resulting in injury, assault/battery/intimidation, or seriously disruptive behavior that may result in a safety hazard.
- **Assembly:**
 - Being involved with any public school fraternity, sorority, or secret society.
 - Gang or Gang-Like Activities: Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 - "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:

- 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
 - 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; or
 - request any person to pay protection or otherwise intimidate, harass or threaten any person; or
 - commit any other illegal act or other violation of district policies, or
 - incite other students to act with physical violence upon any other person.
- **Bomb Threats**
- **Disrespect (Major):** Disobeying rules of student conduct or directives from staff members or school officials. Including, but not limited to extreme disrespect towards students, staff (including substitute teachers), verbal aggression towards staff (including substitute teachers), insubordination.
- **Dress Code Violations: See policy in 6-2.**
- **Electronic Device Usage:** Using a cellular telephone, smartphone, smart watch, video or audio recording device, gaming device or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including, but not limited to the following:
 - Using the device to take photographs in locker rooms or bathrooms
 - Cheating; or
 - Otherwise violates student conduct rules.

Prohibited conduct specifically includes, without limitation,

- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, cell phone, smartphone, smartwatch or similar electronic device or
- Non-consensual dissemination of private sexual images (i.e., sexting); and **See policy in 6-14.**

If a student is caught violating any of the above mentioned rules with an electronic device, the student will receive the following consequences:

- **First Violation** - Electronic device brought to office, student may pick it up after school
 - **Second Violation** - Lunch detention, student may pick up electronic device after school
 - **Third Violation** - In School Suspension, student may pick up electronic device after school
 - **Fourth & Subsequent Violation** - In School Suspension, student may not bring electronic device to school
- **Falsifying Emergencies:** 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.
 - **Inappropriate Language:** Inappropriate language directed at staff or students including, but not limited to, racial, homophobic, and/or body shaming comments, or any inappropriate comments directed at staff or students, etc.
 - **Instigating Conflict:**
 - **Bullying:** Engaging in or any kind of aggressive behavior that does physical or psychological harm to a student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, but is not limited to, any use of violence, force, noise, coercion, threats,

stalking, public humiliation, theft or destruction of property, retaliation, hazing, or using a school computer or a school computer network or other comparable conduct. **See policy in 6-10**

- **Harassment:** The act of systematic and/or continued unwanted and annoying actions, including threats and demands.
- **Intimidation of Staff or Students:** Any statement, communication, conduct, or gesture, including those in written form, directed toward any staff member or student that causes a reasonable person to be intimidated.
- **Disruption of School Environment:** 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 be a threat or an attempted intimidation of a staff member; or to endanger the health or safety of students, staff, or school property.
- **Internet Threats:** 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.
- **Hazing:** 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.
- **Extortion:** The practice of obtaining something, especially money, through force or threats.
- **Rumors and Falsifications:** instigating conflict between two or more students through gossip, rumors, attempting to discredit another student, or falsifying information.
- **Referencing Prior Offenses/Arguments/Disagreements:** causing or attempting to cause conflict with another student by bringing up issues that have been resolved by administration according to the student handbook.
- **Threats Made to Staff or Students:** Any statement, communication, conduct, or gesture, including those in written form, directed toward any staff member or student that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the statement, communication, conduct, or gesture as a serious expression of intent to physically harm.
- **Leaving School Grounds Without Permission**
- **Possession/distribution of pornography**
- **Possession of Electronic Devices in violation of the policy in 6-14.**
- **Possession/Use/Under Influence of Alcohol:** 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.
- **Possession/Use/Under Influence of Controlled Substances/Prescription Drugs/Paraphernalia:** Using, possessing, distributing, purchasing, selling or offering for sale:
 - 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).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.

- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- 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.
- "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.
- 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.
- 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.

- **Possession/Use of Tobacco:** Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- **Possession/Use of Weapons:** Using, possessing, controlling or transferring a "weapon" or violating the following procedures:
 - A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
 - A 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.
 - 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.

- **Repeated Classroom Managed Behaviors:** Engaging in repeated similar classroom behaviors after appropriate interventions have been implemented and documented by a staff member.
- **Sexual Misconduct:**
 - engaging in any sexual activity, including, without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), removing the clothing of another student (depantsing), possession/distribution of sexually explicit materials.
 - Sexual assault of a staff member.
 - Sexual assault of a student.
- **Tardy:** See policy in 2-6
- **Technology Violation (Major)** - Major violation of the Acceptable Use Policy including, but not limited to, being on websites that are sexually explicit, searching for sexually explicit information, searching for information regarding the violation of any criminal law, being on websites with weapons or searching for information regarding weapons, etc.
- **Teen Dating Violence** - See policy in 6-11.
- **Theft:** Stealing, or attempting to steal, school property or another person's personal property.
- **Trespassing:** Entering school property or a school facility without proper authorization.
- **Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.**
- **Vandalism:** Causing or attempting to cause damage to school property or another person's personal property.
- **Violation of any other Criminal Law:** Violating any criminal law, including but not limited to, assault, battery, arson.

All Offenses

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.

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:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event;
- 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.

6-4 RESTORATIVE/DISCIPLINARY CONSEQUENCES

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. Potential disciplinary measures include, without limitation, any of the following measures:

- **Logical Consequences**
 - Logical consequences are consequences that are implemented following a student's inappropriate behavior that serve to discourage the student from engaging in the behavior again.
 - Logical consequences **MAY** be offered to a student instead of traditional consequences such as parent contact or detention.
 - Logical consequences are used to help guide the student to make better choices by teaching them they have responsibility for and control over their own behavior.
 - Logical consequences are clearly related to the student's behavior.
- **Restorative Practices** including, but not limited to, assignment to small group sessions.
- **Detention**
 - Students will follow strict guidelines while in lunch detention.
 - Lunch will be brought to the detention room for students serving detention in addition to being required to follow all school expectations.
 - Restorative practices are required for all students assigned a lunch detention.
- **In-school suspension (ISS) - 0.5 days or more**
 - Restorative practices required for all students assigned an in school suspension including, but not limited to reflection form/think sheets, conference with administration and/or school counselor
 - During ISS, students will not be permitted to attend regular classes, school assemblies, field trips or extracurricular activities on the date(s) of ISS.
 - Students will follow strict guidelines while placed in ISS in addition to being required to follow all school expectations..
 - Lunch will be brought to the ISS room if the ISS supervisor is not able to bring the students to the cafeteria when other students are not present.
- **Out of School Suspension (OSS) - Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.**
 - **Short Term Suspension** - OSS for 0.5 - 3 days may be used only if the student's continuing presence in school would pose:
 - A threat to school safety or
 - A disruption to other students' learning opportunities
 - Whether a student's continuing presence in school would pose a threat to school safety or disruption to other student's learning opportunities shall be determined on a case-by-case basis by school officials.
 - **Long Term Suspension** - OSS for four or more days, expulsions and disciplinary removals to alternative school may be used only if:
 - Other appropriate and available behavioral and disciplinary interventions have been exhausted; and
 - The student's continuing presence in school would either:
 - Pose a threat to the safety of other students, staff, or members of the school community; or
 - Substantially disrupt, impede or interfere with the operation of the school
 - Whether a student's continuing presence in school would pose a threat to the safety of other students, staff, or members of the school community; or substantially disrupt, impede, or interfere with the operation of the school shall be determined on a case by case basis by school officials.
- **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.
 - An expulsion shall take place after the parents have been requested by registered or certified letter to appear at a meeting of the Board of Education, or with a hearing officer appointed by it, to discuss their child's behavior. The principal of the school the student attends, along with other

staff members who have knowledge of the student's academic, behavioral, and social background may be asked to attend the meeting.

- At such a meeting, the reasons for dismissal and the date on which the expulsion is to become effective shall be stated.
- Following the meeting, the Board may take such action as it finds appropriate.
- **Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.**
- **Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity.**
- **IN ADDITION to detention ISS or OSS, administrators MAY ALSO:**
 - Withhold privileges.
 - Temporarily remove the student from a classroom.
 - Require the return of property or restitution for lost, stolen or damaged property.
 - Implement a student behavior contract or behavior intervention plan.
 - Require school or community service.
 - Seize contraband; confiscate and temporarily retain the personal property that was used to violate school rules.
 - Suspend bus riding privileges.
 - Place students on the Social Suspension List - See Social Suspension Policy in 6-8.

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.

For All Offenses

- **Notification of parents/guardians by mail, email or phone** - required for all offenses, AND
- **Disciplinary conference with Student/Conference with School Counselor/Re-Entry Conference**
 - Disciplinary conference with the student is required for all offenses.
 - Conference with the school counselor is required for all students assigned an In School Suspension.
 - Re-Entry Conference with administration and counselor is required for all students returning from an out of school suspension, alternative program or expulsion.

6-5 ISOLATED TIME OUT/TIME OUT/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.

6-6 CORPORAL PUNISHMENT

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

6-7 RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee and school counselor shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting and his or her parents if possible. 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 the student to participate in counseling. Students will have a transition day upon returning to assist in homework, etc.

6-8 SOCIAL SUSPENSION/SOCIAL PROBATION LIST

Social Suspension

Students placed on the social suspension list will not be allowed on district property outside of regular school hours (7:30 a.m. to 3:00 p.m.). Students on social suspension cannot attend or participate in any activities occurring outside of regular school hours including, but not limited to, clubs, extracurricular events, dances, games, or athletic events while on social suspension.

Students at Harrisburg Middle School begin each semester with 100 points.

Points will be deducted as follows:

- warning/notification for teacher/staff managed behaviors - 2 points each,
- detention = 5 points each,
- ½ Day ISS = 10 points each,
- ISS = 15 points each,
- ½ day OSS = 15 points each
- OSS = 30 points each.

Once a student falls below 60 points, he or she will be placed on the social suspension list for the remainder of the semester.

Students with more than ten (10) absences (excused or unexcused) will be placed on social suspension for the remainder of the semester.

Social Probation

- Students failing one or more classes will be on the social probation list until he/she is passing all of his/her classes.
- Students on the social suspension list for having fewer than 60 points will remain on the social suspension list for the remainder of the semester unless he/she does not receive a warning/notification or disciplinary referral for 20 or more consecutive school days. In this case, the student will be placed on the social probation list and **MAY** be allowed to participate in activities as long as he/she does not have more than 10 unexcused absences and is not failing any classes.
 - If the student receives a warning/notification or disciplinary referral following the 20 school days, he/she will be placed back on the Social Suspension list for the remainder of the semester.
 - Students placed on social probation in this manner will not be eligible for Bulldog Club activities.

List Resets Each Semester

Except as stated below, the social suspension list resets at the beginning of each semester:

- Students who accumulate ten or more days of suspension (ISS and/or OSS) during the school year will not be allowed to participate in extracurricular activities for the remainder of the year (including field trips, dances and athletic events).

Final discussions regarding social suspension will be determined by the building administrators.

6-9 BULLDOG CLUB ACTIVITIES AND FIELD TRIPS

Students at Harrisburg Middle School begin each semester with 100 points. Points are deducted for each disciplinary violation as follows: detention = 5 points each, ½ day ISS = 10 points each, ISS = 15 points each, ½ day OSS = 15 points each, and OSS = 30 points each. Students who have minor disciplinary referrals from teacher/staff managed behavior will lose 2 points for each referral.

Eligibility for Bulldog Club Activities:

At the end of each semester, students who

- have at least 80 Bulldog Club points, and
- have earned a 60% overall average or higher (70% for 8th Grade end of year trip) in ALL of their classes, and
- have no more than 5 total absences (for the semester in which the activity occurs)
- Have met their AR requirement (for 8th grade end of year trip only).

may be eligible to participate in Bulldog Club activities.

Eligibility for Other 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.

Students who

- have at least 80 Bulldog Club points, and
- have at least a 60% overall average or higher in all of their classes, and
- have no more than 5 total absences (for the semester in which the field trip occurs)

may be eligible to attend field trips that are not considered Bulldog Club activities.

Field Trips

A student who meets these criteria but has committed offenses that might give administrators and teachers cause for concern for taking the student on a long field trip may be excluded from the trip. Building Principal, Assistant Principal and Teachers may make exceptions to these requirements.

6-10 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 goals.

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

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

administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* 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 substantial 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.

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

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

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

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

Bullying and Prevention Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator and Complaint Managers:

Principal Debbie McGowan
312 Bulldog Blvd.
618-253-7637 Ext. 3000
dmcgowan@harrisburg3.org

Assistant Principal Lana Bell
312 Bulldog Blvd.
618-253-7637. Ext. 3000
lbell@harrisburg3.org

Counselor Lynn Penrod
312 Bulldog Blvd.
619-253-7637 Ext. 3000
lpnrod@harrisburg3.org

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of **bullying is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

- c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, Restrictions on Publications; Elementary Schools, and 7:315, Restrictions on Publications; High Schools. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

6-11 HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

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

Sexual Harassment Prohibited

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

Teen Dating Violence Prohibited

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

Making a Report or Complaint

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

Nondiscrimination Coordinator and Complaint Managers:

Principal Debbie McGowan
312 Bulldog Blvd.
618-253-7637 Ext. 3000
dmcgowan@harrisburg3.org

Assistant Principal Lana Bell
312 Bulldog Blvd.
618-253-7637. Ext. 3000
lbell@harrisburg3.org

Counselor Lynn Penrod
312 Bulldog Blvd.
619-253-7637 Ext. 3000
lpnrod@harrisburg3.org

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

6-12 ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

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

6-13 USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to the following: cell phone, smart phone, audio or video recording device, smart watch, iPod, iPad, laptop computer, tablet computer, gaming devices or other similar devices.

All electronic devices must be kept powered-off upon arrival at school and placed in the students' lockers from 8:05a.m. until they leave the building unless: (a) permission is given by the Building Principal or Assistant Principal, (b) use of the device is provided in a student's individualized education program (IEP) or 504 Plan; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. See Technology Acceptable Use Policy.

All electronic devices except cell phones, smartphones and the school issued chromebook should be left at home. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

See Electronic Devices in 6-3 for consequences of violating this policy.

CHAPTER 7

INTERNET, TECHNOLOGY AND PUBLICATIONS

7-1 DISTRICT ACCEPTABLE USE OF TECHNOLOGY POLICY

See District Acceptable Use of Technology Policy provided to all students at registration.

7-2 GUIDELINES OF STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS

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

- 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.
- The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- Students must not distribute material that:
 - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - 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.
 - 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 this student handbook.
 - Is reasonably viewed as promoting illegal drug use; or
 - Is primarily prepared by non-students and distributed in elementary and/or middle schools.
 - Incites students to violate any Board policy.

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 the above guidelines.

7-3 ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

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

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

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

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

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

Operators may collect and use student data only for K-12 purposes 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

7-4 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. “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 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 study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

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

7-5 ACCESS TO GOOGLE WORKSPACE FOR EDUCATION

The district provides students with access to Google Workspace for Education to enhance instruction, learning, and collaboration. Each student is issued a district-managed Google account, which includes access to educational tools such as Gmail, Google Docs, Google Classroom, Google Earth, YouTube (educational content), and other approved applications to support student learning.

CHAPTER 8

SEARCH AND SEIZURE

8-1 SEARCH AND SEIZURE

In order to maintain order and 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 and Personal Property Left 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) and personal property left by students, 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 property 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.

CHAPTER 9 SPECIAL EDUCATION

9-1 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.

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:

Whitney Tripp

Special Education Coordinator

333 W. College St.

Harrisburg, IL 62946

618-253-7637 Ext.2154 wtripp@harrisburg3.org

9-2 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.

9-3 EXEMPTION FROM PE REQUIREMENT

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

- 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

- 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.

9-4 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 building principal.

9-5 RELATED SERVICE LOGS

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

CHAPTER 10

STUDENT RECORDS AND PRIVACY

10-1 STUDENT PRIVACY PROTECTIONS

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:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program 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, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

10-2 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 buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and 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 building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

- **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.

- **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 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 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, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
- **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.

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

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

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

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

- **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

CHAPTER 11

PARENTAL RIGHT NOTIFICATIONS

11-1 MCKINNEY VENTO

Illinois and federal law define “homeless” as persons lacking a “fixed, regular and adequate nighttime” abode. It includes “the hidden homeless” doubled-up in housing and people living in a shelter, transitional housing, temporary shelters or hotels, or places not ordinarily used by humans for sleeping.

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:

- 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
- 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.

The school must enroll the child immediately, even without records or proof of residence; assist the family in getting all necessary records, examinations, immunizations; transport the child to school if transportation presents a hardship for the family.

For more information, contact the district's McKinney Vento Liaison:

Lynn Penrod
(618) 253-7637

11-2 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.

11-3 PESTICIDE APPLICATION NOTICE

Harrisburg CUSD#3 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 unit office at 618-253-7637. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

11-4 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.

11-5 STUDENT PRIVACY

Harrisburg CUSD#3 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.

11-6 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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- 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.

11-7 IMPORTANT MENTAL HEALTH CRISIS INFORMATION

- **National Suicide Prevention Lifeline**
 - The 988 Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States
 - Contact
 - Telephone: 988
- **Crisis Text Line**
 - The Crisis Text Line is a nonprofit organization that provides free, confidential text-based mental health support in English and in Spanish 24 hours a day, 7 days a week.
 - Contact
 - Text HOME to 741741 to connect with a volunteer Crisis Counselor
- **Safe2Help Illinois Help Line**
 - The Safe2Help Illinois Help Line is a program for students to share school safety issues, find resources to get help and find encouragement to help others 24 hours a day, 7 days a week.
 - Contact:
 - Telephone: 844-4-SAFEIL (844-472-3345)
 - Text: SAFE2 (72332)
 - Online: safe2helpil.com
 - Email: HELP@Safe2HelpIL.com

STUDENT HANDBOOK ACKNOWLEDGMENT

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student Handbook. I have read the handbook and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all rules, policies and procedures of Harrisburg Middle School and the Harrisburg CUSD #3.

I understand that the Student Handbook may be amended during the year and that such changes are available on the Harrisburg CUSD #3 website or in the Harrisburg Middle School office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with the rules, policies and procedures of Harrisburg Middle School and the Harrisburg CUSD #3.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student Handbook. I have read this handbook and understand all rules, responsibilities and expectations.

I understand that the Student Handbook may be amended during the year and that such changes are available on the Harrisburg CUSD #3 website or in the Harrisburg Middle School office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with the rules, policies and procedures of Harrisburg Middle School and the Harrisburg CUSD #3.

Parent/Guardian Signature

Date